



**NORTHSHORE SCHOOL DISTRICT No. 417  
3330 Monte Villa Parkway Bothell, Washington 98021**

**REQUEST FOR PROPOSALS**

**CONCESSION STAND OPERATIONS - POP KEENEY STADIUM RFP# 2022-6-23**

**for  
Northshore School District  
3330 Monte Villa Parkway  
Bothell, WA 98021**

**Bid Opening: June 23, 2022 at 3:00 P.M.**

**REQUEST FOR PROPOSALS**

**CONCESSION STAND OPERATIONS - POP KEENEY STADIUM RFP# 2022-6-23**

**DUE JUNE 23, 2022 at 3:00 PM**

Notice is hereby given that sealed proposals will be received by the Northshore School District No. 417, Bothell, WA, hereinafter referred to as District, from qualified Bidders to provide Concession Stand Operations at Pop Keeney Stadium, effective the start of 2022-2023 sports calendar. The District is requesting a Contractor to manage, operate, and provide concessions for sporting events held at the Stadium to provide refreshment(s) and non-alcoholic beverages to the public, attending sporting events.

Estimated annual gross sales: \$50,000 - \$100,000

Each proposal shall be in accordance with the Request for Proposals Document. The Northshore School District reserves the right to reject any or all proposals, and to waive any informalities or irregularities in the RFP process. The Request for Proposals document(s) is available at <http://www.nsd.org/business> and WEBS <https://pr-webs-vendor.des.wa.gov> . Small Businesses and Minority and Women- Owned Businesses are encouraged to apply.

Publication: Seattle Daily Journal of Commerce  
May 18, 2022 and May 25, 2022

**Table of Contents**

<b>Section</b>	<b>Title</b>	<b>Page Numbers</b>
<a href="#"><u>Part 1-2</u></a>	<a href="#"><u>Instructions to Bidders</u></a>	<a href="#"><u>pg. 4-5</u></a>
<a href="#"><u>Part 3</u></a>	<a href="#"><u>Preparation of Proposal</u></a>	<a href="#"><u>pg. 6</u></a>
<a href="#"><u>Part 4</u></a>	<a href="#"><u>General Terms and Conditions</u></a>	<a href="#"><u>pg. 6-7</u></a>
<a href="#"><u>Part 5</u></a>	<a href="#"><u>Scope of Work</u></a>	<a href="#"><u>pg. 7-8</u></a>
<a href="#"><u>Part 6</u></a>	<a href="#"><u>Content, Form, and Evaluations of Proposal</u></a>	<a href="#"><u>pg. 8-10</u></a>
<a href="#"><u>EXHIBIT A</u></a>	<a href="#"><u>Sample of Sports Schedules</u></a>	<a href="#"><u>pg. 11-14</u></a>
	<a href="#"><u>APPENDIX</u></a>	<a href="#"><u>pg. 15</u></a>
Attachment A	Company Information and References Form	
Attachment B	Bid Certification Form	
Attachment C	Debarment and Anti-Lobbying Certification	
Attachment D	Wage Theft Prevention Certification	
Attachment E	Cooperative Purchasing Information	
Attachment F	Cost Proposal – Market Basket Information	
Attachment G	Sample Contract	

## INFORMATION AND GENERAL INSTRUCTIONS

### I. INTRODUCTION

#### A. PROJECT BACKGROUND

Located in downtown Bothell (9809 NE 188th Street, Bothell, WA 98011), Pop Keeney Stadium complex includes a lighted turf football/soccer stadium. In addition to hosting state football playoffs games, Pop Keeney has also hosted state soccer playoffs for both boys and girls.

- Full capacity with standing room: 5,309
- Standing room only sections can increase total capacity for athletic events
- On-site Parking: 501 spots
- Gates open two hours prior to game time

The Community and General Public desire to have a resource to obtain food/beverage refreshment while attending sporting events at Pop Keeney. It is the District's desire to find a non-District resource to provide concessions and operate and manage the concessions for District approved events and per sport schedules. Please see Exhibit A for an example of previous Sports Schedules for football and soccer. 2022-2023 schedules will not be available until August 2022.

District Associated Student Body (ASB) groups have depended on receiving a percentage of Concession sales to help fund legitimate activities of the ASB to include those that are Cultural, Athletic, Recreational, or Social in nature. ASB funds are designated as public funds of the school district per State law, therefore, the District must control and account for student body money within the legal parameters governing public funds.

#### B. OBJECTIVE

The District desires to contract with a responsive, responsible bidder, that has all the appropriate food handling permits and licensing, that best fits the needs of the District to operate, manage, and provide food/beverage refreshments at Pop Keeney Stadium complex during District approved athletic and potential other events. Monthly commission checks based on gross sales are expected to be issued to each school for hosting a home game.

### II. INSTRUCTIONS TO BIDDERS

#### A. GENERAL INSTRUCTIONS TO BIDDERS:

Northshore School District ("District") is requesting proposals (RFP) from qualified companies ("Bidders") to operate, manage, and provide refreshments to the public during Northshore sanctioned sporting events held at Pop Keeney Stadium.

Bidder shall submit one (1) clearly marked original RFP, and one (1) electronic copy of the proposal in PDF format on a flash drive. Proposals are to be submitted in a sealed envelope or box addressed to:

Joy Kuhlmann, Contracts and Procurement Manager  
Northshore School District  
3330 Monte Villa Parkway  
Bothell, WA 98021

The envelope/box shall contain the following information on its face:

- Name of the Bidder, Bidder's address, and the title "Concession Stand Operations – Pop Keeney RFP# 22-6-23.

It is the sole responsibility of the Bidder to see that its proposal is received at the designated location by the designated time. Late bids will not be opened. Proposals shall be hand-delivered or sent via certified mail to ensure that they are received by the due date and time. Electronically transmitted or faxed proposals will not be accepted.

#### B. AWARD

District intends to award a contract to the responsive and responsible Bidder whose proposal offers the best overall value to the District. Additional information about scoring of proposals can be found in Section VI. Distribution of this RFP or receipt of any proposal shall not constitute a commitment by the District to any Bidders. If it is determined that the submitted proposals are not economically beneficial to the District or for other business reasons, the District may, at its sole discretion, reject all proposals or waive informalities in the request for proposal process.

#### C. TERM

The initial term of this contract will run for three (3) consecutive years, from August 1, 2022 through July 30, 2025 and will include an option to extend annually for up to two (2) additional years. The successful Bidder must certify that all of the services proposed are readily available and that District will not incur costs in excess of the proposed rates for the duration of the contract period and any optional extension terms.

#### D. TIMELINE

The following is a draft schedule of procurement activities related to this RFP:

<b>Date</b>	<b>Activity</b>
5/18/2022	Date of First Advertisement
5/25/2022	Date of Second Advertisement
5/18 – 6/15/2022	Mandatory facility walk-through at Pop Keeney Stadium – to be Scheduled with Facility Manager
6/15/2022	Last Day to Submit Questions or Requests for Clarifications
6/16/2022	Publish addenda as necessary
<b>6/23/2022 at 3:00PM</b>	<b>Proposal Due Date, Public Bid Opening at District Administrative Office at 3:00 PM</b>
6/23-24/2022	Bidders Notified of Interview Selections (if needed)
6/27 – 28/2022	Interviews (if needed)
6/30/2022	Notice of Intent to Award (All Bidders Notified), Board Agenda item due
7/11/2022	Board Approval, Contract Awarded
August 1, 2022	Contract Period Begins

### **III. PREPARATION OF PROPOSAL**

#### **A. SUBMITTALS**

Bidder must submit a complete proposal in accordance with the requirements of Section 3 below. All costs in submitting a proposal, responding to inquiries, and if requested, demonstration of services shall be borne in full by the interested Bidder.

#### **B. SIGNATURES**

The proposal cover letter and all required forms must be signed in the name of the Bidder and must bear the title and signature of the person duly authorized to sign the proposal. Missing required signatures may result in non-responsive bid determination.

#### **C. WITHDRAWAL OF PROPOSAL**

Any Bidder may withdraw its proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals. Proposals cannot be withdrawn after the deadline and will be valid for a period of 90 days from the date due.

#### **D. EXAMINATION OF RFP REQUIREMENTS, QUESTIONS**

Bidders shall thoroughly examine and be familiar with all instructions, conditions, and/or specifications. The failure of a Bidder to receive or examine any form, attachment, clarification, addendum, or other document, or visit to the site when required in order to acquaint the Bidder with existing conditions, shall in no way relieve the Bidder from obligations concerning the proposal or the contract. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.

#### **E. LICENSING REQUIREMENTS**

The Bidder must be licensed to do business in the state of Washington, and able to meet all requirements and possess any and all permits and/or licenses required to operate concessions in accordance with City of Bothell, King County, and Washington State guidelines.

#### **F. QUESTIONS**

Questions or requests for interpretation of specifications must be emailed to Joy Kuhlmann, Contracts and Procurement Manager, at [jkuhlmann@nsd.org](mailto:jkuhlmann@nsd.org), referencing the title of this RFP in the subject line. Interpretations and answers to questions shall be communicated by a formal Clarification document that will be made available to all Bidders. Any Addendum or Clarification issued will be posted to the District website ([www.nsd.org/business](http://www.nsd.org/business)). It is the responsibility of the Bidder to check the District website regularly for updates. No oral interpretation of any provision in the proposal documents will be made to any Bidder. During the time-period that this RFP is active beginning with the date of first advertisement and ending with the date of contract award, no Bidder shall have any communication with any employee or contractor of District about this RFP except for Joy Kuhlmann, Contracts and Procurement Manager. Violations of this requirement may result in disqualification of Bidder.

### **IV. CONTRACT GENERAL TERMS and CONDITIONS**

Proposals should be submitted with the most favorable terms which the Bidder can propose.

#### **A. INSURANCE**

Commercial General Liability Coverage in the amount of \$1M per occurrence and proof of Workers Compensation required. Northshore School District must be added to the CGL as an Additional Insured.

**B. DELIVERY/AVAILABILITY**

Delivery of services must occur during District-agreed upon hours.

**C. TAXES**

Proposals are not to include sales tax. The District is exempt from Federal Excise Taxes.

**D. PROTEST PROCEDURE**

District's Protest Procedure can be found on the website at <http://www.nsd.org/business>.

**E. PUBLIC INFORMATION/CONFIDENTIALITY**

The District understands that Bidders may include within their proposal information that is deemed confidential in the opinion of the Bidder. The Bidder must understand that the District is subject to clear legislation governing open records and public information requests within the State of Washington. Bidders must clearly mark portions of their proposal that they feel are exempt from disclosure pursuant to RCW 42.56 or any other state and federal statute and include an explanation as to why they believe the indicated documents are exempt. The District will not be bound by any blanket confidentiality agreements, and the District makes no assurances that confidential materials will be held in confidence if they are not deemed qualified for exemption.

**F. SAMPLE CONTRACT (ATTACHMENT G)**

Bidder shall review the attached Sample Contract (Attachment G). Bidder shall be prepared to execute this document if selected. If Bidder would like to request exceptions to any terms or provisions of this RFP, Bidder shall submit a statement in the Appendix of its proposal indicating any terms that it would like to negotiate. These terms should be clearly identified by reference to the Section number of the RFP can be found. Bidder shall clearly indicate the suggested revisions to terms. District reserves the right to deny or negotiate these contract terms with the selected Bidders.

**V. SCOPE OF WORK****A. SCOPE OF WORK BIDDER RESPONSIBILITIES**

- Manage the operation of the Concession Stand(s) at Pop Keeney Stadium during the high school scheduled sporting events and other District authorized events.
  - This includes all regular season games and post season games at the stadium.
- Maintain appropriate permits to operate the Concession Stand(s) in compliance with all food service and other applicable rules and regulations.
- Find, supervise, and direct employees/volunteers who will operate the Concession Stand(s) during the scheduled events.
- Provide a Gate List to the Gate Supervisor for each game providing the names of the employees/volunteers working in the Concession Stand(s).
- Provide a monthly sales report for the operation of the Concession Stand(s) to the District Accounting Office, along with individual commission checks issued to each Host School based on sales reports.
- The awarded Contractor shall provide its own equipment, food, and supplies and be responsible for the security of such items.
- Operate independently of Northshore School District
- Awarded Contractor must provide proof of insurance upon request

**B. DISTRICT OBLIGATIONS**

Location for vendor will be in the existing Concession Area within Pop Keeney Stadium. The District shall provide (but not be limited to) the following:

- Pop Keeney Stadium athletic calendar
- Utilities to operate concession stand
- Refrigeration
- Sinks
- Prep area
- Counters

It is highly recommended for Bidder to schedule a walk-through of the facility prior to bid submittal.

## VI. CONTENT, FORM, AND EVALUATION OF PROPOSALS

### A. CONTENT

Interested Bidders are advised to provide as much detail as possible pertaining to their capabilities and experience to the services outlined in this proposal; however, Bidders should not include extraneous marketing materials. Information shall be presented in a clear, comprehensive, and concise manner and in the format prescribed below.

### B. EVALUATION CRITERIA

Proposals will be evaluated on a PASS/FAIL basis for Responsiveness. Responsive bids will include meeting the following requirements:

- Submittal of one hard copy proposal with original signatures
- Submittal of a thumb drive/flash drive of the proposal, including signatures
- Cover letter
- Technical proposal/marketplace spreadsheet submitted
- Bidder is not debarred per SAM/EPLS
- WA Department of Revenue UBI provided
- Completion of Attachments A, B, C, D, E, and F to include **authorized signatures**
- District reserves the right to follow up with the Bidder to request additional information to determine responsiveness or to deem proposal unresponsive.

### C. EVALUATION OF PROPOSALS

If a Proposal receives a pass score from the responsiveness evaluation, it will proceed to responsibility evaluation. Evaluations will be based on the criteria listed below. The District will assign points to each responsive proposal at its own discretion.

### D. WEIGHTED SCORING CRITERIA

	Criteria	Point Value
1	COMMISSION % TO DISTRICT (scored from Highest to Lowest, less 3 points score, i.e., 35, 32, 29, 26, etc.)	35



<b>2</b>	VARIETY/MARKET-BASKET OFFERINGS	10
<b>3</b>	CUSTOMER PRICING	30
<b>4</b>	PREVIOUS EXPERIENCE	15
<b>5</b>	QUALITY OF PROPOSAL	10
	<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>
	<b>EXTRA CREDIT FOR ATTENDING FACILITY WALKTHROUGH</b>	<b>25</b>
	<b>TOTAL POINTS EVALUATED</b>	<b>125</b>

- Points for Commission will be awarded based on the proposed total % commission to District. The highest % commission rate will be awarded a score of 35. Commission % scores will be reduced by 3 points for each following proposal (ex.-The second lowest cost will receive a score of 32, third lowest will receive 29, etc.). In the event that proposals indicate the same % rate, they will receive the same numerical score.
- Proposal Quality refers to the overall quality of the proposal submitted by the Bidder. This includes completeness, compliance with proposal instructions, organization, spelling and grammar, and conciseness of descriptive text material.

The District reserves the right to contact Bidders to clarify proposals and/or ask for additional information. This may include requests for demonstration of services proposed.

The District reserves the right to waive any irregularity in any proposal, to accept or decline any and/or all the proposals, to take no action whatsoever, and/or to request the submittal of new proposals. All proposals submitted become the property of the District and will not be returned.

Once scoring is complete, District will determine which Bidders have the highest total scores. District will issue a Notice of Intent to Award contracts to the highest-ranked Bidder(s). All Bidders who submitted a proposal will be notified in writing of this decision.

#### E. DISQUALIFICATION OF BIDDERS

The District in its discretion may determine that a Bidder is not responsive and reject its proposal for any of the following reasons:

- Evidence of collusion with any other Bidder or Bidders. Participants in such collusion shall be disqualified from submitting any further proposals.

- If District determines that Bidder is not qualified to perform the contract.
- Unsatisfactory performance record, judged from the standpoint of conduct of service, or progress, as shown by past or current service for the District.
- Failure to pay or settle bills on any former or current contracts.
- If the Bidder has previously defaulted in the performance of a written public contract or has been convicted of a crime arising from a previous public contract.
- Any other inability, financial or otherwise, to perform the contract.
- For any reasons deemed improper as determined from a pre-award survey of Bidder's capability to perform.
- Any proposal submitted by a Bidder who is not registered or licensed as may be required by the laws of Washington State.

#### F. EXCEPTIONS

Bidder is expected to provide services compliant with the requirements included in this request for proposal. If Bidder is not able to meet these requirements, Bidder may submit a statement in the Appendix of its proposal indicating any requirements which cannot be met. These requirements should be clearly identified by reference to the Section number of the RFP where the requirements can be found. Bidder shall provide a detailed statement indicating why these requirements cannot be met. District reserves the right to evaluate these requirements and determine whether the proposal is non-responsive or remove the requirement from consideration for all proposers and equitably evaluate all proposals based on the revised requirements.

# EXHIBIT A - EXAMPLE SPORTS SCHEDULES

## TENTATIVE KINGCO FOOTBALL 2017

### *Pop Keeney Schedule*

<b>THURSDAY, AUGUST 31</b> Cascade @ Inglemoor	7:00 pm	<b>FRIDAY, SEPTEMBER 29</b> Issaquah @ Woodinville	7:00 pm
<b>FRIDAY, SEPTEMBER 1</b> Bothell @ Woodinville	7:00 pm	<b>SATURDAY, SEPTEMBER 30</b> Eastlake @ Bothell	7:00 pm
<b>SATURDAY, SEPTEMBER 2</b> Newport @ North Creek	7:00 pm	<b>FRIDAY, OCTOBER 6</b> Woodinville @ Inglemoor	7:00 pm
<b>FRIDAY, SEPTEMBER 8</b> Issaquah @ Inglemoor	7:00 pm	<i>INGLEMOOR HC</i>	
<b>I JR FB NIGHT</b>		<b>SATURDAY, OCTOBER 7</b> Bothell @ North Creek	7:00 pm
<b>SATURDAY, SEPTEMBER 9</b> Eastlake @ Woodinville	7:00 pm	<b>FRIDAY, OCTOBER 13</b> Issaquah @ Bothell	7:00 pm
<b>FRIDAY, SEPTEMBER 15</b> Inglemoor @ North Creek	7:00 pm	<i>BOTHELL HC</i>	
<i>NC HOMECOMING</i>		<b>FRIDAY, OCTOBER 20</b> Mount Si @ North Creek	7:00 pm
<b>SATURDAY, SEPTEMBER 16</b> Skyline @ Bothell	7:00 pm	<b>SATURDAY, OCTOBER 21</b> Eastlake @ Inglemoor	7:00 pm
<b>FRIDAY, SEPTEMBER 22</b> JK Mullen @ Bothell	7:00 pm	<i>INGLEMOOR SR NIGHT</i>	
<b>SATURDAY, SEPTEMBER 23</b> Skyline @ Inglemoor	7:00 pm	<b>FRIDAY, OCTOBER 27</b> Inglemoor @ Bothell	7:00 pm
		<i>Bothell SR Night</i>	
		<b>SATURDAY, OCTOBER 28</b> North Creek @ WHS	7:00 pm

Start	End	Customer	Event	Location
<b>Saturday, March 11, 2017</b>				
11:00 AM	1:00 PM	NSSD-Secondary Athletics	WHS Soccer JV Games	PK- Turf Field
1:00 PM	3:00 PM	NSSD-Secondary Athletics	WHS Soccer V Games	PK- Turf Field
5:30 PM	7:30 PM	NSSD-Secondary Athletics	BHS JV Soccer Games	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	BHS V Soccer Games	PK- Turf Field
<b>Tuesday, March 14, 2017</b>				
5:30 PM	7:30 PM	NSSD-Secondary Athletics	WHS JV Soccer vs	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	WHS V Soccer Games	PK- Turf Field
<b>Wednesday, March 15, 2017</b>				
5:30 PM	7:30 PM	NSSD-Secondary Athletics	IHS JV Soccer Games	PK- Turf Field
<b>Thursday, March 16, 2017</b>				
7:30 PM	9:30 PM	NSSD-Secondary Athletics	IHS V Soccer Games	PK- Turf Field
<b>Friday, March 17, 2017</b>				
5:30 PM	7:30 PM	NSSD-Secondary Athletics	WHS JV Soccer vs	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	WHS V Soccer Games	PK- Turf Field
<b>Monday, March 20, 2017</b>				
5:30 PM	7:30 PM	NSSD-Secondary Athletics	BHS C Soccer Games	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	WHS C Soccer Games	PK- Turf Field
<b>Tuesday, March 21, 2017</b>				
5:30 PM	7:30 PM	NSSD-Secondary Athletics	BHS V Soccer Games	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	IHS V Soccer Games	PK- Turf Field
<b>Wednesday, March 22, 2017</b>				
5:30 PM	7:30 PM	NSSD-Secondary Athletics	IHS Soccer C Games	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	BHS C Soccer Games	PK- Turf Field
<b>Friday, March 24, 2017</b>				
9:45 AM	1:45 PM	S.A.S	SAS PE USE - SOCCER	PK- Turf Field
5:30 PM	7:30 PM	NSSD-Secondary Athletics	WHS JV Soccer vs	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	WHS V Soccer Games	PK- Turf Field
<b>Monday, March 27, 2017</b>				
7:30 PM	9:30 PM	NSSD-Secondary Athletics	WHS Soccer C Games	PK- Turf Field

Start	End	Customer	Event	Location
<b>Tuesday, March 28, 2017</b>				
5:30 PM	7:30 PM	NSSD-Secondary Athletics	WHS Soccer V Games	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	IHS V Soccer Games	PK- Turf Field
<b>Wednesday, March 29, 2017</b>				
5:30 PM	7:30 PM	NSSD-Secondary Athletics	WHS Soccer C Games	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	BHS C Soccer Games	PK- Turf Field
<b>Friday, March 31, 2017</b>				
5:30 PM	7:30 PM	NSSD-Secondary Athletics	BHS JV Soccer Games	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	BHS V Soccer Games	PK- Turf Field
<b>Monday, April 03, 2017</b>				
7:30 PM	9:30 PM	NSSD-Secondary Athletics	IHS Soccer C Games	PK- Turf Field
<b>Tuesday, April 04, 2017</b>				
3:30 PM	5:30 PM	NSSD-Secondary Athletics	IHS Soccer JV Games	PK- Turf Field
5:30 PM	7:30 PM	NSSD-Secondary Athletics	IHS Soccer V Games	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	WHS V Soccer Games	PK- Turf Field
<b>Wednesday, April 05, 2017</b>				
5:30 PM	7:30 PM	NSSD-Secondary Athletics	WHS C Soccer vs	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	BHS C Soccer Games	PK- Turf Field
<b>Friday, April 07, 2017</b>				
5:30 PM	7:30 PM	NSSD-Secondary Athletics	BHS JV Soccer Games	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	BHS V Soccer Games	PK- Turf Field
<b>Monday, April 10, 2017</b>				
7:30 PM	9:30 PM	NSSD-Secondary Athletics	IHS Soccer C Games	PK- Turf Field
<b>Tuesday, April 11, 2017</b>				
3:30 PM	5:30 PM	NSSD-Secondary Athletics	IHS Soccer JV Games	PK- Turf Field
5:30 PM	7:30 PM	NSSD-Secondary Athletics	IHS V Soccer Games	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	BHS V Soccer Games	PK- Turf Field
<b>Wednesday, April 12, 2017</b>				
7:30 PM	9:30 PM	NSSD-Secondary Athletics	IHS Soccer C Games	PK- Turf Field
<b>Friday, April 14, 2017</b>				
5:30 PM	7:30 PM	NSSD-Secondary Athletics	WHS JV Soccer vs	PK- Turf Field

Start	End	Customer	Event	Location
<b>Friday, April 14, 2017</b>				
7:30 PM	9:30 PM	NSSD-Secondary Athletics	WHS V Soccer Games	PK- Turf Field
<b>Monday, April 17, 2017</b>				
7:30 PM	9:30 PM	NSSD-Secondary Athletics	WHS Soccer C Games	PK- Turf Field
<b>Tuesday, April 18, 2017</b>				
5:30 PM	7:30 PM	NSSD-Secondary Athletics	BHS V Soccer Games	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	IHS V Soccer Games	PK- Turf Field
<b>Wednesday, April 19, 2017</b>				
5:30 PM	7:30 PM	NSSD-Secondary Athletics	IHS Soccer C Games	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	BHS C Soccer Games	PK- Turf Field
<b>Friday, April 21, 2017</b>				
5:30 PM	7:30 PM	NSSD-Secondary Athletics	BHS JV Soccer Games	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	BHS V Soccer Games	PK- Turf Field
<b>Monday, April 24, 2017</b>				
7:30 PM	9:30 PM	NSSD-Secondary Athletics	IHS Soccer C Games	PK- Turf Field
<b>Tuesday, April 25, 2017</b>				
3:30 PM	5:30 PM	NSSD-Secondary Athletics	IHS Soccer JV Games	PK- Turf Field
5:30 PM	7:30 PM	NSSD-Secondary Athletics	WHS JV Soccer vs	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	WHS V Soccer Games	PK- Turf Field
<b>Wednesday, April 26, 2017</b>				
5:30 PM	7:30 PM	NSSD-Secondary Athletics	BHS C Soccer Games	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	WHS Soccer C Games	PK- Turf Field
<b>Friday, April 28, 2017</b>				
5:30 PM	7:30 PM	NSSD-Secondary Athletics	BHS JV Soccer Games	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	BHS V Soccer Games	PK- Turf Field
<b>Monday, May 01, 2017</b>				
7:30 PM	9:30 PM	NSSD-Secondary Athletics	IHS Soccer C Games	PK- Turf Field
<b>Tuesday, May 02, 2017</b>				
5:30 PM	7:30 PM	NSSD-Secondary Athletics	WHS V Soccer vs	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	IHS Soccer V Games	PK- Turf Field

Start	End	Customer	Event	Location
<b>Wednesday, May 03, 2017</b>				
5:30 PM	7:30 PM	NSSD-Secondary Athletics	BHS C Soccer Games	PK- Turf Field
7:30 PM	9:30 PM	NSSD-Secondary Athletics	WHS V Soccer Games	PK- Turf Field

## **KINGCO BOYS SOCCER 2018**

### ***Pop Keeney Schedule***

<b>TUESDAY, MARCH 13</b> Skyline @ Inglemoor Newport @ Woodinville	5:30 pm 7:30 pm	<b>FRIDAY, APRIL 6</b> Bothell @ Inglemoor North Creek @ Woodinville	5:30 pm 7:30 pm
<b>FRIDAY, MARCH 16</b> Eastlake @ North Creek Mount Si @ Bothell	5:30 pm 7:30 pm	<b>TUESDAY, APRIL 10</b> Issaquah @ North Creek Eastlake @ Bothell	5:30 pm 7:30 pm
<b>TUESDAY, MARCH 20</b> Eastlake @ Woodinville Issaquah @ Inglemoor	5:30 pm 7:30 pm	<b>FRIDAY, APRIL 13</b> Skyline @ Bothell Newport @ North Creek	5:30 pm 7:30 pm
<b>THURSDAY, MARCH 22</b> Skyline @ Woodinville Newport @ Bothell	5:30 pm 7:30 pm	<b>TUESDAY, APRIL 17</b> Mt Si @ North Creek (JV) Mt Si @ North Creek (V)	5:30 pm 7:30 pm
<b>SATURDAY, MARCH 24</b> Eastlake @ Inglemoor (JV) Eastlake @ Inglemoor (V)	5:30 pm 7:30 pm	<b>THURSDAY, APRIL 19</b> Mt Si @ Inglemoor (JV) Mt Si @ Inglemoor (V)	5:30 pm 7:30 pm
<b>TUESDAY, MARCH 27</b> Issaquah @ Bothell Skyline @ North Creek	5:30 pm 7:30 pm	<b>SATURDAY, APRIL 21</b> Issaquah @ Woodinville Newport @ Inglemoor	5:30 pm 7:30 pm
<b>FRIDAY, MARCH 30</b> Inglemoor @ Woodinville Bothell @ North Creek	5:30 pm 7:30 pm	<b>TUESDAY, APRIL 24</b> Mt Si @ Woodinville (JV) Mt Si @ Woodinville (V)	5:30 pm 7:30 pm
<b>TUESDAY, APRIL 3</b> Woodinville @ Bothell Inglemoor @ North Creek	5:30 pm 7:30 pm	<b>FRIDAY, APRIL 27</b> North Creek @ Bothell Woodinville @ Inglemoor	5:30 pm 7:30 pm
		<b>TUESDAY, MAY 1</b> North Creek @ Inglemoor Bothell @ Woodinville	5:30 pm 7:30 pm
		<b>FRIDAY, MAY 4</b> Woodinville @ North Creek Inglemoor @ Bothell	5:30 pm 7:30 pm



## **ATTACHMENT A**

### **COMPANY INFORMATION AND REFERENCES**

#### **I. Brief Resume of Bidder**

Company Name: \_\_\_\_\_

Date Established: \_\_\_\_\_

Former Names (if any): \_\_\_\_\_

\_\_\_\_\_

Type of Ownership or Legal Structure: \_\_\_\_\_

Corporate Address: \_\_\_\_\_

\_\_\_\_\_

Branch Address (if applicable): \_\_\_\_\_

\_\_\_\_\_

#### **II. References**

Three references are required. References may be contacted, therefore accurate contact information is required. Failure to provide accurate contact information may result in scoring deductions.

**Reference 1:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Brief Description of Work Performed: \_\_\_\_\_

CONCESSION STAND OPERATIONS - POP KEENEY  
STADIUM RFP# 2022-6-23

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**Reference 2:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Brief Description of Work Performed: \_\_\_\_\_

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**Reference 3:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Brief Description of Work Performed: \_\_\_\_\_

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## ATTACHMENT B

### BID CERTIFICATION

Pursuant to and in compliance with this Request for Proposal and all documents relating thereto, the undersigned hereby offers to furnish and deliver any or all of the articles enumerated at the prices quoted herein and is prepared to incorporate Bid Response into final contractual agreement (if selected).

The Undersigned further declares that this Proposal is, in all respects, fair and without fraud, that it is made without collusion with any representative of the District, and that the Bid is made without any connection or collusion with any person submitting another Bid on this Project.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Legal Company Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

UBI Number: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

Acknowledge receipt of addendum # \_\_\_\_\_ through \_\_\_\_\_.

**ATTACHMENT C**

**DEBARMENT AND ANTI-LOBBYING CERTIFICATION**

\_\_\_\_\_ certifies that to the best of their knowledge/belief that neither \_\_\_\_\_ as an individual and/or the company and its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department.

“Principals”, for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager, plant manager, head of subsidiary, division, or business segment, and similar positions).

\_\_\_\_\_ shall provide immediate written notice to Northshore School District if at any time during the term of this Agreement, including any renewals hereof, if such certification was erroneous when made or has become erroneous by reason of changed circumstances. Based on such notification, or if Northshore School District should determine at any time that this certification is false, Northshore School District reserves the right to review the status of the organization and if necessary, terminate this agreement.

Should individual/company enter into a covered transaction with another person at the next lower tier, we agree by signing this agreement that we will verify that the person with whom we intend to do business is not excluded or disqualified. We will do this by:

- (a) Checking the federal Excluded Parties List System (EPLS); or
- (b) Collecting a certification from that person if allowed by this rule; or
- (c) Adding a clause or condition to the covered transaction with that person.

Individual and/or company agree by signing this agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous.

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CONCESSION STAND OPERATIONS - POP KEENEY  
STADIUM RFP# 2022-6-23

The following certification and disclosure regarding payments to influence certain federal transactions are made per the provisions contained in FAR 52.203 - 11 and 52.203 - 12 and 31 U.S.C. 1352, the "Byrd Anti - Lobbying Amendment."

(a) FAR 52.203 - 12, "Limitation on Payments to Influence Certain Federal Transactions" is hereby incorporated by reference into this certification

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$150,000 shall certify and disclose accordingly.

(c) This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Printed Name

Company

## ATTACHMENT D

### CONTRACTOR CERTIFICATION

#### Wage Theft Prevention – Responsible Bidder Criteria Northshore School District Goods & Services Contracts

*Prior to awarding a contract, Northshore School District is required to determine that a bidder is a 'responsible bidder'. Pursuant to legislative enactment in 2017, RCW 39.26.160(2) & (4) requires responsible bidder criteria to include contractor certification that the contractor has not willfully violated Washington's wage laws.*

**On behalf of the firm identified below, I hereby certify as follows (check one):**

☐ No Wage Violations. This firm has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), any provision of RCW chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-referenced procurement solicitation date.

or

☐ Violations of Wage Laws. This firm has been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), a provision of RCW chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-referenced procurement solicitation date.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

**Firm Name:** \_\_\_\_\_  
**Name of Contractor/Bidder – Print full legal entity name of firm**

**By:** \_\_\_\_\_  
**Signature of authorized person**

\_\_\_\_\_  
**Print Name of person making certifications for firm**

**Title:** \_\_\_\_\_  
**Title of person signing certificate**

**Place:** \_\_\_\_\_  
**Print city and state where signed**

**Date:** \_\_\_\_\_

## ATTACHMENT E

### COOPERATIVE PURCHASING INFORMATION

In the event another area school district or public entity has the need for the same services, they may wish to utilize another executed bid in the area. RCW 39.34 allows cooperative purchasing between public agencies in the State of Washington. Public agencies that have, or in the future file an Interlocal Cooperative Purchasing Agreement with the District may purchase from the District's contracts, provided that the Bidder has agreed to such participation.

If the cooperative purchasing process is allowed, then each district will take responsibility for its own purchase orders, payment procedures, evaluations, and scheduling of Bidder's services. Each district will take responsibility for performance of any purchasing contract with the Bidder.

Each Bidder shall indicate on this bid form whether it will honor the pricing and terms and conditions to other public agencies in accordance with this Agreement's terms and conditions. Award of the contract(s) will not be affected by the Bidder's agreement to allow cooperative purchasing. The District will not have any responsibility or liability for orders issued by other public agencies utilizing the District's contract through an Interlocal Agreement.

As per the terms and conditions of this contract, will the Bidder allow public agencies in addition to Northshore School District to purchase from this contract?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ (check one)

If yes, Bidder will have the opportunity to review ability to perform/deliver to requesting agencies prior to commencement of services.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Printed Name

Company

**ATTACHMENT F**  
**MARKET BASKET COST PROPOSAL**

Net income share generated from the management and sales of concession stand during REGULAR season games at Pop Keeney Stadium
Net income share generated from the management and sales of concession stand during POST season games at Pop Keeney Stadium
Net income share generated from the management and sales of concession stand during OTHER District authorized events

[illegible]





**SERVICES AGREEMENT  
CONTRACTOR  
2022**

Master Agreement made as of the \_\_\_ day of \_\_\_\_\_ 2022, between Northshore School District (NSD) and contractor name (Contractor), who agree as follows:

1. **Term of Agreement:** The initial term of this Agreement is from August 1, 2022 through July 31, 2025, and will allow for an additional two (2) one-year annual extensions, if mutually agreed. Final termination date July 31, 2027.
2. **Services:** Contractor was selected as a result of a formal Request For Proposal (RFP) process to provide operations and management of Pop Keeney Stadium concessions stand. Contractor agrees to perform the services as indicated in formal solicitation of Concession Stand Operations – Pop Keeney Stadium RFP# 22-6-23, the scope of services, and Contractor's Bid Response, the terms of which are incorporated herein by reference. The order of precedence for these documents is as follows: NSD Contractor Agreement, RFP with any Addenda, and Contractor's bid.
3. **Fees:** In consideration for the services rendered as set forth herein, NSD shall provide Contractor with facility and utilities to provide operations of concessions. The Contractor shall submit monthly commission checks, issued to Home School Team, issued in the School's name, based on mandatory sales reporting to District.
4. **Right to Use Information and Documents:** NSD shall be entitled to use any final documents, electronic files, or other work performed or prepared by Contractor under this Agreement in connection with the Work or for subsequent projects, regardless of whether Contractor is a consultant or otherwise participating in such subsequent projects. Contractor shall not be held liable for reuse of documents or modifications thereof, including documents on electronic media, by NSD or its representative for any purpose other than the original intent of this Agreement.

Consultant shall retain all right and title to all patentable and un-patentable inventions including confidential know-how developed by Consultant hereunder. Consultant hereby grants to NSD a royalty-free nonexclusive, non-assignable license as to such inventions and know-how to use the same in any NSD facility.

5. **Compliance with laws:** Contractor shall, at its sole expense, comply with all applicable laws and governmental rules, regulations or requirements, which may now or hereafter be in force, relating to its activities under this Agreement. NSD is an equal opportunity employer. The Contractor understands and agrees that its own compliance with applicable federal and state nondiscrimination laws is a condition precedent to its rights under this agreement and that violation of said laws may result in cancellation of this agreement.

The Contractor or any of its subcontractors, shall not utilize any employee at a District site or allow any contact between school children and any employee of Contractor when an employee has plead guilty to or been convicted of any felony crime specified under RCW 28A.400.322, as now existing or hereafter amended.

Contractor's employees who have regularly scheduled unsupervised access to children or vulnerable adults, and/or who hire employees who will have regularly scheduled unsupervised access to children or vulnerable adults, shall perform a record check through the Washington State Patrol criminal identification system and through the Federal Bureau of

Investigation at the time of hiring the employee, as required by RCW 28A.400.303. The record check shall include a fingerprint check using a complete Washington state criminal identification fingerprint card. If the employee has had a record check within the previous two years, NSD may waive the requirement. NSD shall determine whether the Contractor or NSD shall pay costs associated with the record check.

Contractor's employees who have supervised access to children on an ongoing basis shall perform a multi-state background check demonstrating that the employee has no convictions for crimes listed in RCW 28A.400.322. If the employee has had a record check within the previous two years, NSD may waive the requirement. NSD shall determine whether the Contractor or NSD shall pay costs associated with the record check.

Any failure to comply with this section shall be grounds for the NSD's immediate termination of this agreement.

6. **Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters:** Contractor certifies that, to the best of their knowledge/belief that neither the Contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal or State governmental agency or department.

"Principals", for the purpose of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager, plant manager, head of subsidiary, division, or business segment, and similar positions).

Contractor shall provide immediate written notice to NSD if at any time during the term of this Agreement, including any renewals hereof, such certification was erroneous when made or has become erroneous by reason of changed circumstances.

Should the Contractor enter into a covered transaction with a Subcontractor or other entity at the next lower tier, the Contractor agrees by signing this Agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified. The Contractor will do this by:

- (a) Checking the Federal Excluded Parties List System (EPLS); or
- (b) Collecting a certification from that person if allowed; or
- (c) Adding a clause or condition to the covered transaction with that person.

Based on such notification, or if NSD should determine at any time that this certification is false, NSD reserves the right to review the status of the organization and if necessary, terminate this Agreement.

7. **Contractor Wage Certification:** Pursuant to legislative enactment in 2017, RCW 39.26.160(2) & (4) requires responsible bidder criteria to include contractor certification that the contractor has not willfully violated Washington's wage laws.

The Contractor hereby certifies (by authorized Contractor signature to this agreement) that, this firm has NOT been determined by a final and binding citation and notice of assessment issued by the WA Department of Labor and Industries or through a civil judgement entered by a court of limited or general jurisdiction to have willfully violated, as defined in RW 49.48.082, any provision of RCW chapters 49.46, 49.48, or 49.52 within three (3) years prior to the date of the above-referenced procurement contractual agreement date.

8. **Relationship of parties:** Contractor, its employees and agents are contracting with NSD as an independent contractor. This Agreement does not create any relationship with NSD of employer and employee, master and servant, principal and agent, or landlord and tenant. Contractor has no power or authority to make any statement or representation or to incur any debt, litigation or liability of any kind in the name of NSD, for it, or on its account. Contractor and persons engaged by the Contractor agree that they are not volunteers or employees of NSD in any capacity. NSD shall not be responsible for withholding or paying any taxes on behalf of Contractor, employees or agents. Contractor expressly waives any immunity or limitations (e.g. on the type or amount of damages, compensation, benefits or liability payable by Contractor) that might otherwise be afforded under any industrial insurance, worker's compensation, disability benefit or similar law, rule, regulation or order of any governmental entity having jurisdiction (including, but not limited to, the Washington Industrial Act, Title 51 of the Revised Code of Washington). Contractor shall provide an IRS Form W-9 "Request for Taxpayer Identification Number and Certification" to NSD upon request.

9. **Standard of Care:** The Work performed, findings obtained, and recommendations prepared by Contractor shall be in accordance with generally and currently accepted professional practices and standards governing recognized firms in the area engaged in similar Work, who are familiar with the Work and exercising the skill, diligence, and care required of Contractor by this Agreement.
10. **Governing Laws:** This Agreement shall be governed and construed in accordance with the laws of the State of Washington.
11. **Assignment:** Neither Contractor or NSD shall assign any right or delegate any duty under this Agreement without the prior written consent of the other. Contractor may subcontract portions of the Work to other contractors only with the prior written approval of NSD, following review and approval of an agreement regarding compensation related to such Work as set forth in this Agreement.
12. **Entire Agreement, Precedence, and Acceptance Modifications:** The terms and conditions set forth herein constitute the entire understanding of the parties relating to the provision of the Work by Contractor to NSD. All previous proposals, offers, and other communications relative to the provisions of these services by Contractor, oral or written, are hereby superseded, except to the extent that they have been expressly incorporated by reference herein. In the event of conflict, this Agreement, as amended, shall govern. This Agreement may be modified only by a written amendment executed in writing by both parties, provided a modification of the Work by NSD pursuant to the express terms of this Agreement shall not require a separate written amendment or change order.
13. **Disputes, Attorney Fees:** The parties will first attempt to resolve any dispute regarding this Agreement by exchange of documents by senior management of the parties, who may be assisted by counsel. The parties may, as part of the informal dispute resolution process, either negotiate directly or, if mutually agreed, engage the services of a mutually acceptable mediator to assist in the settlement process. The cost of the mediator shall be shared equally by the parties. Any thereafter unresolved disputes shall be litigated in the King County Superior Court, Seattle, Washington. In any litigation, the Prevailing Party shall be entitled to receive, as part of any award or judgment, its reasonable attorneys' and experts' fees and costs incurred in handling the dispute, whether incurred prior to or after the filing of litigation.
14. **Waiver of Terms and Conditions:** The failure of Contractor or NSD in any one or more instances to enforce one or more of the terms or conditions of this Agreement or to exercise any right or privilege in the Agreement or the waiver of Contractor or NSD of any breach of the terms or conditions of this Agreement shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no such failure to enforce had occurred.
15. **Notices:** Any notices required hereunder may be sent orally confirmed US Mail, courier service (e.g. FedEx), orally confirmed telecopy (fax), or orally confirmed email to the addresses set forth below.
16. **Severability and Survival:** Each provision of this Agreement is severable from the others. Should any provision of this Agreement be found invalid or unenforceable, such provision shall be ineffective only to the extent required by law, without invalidating the remainder of such provision or the remainder of this Agreement, provided that such effect is consistent with the fundamental purpose of this Agreement. The terms and conditions set forth herein shall survive the termination of this Agreement.
17. **Indemnification:** The Contractor shall defend, indemnify, and hold NSD, its officers, agents, employees, and volunteers harmless from and against any and all liability, loss, expense, including reasonable attorney's fees, or claims for injury or damages arising out of the performance of the Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omission of the Contractor, its officers, agents, employees or volunteers.

NSD shall defend, indemnify, and hold the Contractor, its officers, agents, employees, and volunteers harmless from and against any and all liability, loss, expense, including reasonable attorney's fees, or claims for injury or damages arising out of the performance of the Agreement but only in proportion to and to the extent such liability, loss, expenses, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omission of NSD, its officers, agents, employees or volunteers.

18. **Insurance:** If indicated below, Contractor shall, at its sole expense, purchase and maintain the insurance so indicated; and a certificate of insurance naming NSD as a certificate holder shall be provided to NSD if requested. Such insurance shall not be canceled or reduced until 30 days prior written notice has been given to NSD.

X Commercial General Liability with a limit of \$1,000,000 per occurrence bodily injury, personal injury and property damage v combined, including premises and operations liability, contractual liability, personal injury liability.

X Workers Compensation (L&I) or confirm that contractor lawfully waives coverage under workers compensation and unemployment compensation laws.

X Additional Insured: NSD and its officials and employees shall be included as additional insureds in all insurance.

19. **COVID-19 Protocols:** Effective October 18, all district staff must be vaccinated. Contractors working in-person at school facilities may be asked to complete NSD vaccination attestation document.

NSD COVID-19 Information & Resources webpage provides up to date information, as well as the COVID-19 SAFETY PROTOCOLS handbook: <https://www.nsd.org/covid19/protocols>

20. **Termination:** This Agreement may be terminated by either party by giving thirty (30) days written notice to the other party; except that NSD has the right to immediately terminate this Agreement if the Contractor fails to comply with any of the contract terms. In the event of termination, neither party shall have any rights against the other except to the extent of those accrued prior to the termination date. No termination charges will apply.

NSD is committed to fulfilling its mission of strengthening our community through excellence in education. We believe that our employees, those hired through contractual services, and our volunteers should reflect and celebrate the diversity of the community that we serve. NSD is dedicated to fostering culturally inclusive environments, and to that end, all presentations and content shared with our students, staff, and community will be consistent with this belief and will not be contradictory to District Policy.

NSD and Contractor agree to the foregoing and have caused this Agreement to be executed by their duly authorized representatives as of the date set forth above.

**NORTHSHORE SCHOOL DISTRICT  
ADMINISTRATOR**

**CONTRACTOR: name**

\_\_\_\_\_  
BY: Tracy Patterson, Chief Financial Officer

SIGNED: \_\_\_\_\_  
PRINT NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
ADDRESS: 123 Main \_\_\_\_\_  
Bothell, WA 98021 \_\_\_\_\_  
UBI NUMBER: \_\_\_\_\_  
FED ID NUMBER: \_\_\_\_\_

\*The Northshore School District assures that its agency will comply with all state and federal guidelines and/or regulations. Therefore, all applicants seeking employment opportunities and all contracts for goods and services will be considered and will not be discriminated against on the basis of race, color, national origin, gender, or disability. This is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act 1973, as amended; Americans with Disabilities Act, July 26, 1990, P.L. 101-336; and Title IX/Chapter 28A.640 RCW of the Education Amendments of 1972, as amended.