

STATE OF WASHINGTON

WASHINGTON STATE PATROL

REQUEST FOR QUALIFICATIONS AND QUOTATIONS

**RFQQ NO.** *WSP-RFQQ-FTA Food 2021*

PROJECT TITLE: *Food Services for Fire Training Academy*

|  |  |
| --- | --- |
| Anticipated Procurement Schedule  WSP reserves the right to revise the schedule | |
| Post Request for Qualifications and Quotations | November 1, 2021 |
| Bidder may submit written questions | November 1-15, 2021 |
| Bidder Conference Onsite (Mandatory attendance)  **Fire Training Academy, 50810 Grouse Ridge Road, North Bend WA 98045** | November 10, 2021 |
| WSP will post responses to vendors’ questions and amendments to RFQQ (if any) | November 15, 2021 |
| Bidder must submit Proposals (Proposals due date) | November 29, 2021 |
| WSP Evaluation of Proposals – week of | December 6, 2021 |
| Announce “Apparent Successful Bidder(s)” (ASB) and send notification via WEBS to unsuccessful Bidders. Evaluations may take up to several weeks. | After evaluations are finished |
| DEBRIEFING CONFERENCE: Unsuccessful Bidders may request Debriefing until 4:00 PM three business days from the ASB Announcement | |

|  |  |
| --- | --- |
| Contract Terms | |
| Maximum Amount | $1,000,000.00 |
| Performance Period | January 1, 2022 – December 31, 2023 |
| Optional Extensions | 4 or 5 one-year extensions at WSP Option |

|  |  |  |
| --- | --- | --- |
| RFQQ Coordinator | RFQ Coordinator Email Address | |
| Ms. Holly White | | Contracts@wsp.wa.gov |

BIDDER ELIGIBILITY: This procurement is open to those Bidders that satisfy the minimum qualifications as outlined in [Section 1.2](#Sec1_2) herein.

TABLE OF CONTENTS

[1. INTRODUCTION 3](#_Toc86236718)

[1.1 Purpose and Background. 3](#_Toc86236719)

[1.2 Minimum Qualifications. 3](#_Toc86236720)

[1.3 Period of Performance. 4](#_Toc86236721)

[1.4 Funding. 4](#_Toc86236722)

[2. GENERAL INFORMATION 4](#_Toc86236723)

[2.1 RFQQ Coordinator. 4](#_Toc86236724)

[2.2 Bidders’ Conference 4](#_Toc86236725)

[2.3 Bidder’s Questions and Answers. 4](#_Toc86236726)

[2.4 Proprietary Information/Public Disclosure. 5](#_Toc86236727)

[2.5 Amendments to the RFQQ. 5](#_Toc86236728)

[2.6 Minority and Women-Owned Businesses Participation. 5](#_Toc86236729)

[2.7 Acceptance Period. 5](#_Toc86236730)

[2.8 Responsiveness. 5](#_Toc86236731)

[2.9 Most Favorable Terms. 5](#_Toc86236732)

[2.10 Sample Contract. 6](#_Toc86236733)

[2.11 Cost to Propose. 6](#_Toc86236734)

[2.12 No Obligation to Contract. 6](#_Toc86236735)

[2.13 Rejection of Proposals. 6](#_Toc86236736)

[2.14 Commitment of Funds. 6](#_Toc86236737)

[2.15 Background Checks. 6](#_Toc86236738)

[2.16 Oral Presentations May Be Required 7](#_Toc86236739)

[2.17 Notification to Unsuccessful Bidders 7](#_Toc86236740)

[2.18 Contract Award Announcement 7](#_Toc86236741)

[2.19 Rejection Due to Unsatisfactory Performance 7](#_Toc86236742)

[2.20 Wage Laws Certification 7](#_Toc86236743)

[2.22 Washington Electronic Business Solution (WEBS) 7](#_Toc86236744)

[2.23 State Environmental Policy Act 8](#_Toc86236745)

[3. INSURANCE COVERAGE 8](#_Toc86236746)

[4. PROPOSAL SUBMISSION. 8](#_Toc86236747)

[5. EVALUATION AND SCORING 8](#_Toc86236748)

[6. COMPLAINT, DEBRIEF, & PROTEST REQUIREMENTS 8](#_Toc86236749)

[7. RFQQ APPENDICES AND ATTACHMENTS 8](#_Toc86236750)

1. INTRODUCTION

## Purpose and Background.

The purpose of this Request for Qualifications and Quotations (RFQQ) is to solicit proposals to provide food service at the Fire Training Academy (FTA) located four miles east of North Bend, Washington.

The contractor is to provide food services for users of the Washington State Patrol Fire Protection Bureau’s Fire Training Academy. Users include FTA Academy recruits, FTA customers, students, staff, visitors and contractors. The primary focus of the FTA is twofold. First, the FTA trains new firefighters in both basic skills and live-fire suppression. The Fire Training Academy conducts three, twelve week long, firefighter recruit classes per year, which operate Monday through Thursday, and two eleven weekend long, firefighter recruit classes per year which operate Friday night through Sunday. The Recruit academies consist of 12 to 32 recruits per academy requiring breakfast, lunch and dinner. Second, the FTA schedules onsite trainings throughout the year for fire departments and other local agencies.. Departments and other private industry facility use may place meal orders for their personnel who are onsite for training. In addition, the FTA has about 13 onsite staff members who could purchase meals on an individual or possibly weekly/monthly basis, depending on the availability from the contractor.

The dining hall at the FTA has a current capacity of 40. However, meals service seating and space is limited to serve around 24 individuals at a time. Therefore staggered meal service may be needed for larger or multiple groups, other days throughout the year that additional meals may be required for special circumstances, including conferences, offsite training, graduations, legislative tours, and special event customers. The Contractor should to provide those meals with a minimum of two-week notice.

Students and users need to be furnished with adequate nutritional meals, based on intendancy of training/activity, scheduled each day.

The contractor will manage the meal preparation, cleanliness, organization and legal compliance within the dining facility, and provide catering services to FTA’s students, customers, staff, and guests.

The work is to be performed pursuant to the specifications set forth in [*Attachment 1*](#Att1_WorkStatement)*, Statement of Work*.

## Minimum Qualifications.

Bidders who do not meet these minimum qualifications will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored. Bidders will be notified by the RFQQ Coordinator via email if their Proposal is considered non-responsive because the Bidder does not meet these minimum Qualifications.

Each proposal must show how the Bidder meets the following mandatory minimum qualifications:

* + 1. The Bidder must be licensed to do business in the State of Washington. If currently licensed the bidder must provide a copy of the license with its proposal. If not currently licensed in Washington and the bidder is chosen as the Apparently Successful Bidder, the bidder must produce a copy of its Washington Business License before a contract can be signed. The status of Bidder’s Washington Business License must be explained in Bidder’s Letter of Submittal.
    2. Bidders must meet insurance requirements as set forth in [*Section 3*](#Sec3).
    3. Bidders must have at least three (3) years catering experience.
    4. Bidders must be familiar with and have procedures in place to comply with Quality Assurance Standards and obtain all licenses and permits as needed to meet catering needs outline in the Statement of Work.
    5. Bidders must be qualified and proficient in the applicable rules and regulations to food service sanitation, safety and health.
    6. Bidders performing services must be trained and proficient in all respects as listed in these minimum qualifications. All bids must explain and show proof of Bidder’s training and certification program for all personnel. This requirement must be maintained for the initial term of the Contract and any renewals thereto.
    7. Compliance with COVID-19 Requirements. By submission of a Proposal in response to this solicitation, Contractor affirms that it, it’s employees, and any Subcontractors of any tier, will comply with all current and future COVID-19 proclamations, regulations, requirements and/or related guidance issued by the Office of the Governor of Washington State, or the Washington State Legislature, as may relate to Washington State Patrol projects, including the mandate for COVID-19 vaccinations. Additional resources information may be found on the Governor’s website at the following link: <https://coronavirus.wa.gov/>.

## Period of Performance.

The period of performance of any contract(s) resulting from this RFQQ is tentatively scheduled to begin on or about the date indicated within the [*Anticipated Procurement Schedule*](#Schedule)*,* Contract Terms on page one of this RFQQ.

## Funding.

The estimated funding for this project shall not exceed the amount indicated within the [*Contract Terms*](#Contract_Terma) on page one of this procurement. Any contract(s) awarded as a result of this procurement is contingent upon the availability of funding.

1. **GENERAL INFORMATION**

## 2.1 RFQQ Coordinator.

The RFQQ Coordinator is the sole point of contact in WSP for this procurement. All communication between the Bidder and WSP upon receipt of this RFQQ shall be with the RFQQ Coordinator, listed on [page one](#RFQ_Coord) of this RFQQ.

Any other communication will be considered unofficial and non-binding on WSP. Bidders are to rely on written statements issued by the RFQQ Coordinator. Communication directed to parties other than the RFQQ Coordinator may result in disqualification of the Bidder.

## 2.2 Bidders’ Conference

A Bidder Conference (mandatory participation). The Bidder conference, held November 10, 2021 at the Fire Training Academy, shall be mandatory. Any Bidder that does not attend the conference shall be considered nonresponsive and shall not be given further consideration.

## 2.3 Bidder’s Questions and Answers.

Specific questions concerning this RFQQ should be submitted in writing via e-mail to the RFQQ Coordinator at the email address listed on [page one](#RFQ_Coord) of this RFQQ. Questions must be received by the RFQQ Coordinator no later than the date and time listed within the [*Anticipated Procurement Schedule*](#Schedule) on page one of this RFQQ. Answers to Bidder’s questions will be posted on WEBS and may result in an amendment to the RFQQ.

## Proprietary Information/Public Disclosure.

Materials submitted in response to this competitive procurement shall become the property of WSP. All proposals received shall remain confidential until the announcement of the Apparent Successful Bidder (ASB) by the Washington State Patrol; thereafter, the proposals shall be deemed public records as defined in [RCW 42.56](http://app.leg.wa.gov/RCW/default.aspx?cite=42.56) (the Public Records Act) and [RCW 39.26.030](http://app.leg.wa.gov/RCW/default.aspx?cite=39.26.030) (State Procurement Records - Disclosure).

Any information in the proposal that the Bidder desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.56 must be clearly designated. The page must be identified and the particular exception from disclosure upon which the Bidder is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word “Confidential” printed on the page.

WSP will consider a Bidder’s request for exemption from disclosure; however, WSP will make a decision predicated upon Chapter 42.56 RCW and [Chapter 143-06](http://app.leg.wa.gov/wac/default.aspx?cite=143-06) of the Washington Administrative Code. Marking the entire proposal exempt from disclosure will not be honored. The Bidder must be reasonable in designating information as confidential. If any information is marked as proprietary in the proposal, such information will not be made available until the affected Bidder has been given an opportunity to seek a court injunction against the requested disclosure.

## 2.5 Amendments to the RFQQ.

If Bidder questions result in changes to the RFQQ, written amendments to the RFQQ will be issued and posted on WEBS. For this purpose, the published questions and answers and any other pertinent information shall be provided as an amendment to the RFQQ. WSP also reserves the right to cancel or to reissue the RFQQ in whole or in part, prior to execution of a contract.

## 2.6 Minority and Women-Owned Businesses Participation.

The State of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women’s Business Enterprises (OMWBE). However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award and proposals will not be rejected or considered non-responsive on that basis. Bidders may contact OMWBE at (866) 208-1064 or <http://omwbe.wa.gov> to obtain information on certified firms and the certification process.

## 2.7 Acceptance Period.

Proposals must provide 60 days for acceptance by WSP from the due date for receipt of proposals. Proposals that do not contain a 60 day acceptance period shall be considered non-responsive and will not receive further consideration.

## 2.8 Responsiveness.

All proposals will be reviewed by the RFQQ Coordinator to determine compliance with administrative requirements and instructions specified in this RFQQ. The Bidder is specifically notified that failure to comply with any part of the RFQQ may result in rejection of the proposal as non-responsive. WSP also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

## 2.9 Most Favorable Terms.

WSP reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Bidder can propose. There will be no best and final offer procedure. WSP reserves the right to contact a Bidder for clarification on their proposal.

The Bidder should be prepared to accept this RFQQ for incorporation into a contract resulting from this RFQQ. Contract negotiations may incorporate some or all of the Bidder’s Proposal. Bidder’s proposal will become a part of the official procurement file on this matter without obligation to WSP.

## 2.10 Sample Contract.

The Apparent Successful Bidder will be expected to enter into a contract which is substantially the same as [Attachment 7](#ATT7_SampleContract) hereto. In no event is a Bidder to submit its own standard contract terms and conditions in response to this solicitation.

Issues, concerns, exceptions or objections to any of the terms or conditions contained in the Sample Contract shall be set out in writing by the Bidder in Bidder’s Proposal as exceptions to the Sample Contract. The exceptions shall be listed by section or paragraph with a description of each issue, concern, exception and/or objection, not as a red-lined copy of the model contract. WSP reserves the right to reject any and all revision requests. If the Bidder does not notify WSP of any exceptions to the contract, the Bidder will be deemed to have accepted the terms of the Sample Contract.

Successful Bidders are expected to sign the final contract within 30 days of receipt. Contracts not signed within designated time may be voided and the offer to contract may be rescinded.

## 2.11 Cost to Propose.

WSP will not be liable for any costs incurred by the Bidder in preparation of a proposal submitted in response to this RFQQ, in conduct of a presentation, or any other activities related to responding to this RFQQ.

## 2.12 No Obligation to Contract.

This RFQQ does not obligate the State of Washington or WSP to contract for services specified herein.

## 2.13 Rejection of Proposals.

WSP reserves the right in its sole discretion to reject all proposals received without penalty and not to issue a contract as a result of this RFQQ.

## 2.14 Commitment of Funds.

The Chief of the Washington State Patrol or those with authority delegated by the Chief of the Washington State Patrol are the only individuals who may legally commit WSP to the expenditures of funds for a contract resulting from this RFQQ. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

## 2.15 Background Checks.

WSP shall complete a criminal history background check on any proposed Contractor team member who will have unaccompanied access to WSP facilities, electronic equipment, computers, data bases, or other sensitive or restricted information. Before any work is started, Contractor team members must pass a criminal history background check at Contractor’s expense. Contractor must complete Fingerprint Background Checks forms and submit a Waiver and Authorization to Release Information form for all Contractor team member(s) proposed for work from any contract resulting from this RFQQ and before access devices are granted. Sample forms are attached as [Attachment 9](#Att9_Background) – *Background Check Forms*).

Contractor shall comply with WSP instructions on submitting fingerprints and other information to WSP in order to complete these background checks. Failure of Contractor, Contractor team members or Contractor subcontractors to cooperate with WSP during the background check process may result in termination of the contract.

If required, all members of Contractor’s team shall undergo security awareness training online every two years. Failure to follow WSP’s instructions regarding background checks and security training may result in cancellation of contract.

**2.16 Oral Presentations May Be Required**

Should oral presentations become necessary, WSP will contact the three top-scoring Bidders and any proposed Bidder team members to schedule a date, time and location. Commitments made by the Bidder at the oral interview, if any, will be considered binding. Oral presentations will be scored only if scoring is included in [Attachment 3](#ATT3_EvaluationsandScoring) – *Evaluations and Scoring*.

**2.17 Notification to Unsuccessful Bidders**

Bidders whose proposals have not been selected for further negotiation or award will be notified via WEBS.

**2.18 Contract Award Announcement**

WSP shall contact the Bidder who is determined as the Apparently Successful Bidder (ASB) to offer or negotiate a contract and/or confirm their acceptance of the proposed Contract. Upon the ASB’s acceptance of the contract, WSP shall issue a Notification of Award on WEBS: <https://fortress.wa.gov/ga/webs> to all responding Bidders announcing the ASB. WSP considers the Award Date as the date that Notification of Award is issued through WEBS.

## 2.19 Rejection Due to Unsatisfactory Performance

Pursuant to the provisions of [RCW 39.26.160](http://app.leg.wa.gov/RCW/default.aspx?cite=39.26.160), WSP may reject Proposals of any Bidder who has failed to perform satisfactorily under any previous contract. WSP shall notify the Bidder of such a rejection.

## 2.20 Wage Laws Certification

Prior to awarding a contract, agencies are required to determine that a Bidder is a ‘Responsible Bidder,’ per [RCW 39.26.160(2) & (4)](http://app.leg.wa.gov/RCW/default.aspx?cite=39.26.160). Pursuant to legislative enactment in 2017, the Bidder shall certify that the Bidder has not willfully violated Washington’s wage laws (See Appendix G)

2.21 Workers’ Rights, Executive Order 18-03 Certification

Pursuant to [RCW 39.26.160(3)](https://app.leg.wa.gov/RCW/default.aspx?cite=39.26.160) (best value criteria) and consistent with Executive Order 18-03- Supporting Workers’ Rights to Effectively Address Workplace Violations (dated June 12, 2018), Washington State Patrol will evaluate bids for best value and provide a bid preference in the amount of 2% to any bidder who certifies, pursuant to the certification attached as [*Exhibit H*](#AppH_WorkersRights) *– Contractor Certification for Executive Order 18-03 – Workers’ Rights*, that their firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waiver

## 2.22 Washington Electronic Business Solution (WEBS)

Notification of amendments and results of the solicitation will only be provided to those Bidders who have registered with WEBS and have downloaded the RFQQ from WEBS. Bidders accept full responsibility and liability for failing to receive any amendments resulting from their failure to register with WEBS and download the RFQQ from WEBS, and hold the State of Washington harmless from all claims of injury or loss resulting from such failure. Bidders are solely responsible for:

* Properly registering with the Department of Enterprise Services WEBS at: <https://des.wa.gov/services/contracting-purchasing/doing-business-state/webs-registration-search-tips>
* Maintaining an accurate Bidder profile in WEBS
* Downloading the solicitation consisting of the RFQQ with all attachments, appendices, and all current and subsequent amendments to the solicitation

# INSURANCE COVERAGE

If Bidder is chosen as the ASB, Bidder is required to carry commercial insurance in accordance with the instructions in [Attachment](#ATT5_InsuranceReq) 5, *Insurance Requirements* to this RFQQ.

# PROPOSAL SUBMISSION.

Proposals must be submitted in accordance with the instructions in [*Attachment 2*](#ATT2_ProposalSubmissionInst)*, Proposal Submission Instructions* to this RFQQ.

1. **EVALUATION AND SCORING**

Proposals will be evaluated in accordance with the procedures outlined in [*Attachment 3*](#ATT3_EvaluationsandScoring)*, Evaluations and Scoring* to this RFQQ.

# COMPLAINT, DEBRIEF, & PROTEST REQUIREMENTS

Complaints, requests for Debrief and Protest Requirements must be submitted in accordance with the instructions in [*Attachment 4*](#ATT4_ComplaintDebriefReq)*, Complaint, Debrief & Protest Requirements* to this RFQQ.

1. **RFQQ APPENDICES AND ATTACHMENTS**

The following Appendices are required and must be completed or Answered and returned along with the Bidder’s Proposal

|  |  |
| --- | --- |
| Appendix A – Checklist for Responsiveness (MANDATORY) |  |
| Appendix B – Offer, Certifications and Assurances (MANDATORY) |  |
| Appendix C – Bidder Questionnaire (MANDATORY/SCORED) |  |
| Appendix D – Price Sheet (MANDATORY/SCORED) |  |
| Appendix E – Bidder’s Profile (MANDATORY/SCORED) |  |
| Appendix F – Business Reference Form (MANDATORY/SCORED) |  |
| Appendix G – Wage Theft Prevention Certification (MANDATORY) |  |
| Appendix H – Executive Order 18-03 Certification (MANDATORY) |  |

The following Attachments are informational and contain critical instructions for submission of a Proposal.

Do not return the Attachments to WSP.

|  |  |
| --- | --- |
| Attachment 1 – Statement of Work |  |
| Attachment 2 – Proposal Submission Instructions |  |
| Attachment 3 – Evaluations and Scoring |  |
| Attachment 4 - Complaint, Debrief & Protest Requirements |  |
| Attachment 5 – Insurance Requirements |  |
| Attachment 6 – Definitions |  |
| Attachment 7 – Sample Contract |  |
| Attachment 8 – Doing Business with the State of Washington |  |