

TAMALPAIS UNION HIGH SCHOOL DISTRICT

REQUEST FOR PROPOSAL

Vending Machine Equipment

Scope of Proposal

Award of Proposal

Worker's Compensation Certificate

Equal Opportunity Statement of Compliance

Certification of Lobbying & Disclosure of Lobbying

Specification Sheet

REQUEST FOR PROPOSAL

Due Date: April 21, 2023

Time: 1:30 P.M.

Notice is hereby given that the Tamalpais Union High School District Board of Trustees (hereafter known as the District) of the County of Marin, State of California is seeking Proposals from qualified vendors for **Vending equipment and cloud-based software management** for three schools in Tamalpais Union High School District. This Request for Proposal shall be awarded to the lowest responsible and responsive Proposer.

Proposals shall be received up to and not later than the date and time stated above, by email to lherberg@tamdistrict.org OR at the Business Office, Tamalpais Union High School District, 935 Doherty Drive, Larkspur 94939 . All contacts regarding Proposal shall be made with Lisa Herberg, Director of Student Nutrition Services.

Each Proposal must conform and be responsive to this invitation and all other documents comprising the pertinent contract documents. Acceptable proposals must include the documents listed on the Invitation to proposal.

The District and/or Board of Trustees reserves the right to accept or reject any or all Proposals in whole or in part/or waives any irregularity in any proposal received. All proposals shall be valid for (60) days after the Proposal due date.

Corbett Elsen
Tamalpais Union High School District, Assistant Superintendent of Business and Operations

Lisa Herberg
Director of Student Nutrition Services

TAMALPAIS UNION HIGH SCHOOL DISTRICT

Scope of Proposal

Tamalpais Union High School District, (hereinafter referred to as “District”) in accordance with the following specifications, provisions and all other documents comprising this request for proposal, furnished by the District, requires materials/equipment and/or services, to be delivered on a formal purchase order issued by the Business Office after an award of the Proposal to the successful Vendor.

Award Criteria

Award will be made to the lowest responsive and responsible Vendor. Evaluation criteria are; fixed pricing, conformity with the specifications, the reliability of the vendor, the quality and selection of products or supplies to be furnished, geographic location, and the terms of delivery. The District shall be the sole judge in determining the quality of the products, supplies, or services. Its decision shall be final

All materials and equipment proposed or supplied under the contract shall be the best of their respective kinds for the purposes intended and must conform to the latest and best practices of the industry in each case, including all specialized materials and forms of construction required for the purpose intended.

PRICING

All expenses, including delivery/travel costs, California tax, installation, training, service/inspections, per diem costs, clerical, etc, must be included in the Proposal. A separate line item must be included for ongoing monthly, annual and/or per transaction fees. The District will not be responsible for payment for any cost not specified herein. No services shall be rendered until receipt of an official purchase order number from the District. Prices are to be net, including installation and material F.O.B. destinations as shown on the Proposal.

CODE OF CONDUCT

Per regulation 7CFR3016.36(3) “Proposal documents must contain a written code of conduct governing the performance of their employees engaged in the award and administration of contracts.” The District maintains following code of conduct for any employees engaged in award and administration of contracts supported by Federal Funds: Employees, officers (that is, any member of the Board), and agents shall not solicit gifts, travel packages, and other incentives from prospective contractors. Employees, officers (that is, any member of the Board), and agents shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee, officer (that is, any member of the Board), or agent has a pecuniary interest or from which the dependent derives a profit. Professional staff members shall not accept any form of compensation from vendors that might influence their recommendations on or raise a conflict of interest with respect to the eventual purchase of equipment, supplies, or services. Furthermore, professional staff members shall not accept any compensation from a vendor after a decision has

been made to purchase equipment, supplies, or services from said vendor. In addition, professional staff members who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the Corporation or a vendor with whom the Corporation is doing business, whereby an individual professional staff member receives compensation in any form for services rendered.

CIVIL RIGHTS STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or **fax:** (833) 256-1665 or (202) 690-7442; or **email:** program.intake@usda.gov

SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES

The District encourages minority, women and disabled veteran owned business enterprises to participate in the based upon their capacity to perform and be successful.

ENERGY POLICY AND CONSERVATION ACT: Vendor will comply with the requirements of 42 USC § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this act.

CAL-OSHA: The Vendor certifies by delivery, that all items furnished under this Agreement meet or exceed applicable CAL-OSHA Codes.

ENERGY POLICY AND CONSERVATION ACT: Vendor will comply with the requirements of 42 USC § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this act.

CLEAN AIR & WATER ACTS: Vendor will comply with the requirements of the Clean Water Act (33 U.S.C. 1368) and the Clean Air Act (42 U.S.C. 1847[h])

PROPOSAL PROTEST

Any Proposal protest must be in writing and received by the District before 4:00 p.m. no later than five (5) working days following receipt of a Notice of Award and shall include all documents supporting or justifying the protest. The party filing the protest must have actually submitted a Proposal. A Subcontractor of a vendor submitting a Proposal may not submit a protest. The protest must refer to the specific portion or portions of the Contract Documents upon which the protest is based. The protest must include the name, address and telephone number of the person representing the protest. A Vendor's failure to file the protest documents in a timely manner shall constitute a waiver of their right to protest the award of the contract.

Submittal of Documents. Vendor shall not commence the Services under this Agreement until the Vendor has submitted and the District has approved the certificate(s) and the endorsement(s) of insurance required as indicated below:

_____	Job Reference List
_____	List of Subcontractors if used
_____	Workers' Compensation Certification
_____	W-9 Form
_____	Certification of Lobbying & Disclosure of Lobbying Activities
_____	Suspension and Debarment Certification
_____	Equal Employment Opportunity

DELIVERY/INSTALLATION SITES

Delivery Location(s) (School/location name, street address, city, zip)	Special information: Large truck accommodation.
Archie Williams High School 1327 Sir Francis Drake Blvd. San Anselmo, Ca 94960	Entrance Info: Drive in Main Parking Lot, stay to the right, drive through the gate, pass the pool, building #1013(Kitchen)
Redwood High School 395 Doherty Drive Larkspur.	Corner of Doherty & Lucky Drive.
Tamalpais High School 700 Miller Ave , Mill Valley, ca 94941	Almonte Ave past parking lot, park on street BLDG 800 shown on THS online campus map

WORKERS' COMPENSATION CERTIFICATION

Labor Code Section 3700 in relevant part provides: Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Services of this Agreement.

1. Date: _____
2. Name of Vendor: _____
3. Signature: _____
4. Print Name and Title: _____

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to commencing any Services under this Agreement.)

Equal Opportunity
STATEMENT OF COMPLIANCE

NAME OF PROPOSALDER

Equal Opportunity Employment Act of 1972

The Tamalpais Union High School District policy is in support and compliance with the provisions of the Equal Opportunity Act of 1972. The District, therefore, requires the certification below of each Vendor as part of the contract documents as required for contracts exceeding \$10,000.

CERTIFICATE

I/we hereby certify that the _____
is an equal opportunity employer as defined in the Equal Opportunity Act of 1972. Upon
request by the District, we will show proof that our employment practices do meet in every respect with
the requirements of the Equal Opportunity Act of 1972.

Owner or Official of Firm

Date

Title

PROPSAL SPECIFICATION SHEET

Pricing: All expenses, including delivery/travel costs, California tax, installation, training, service/inspections, per diem costs, clerical, etc, must be included in the Proposal.

A separate line item must be included for ongoing monthly, annual and/or per transaction fees.

Vending Machine Equipment Minimum Specifications

QTY : 3 dry snack, 2 refrigerated beverage and 3 refrigerated snack / entrée combination units

Floor standing models, minimum of 60 selections, easily adjustable belts and/or coils for small to medium food and/or beverage products.

Elevator required on refrigerated snack/entrée combination units for 8x8 or 6x6 clamshell cold entrees, 12oz cup parfaits, sandwich/ wrap containers. Exhibit A lists sizes

Made in the USA

California EPA compliant refrigerant on all refrigerated models

Standard color (may submit a separate pricing sheet for color or wrap option)

List type of locking system/s for security

List any touch display technology, specifications, and related fees

Marin County Environmental Services requires machines to be approved by the Underwriter's Laboratories Inc., and National Sanitation Foundation (NSF).

Payment Device/s

Proposed device must be NFC payment capable for Apple pay, Google Pay, Samsung. Chip, tap, mobile wallet, ACH bank.

Separate line item listing cost for bill/ coin acceptor to consider on three machines

List if proposed device is compatible with using a network, network wi-fi and/ or cellular modem to communicate payments.

List the device current 2023 monthly, annual and/or per transaction fees. How and to whom are the fees paid?

Include make and model and full specifications of vending machine and payment devices proposed and geographic location of manufacturer/s.

The space machines will be installed have double doors to accommodate delivery.

Warrantee for machine and devices: list details

Name, address location, and contact information for service personnel that will service machine and devices under warrantee and/or after warrantee for service contract or per trip fee

Cloud Based Software Management

Cloud based software to include at minimum machine temperature alerts, inventory, machine health status, financial data, and data export for third party applications.

List back up and security information for data storage

List monthly or annual fees for cloud-based management.

Will the vending machine function without cloud-based management?

Future Technology

Does the vending machine equipment and cloud-based technology proposed have the ability to vend reimbursable meals to students if the District chooses so in the future?

<https://www.fns.usda.gov/cn/use-vending-machines-school-meal-programs>

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Discounts and Payment Options

Please list any discounts for quantity or government non-profit status

Please list any extended payment options or lease options

Exhibit A

Confirm space to vend these containers is available in the combo refrigerated vending machines with elevator



Overall Dimensions:

- | | |
|---|-----------------------------------|
| • | Top Diameter: 3 3/4 Inches |
| • | Bottom Diameter: 2 Inches |
| • | Height: 4 Inches |
| • | Capacity: 12 oz. |
| • | Insert Size: 2 oz. |