



**PORT OF TACOMA
REQUEST FOR QUOTE
No. 071806**

BEVERAGE AND COFFEE SERVICES

Issued by
Port of Tacoma
One Sitcum Plaza
P.O. Box 1837
Tacoma, WA 98401-1837

QUOTE INFORMATION & SCHEDULE	
Contact:	Alex Compton
Email Addresses:	procurement@portoftacoma.com
Phone:	(253) 888-4741
Deadline for Questions	12/14/2022 @ 2:00 PM (PST)
Submittal Date	12/16/2022 @ 2:00 PM (PST)

**PLEASE SUBMIT ALL CORRESPONDENCE AND PROPOSALS
VIA E-MAIL DIRECTLY TO THE PROCUREMENT CONTACT LISTED ABOVE
AND INCLUDE 'BEVERAGE AND COFFEE SERVICES' IN THE SUBJECT LINE**

PORT OF TACOMA
Request for Quote (RFQ) #071806
Beverage and Coffee Services

The Port is soliciting proposals from firms interested in providing Beverage and Coffee Services to support multiple port facilities to include terminal locations.

A. BACKGROUND

The Port of Tacoma is a major center for container cargo, bulk, break-bulk, autos, and heavy-lift cargo. Created by Pierce County citizens in 1918, the Port has become one of the largest container ports in North America and one of the top 50 in the world. The Port manages a diverse set of business operations relating to maritime trade.

To learn more about the Port of Tacoma, visit www.portoftacoma.com.

Transportation Worker Identification Credential (TWIC).

The requested services may require the awarded Contractor to work within a secured/restricted TWIC regulated terminal. TWIC is a credentialing program managed by the Department of Homeland Security (DHS), through the United States Coast Guard and the Transportation Security Administration. All credentialed merchant mariners and individuals who will need unescorted access to secure areas of a maritime regulated facility or vessel must obtain a TWIC. For more information on TWIC, visit <https://www.tsa.gov/for-industry/twic>.

B. SPECIFICATION & SCOPE OF SERVICES

To provide beverage/coffee services for approximately 237 people, to include all coffee, tea, water, coco, etc. and supplies, labor, and equipment. Equipment is to be owned and maintained by the Contractor.

Contractor shall have a minimum of three (3) years' experience in providing beverage/coffee services in similar office and industrial facilities.

Contractor is to ensure product levels are such that it does not result in an overstock level with expired product. If a product reaches an expiration date the product is to be replaced at no additional cost to the Port.

The Port expects to achieve the following outcomes through the RFQ:

- Obtain a skilled Service provider with a strong record and experience, so that the Port is assured to get dependable, responsive proven and expert beverage services;
- Obtain beverage services contract which will both satisfy the business needs of the Port and deliver best value;
- Obtain quality beverages;
- Product Stock levels commensurate with consumption so there is no discarding of out of date stock;
- Assist the Port in meeting environmental goals; and

- Accurate and timely invoicing.

Beverage products offered should be the same as or equal to the current beverages in use. Equipment offered should be equal to or better than current equipment.

1) Product to be delivered to four (4) locations consisting of:

- a. Administration Building- 1 Sitcum Plaza, Tacoma, WA;
- b. Maintenance Facility- 802 Port Center Road, Tacoma, WA;
- c. Fabulich Center- 3600 Port of Tacoma, Road, Tacoma, WA;
 - i. 2 delivery locations – Commission and Security suites (1st Floor)
- d. SSA Building 975- SSA Guard House- adjacent to the Port Administration Building parking lot.

2) Equipment currently in use consists of:

- a. Administration Building:
 - i. Avalon Gourmet (1 ea.) Note: this machine is a one cup at a time brewer, with 3 choices of whole beans and the following drink selections:
 - 1. French Vanilla
 - 2. Half Caf
 - 3. Vanilla Mocha
 - 4. Vanilla Coffee
 - 5. Vanilla Mocha Coffee
 - 6. Hot Chocolate
 - 7. Mochaccino
 - 8. Energy Shot Coffee
 - 9. Hot Shot Blend Coffee
 - 10. Long Espresso
 - 11. Café Latte
 - 12. Cappuccino
 - 13. Hot Water
 - ii. Gourmet 1000 brewer (1 ea.) w/ thermo pot
 - iii. Curtis brewer with Air pots (1 ea.)
 - iv. Aqua Mark LX (2ea.)- bottle less & filtered hot and cold water dispenser
 - v. Keurig Single Cup (1ea) – Executive Suite
- b. Maintenance Building:
 - i. Avalon Gourmet (1ea)
 - ii. Curtis brewer with Air Pots (1 ea.)
- c. Fabulich Center:

- i. 1-Curtis brewer with Air Pot (1 ea.)- Commission
 - ii. 1-Curtis brewer with Air Pots (3ea)- Security
- d. SSA Building:
 - i. Owner's Coffee Mate brewer

3) Products Currently in use along with order quantities by location are detailed in Attachment C.

C. QUOTE ELEMENTS

1. Qualifications & Experience

- Detail your firms experience in providing beverage and coffee services, including factors such as company history, service history, market position and quantities of clients, etc.
- Identify factors that differentiate your services from others currently in the market.
- Include a list of contracts/projects in the last three years for services relevant to the items listed in the Specification & Scope of Services. Include contact information (phone and email), and brief description.

2. Project Approach

- Project Management: Outline your firm's proposed approach and methodology for managing our beverage and coffee services.

3. Services and Requirements

- Address in detail how your firm will address each service identified in the specifications

4. Compensation

Present detailed information on the firm's fee structure for the services quoted. Specify any additional fees, charges, expenses, etc. that are, or may be, billable to the Port.

See ATTACHMENT A – QUOTE INFORMATION & INSTRUCTIONS for format.

All rates quoted shall be:

- Quoted in US Dollars;
- Full cost to include freight, delivery and set up excluding sales tax and other government fees, taxes and charges; and
- Valid throughout the contract period unless otherwise amended and agreed to by both parties in writing.

5. References

- Reference checks may be performed on the apparent selected firm.

ATTACHMENT A – QUOTE INFORMATION & INSTRUCTIONS

ATTACHMENT B – TERMS & CONDITIONS

ATTACHMENT C – PRODUCT USE BY LOCATION

ATTACHMENT A – QUOTE INFORMATION & INSTRUCTIONS

QUOTATION FORM

REQUEST FOR QUOTATION # 071806

PORT OF TACOMA One Sitcum Plaza Tacoma WA 98421 253-592-6758	For the Purchase of Beverage and Coffee Services
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REQUEST FOR QUOTATIONS ARE DUE

No later than

December 16, 2022 by 2:00 P.M. PST

Vendor Mailing Address	Fax Number ()
City, State and Zip	Tax ID Number
Quote Contact Person (please print)	E-mail Address
Quote Contact Person (signature)	Payment Terms % discount, net days

All quotations are to be in accordance with the stated Product Specifications. All Items Quoted are to be FOB Pre-Paid and Allowed.

Items	Brand Name	Unit of Measure	Unit of Measure size	# of units to a case	Price per each	Price per case
Dark Roast Coffee						
Medium Roast Coffee						
Decaffeinated Coffee						
Cocoa						
Sugar free						

Fat free						
regular						
Tea						
decaffeinated						
herbal						
Condiments						
Sugar						
Raw Sugar						
Equal						
Splenda						
Stevia						
Items	Brand Name	Unit of Measure	Unit of measure size	# of units to a case	Price	Price per serving
Creamer						
a. Powered						
b. Liquid						
a. Flavored						
Half & Half- individual packs						
Other Supplies						
Stir Sticks						
Cups 12 Oz Paper Cup						
Filter Paper Roll						
Equipment						
Brewing Machines						
Hot Pots & Air Pots						
Latte/Espresso Machine						
Bottle less filtered Hot and Cold-Water dispensers						

State Lead time for item(s) being priced:

1. It is MANDATORY that you provide a Unit Price. If there is an error between the Unit Price and Extended Price, the Port will correct the Extended Price.
2. The quoted prices shall include and cover all duties, handling and transportation charges and all charges incidental to the requested work excluding Sales Tax or Use Tax. Offer shall agree to all Port contract Terms and Conditions without exception.
3. Do not mark, write-in or add any exceptions to the specifications, schedule, terms, or conditions. Do not attach alternative boilerplate. Any such exceptions can invalidate your Offer and the Buyer can reject your quote.
4. If you make an error in typing your prices or any corrections to your Offer Submittal, you may mark it in ink and initial the correction. If it is not marked in ink and or it is not initialed, the Buyer may reject your quote. Do not use whiteout.
5. Price Changes in future contract years shall be in accordance with the specifications. Wholesale and mark-up discount rates will not change through the life of the contract. Other price changes are restricted to the specifications stated in the solicitation and the contract.

By submitting this Quote, Vendor acknowledges he/she has read and understands the entire Request for Quotation and agrees to comply with its terms and conditions. The Vendor also agrees to fulfill the offer made in their Quote through any subsequently awarded Contract.

Non-collusion: The undersigned declares under penalty of perjury that the quote submitted is a genuine and not a sham or collusive quote or made in the interest or on behalf of any person or firm not therein named. That the quoter/Contractor has not directly or indirectly induced or solicited any firm on the above work or supplies to put in a sham quote, or any other person or corporation to refrain from quoting. Lastly, that said quoter/Contractor has not in any manner sought by collusion to secure to the firm an advantage over any other firms quotations.

Mailing Address, City, State, Zip Code _____

Telephone Number _____ Fax Number _____ Email Address _____

Washington State Contractor's License No. _____ Date of Issue _____

Expiration Date _____ DUNNS Number _____

Unified Business Identifier (UBI) No. _____ Federal Tax Id No. _____

Full Legal Name of Company: _____

Signed By: _____

Printed Name: _____ Date: _____

ATTACHMENT B – TERMS & CONDITIONS

1. **Entire Agreement:** The Contract represents the entire and integrated agreement between the Port and the Vendor. It supersedes all prior discussions, negotiations, representations, or agreements pertaining to the Work, whether written or oral. In the event of a conflict between the contract documents and applicable laws, codes, ordinances, regulations or orders of governmental authorities having jurisdiction over the work or any portion thereof, or in the event of any conflict between such applicable laws, codes, ordinances, regulations, or orders, the most stringent requirements of any of the above shall govern and be considered as a part of this Contract in order to afford the Port the maximum benefits thereof.

The contract documents which set forth the rights and responsibilities of the Port and the Vendor with respect to this contract shall be construed in accordance with the laws of the State of Washington. Venue for any action between the Port and the Vendor, arising out of or in connection with this contract shall be in Pierce County, Washington.

The contract includes the following terms and conditions and includes the invitation to bid, request for quotations, specifications, plans, resolutions and policies of the Port of Tacoma and the laws of the state of Washington, incorporated herein by reference.

2. **Definitions:** "Buyer" means Port of Tacoma. "Seller" means the party with whom Buyer is contracting and any reference to "vendor", "subcontractor", "contractor" or "supplier" shall also mean "Seller". The term "purchase order" or "order" shall mean the name or title of the instrument of contracting, including all documents, exhibits, and attachments referenced therein.

3. **Acceptance:** This order expressly limits acceptance to the terms and conditions stated herein. All additional or different terms proposed by Seller are objected to and hereby rejected, unless otherwise provided in writing by the Purchasing Manager.

4. **Anti-Trust:** Seller and Buyer recognize that in actual economic practice, overcharges resulting from anti-trust violations are in fact borne by the Buyer. Therefore, Seller hereby assigns to the Buyer any and all claims for such overcharges.

5. **Assignments:** The provisions or monies due under this contract shall only be assignable with prior written consent of the Purchasing Manager. Shipment and billings made under any name other than Seller's must indicate that shipment is being made through and is subject to all instructions, terms, and conditions of this order.

6. **Blanket Purchase Order:** This order is subject to these terms and conditions. Purchases are made as required without minimum or maximum amounts. Purchases are subject to pricelist provided by Vendor. Order may be terminated by the Port at any time.

7. **Brands:** When a special brand is named it shall be construed solely for the purpose of indicating the

standard of quality, performance, or use described. Brands of equal quality, performance and use shall be considered, provided Seller specifies the brand and model and submits descriptive literature, when available. Any bid containing a brand which is not equal quality, performance, or use specified must be represented as an alternate and not as an equal, and failure to do so shall be sufficient reason to disregard the bid.

8. **Changes:** No alteration in any of the terms, conditions, delivery, prices, quality, quantities, or specifications of this order will be effective without written order of the Purchasing Manager. Unauthorized substitutions will be made entirely at Seller's risk and, at Buyer's option, may be returned without prior authorization at Seller's expense.

9. **Default:** The parties agree that in the event a suit is instituted for any default, the prevailing party shall recover its costs, expenses expended or incurred in connection therewith, and reasonable attorney's fees.

10. **Delivery:** For any exception to the delivery date as specified on this order, Seller shall give prior notification and obtain written approval from the Buyer. With respect to delivery under this order, time is of the essence. The order is subject to termination for failure to deliver as specified. The acceptance of late performance with or without objection or reservation shall not waive the right to claim damage for such breach nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by Seller.

11. **Handling:** No charges will be allowed for handling which includes, but is not limited to packing, wrapping, bags, containers, or reels, unless otherwise stated herein.

12. **Identification:** All invoices, packing lists, packages, shipping notices, instruction manuals, and other written documents affecting this order shall contain the purchase order number. Packing lists shall be enclosed in each and every box or package shipped pursuant to this order and shall specify contents therein.

13. **Independent Contractor:** An independent contractor relationship is created by this contract. The Seller or its employees or agents performing under this contract are not employees or agents of the Port of Tacoma. Conduct and control of the work will be solely with the Seller.

14. **Infringements:** Seller agrees to protect and save harmless the Buyer against all claims, suits or proceedings for patent, trademark, copyright or franchise infringement arising from the purchase, installation, or use of goods and materials ordered, and to assume all expenses and damages arising from such claims, suits or proceedings.

15. **Liens:** Vendor warrants and represents that all the goods and materials furnished pursuant to this order are free and clear of all liens, claims or encumbrances of any kind.

16. **Nondiscrimination:** The Seller agrees not to discriminate against any client, employee or applicant for employment or services because of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap with regard to, but not limited to the employment upgrading, demotion or transfer, recruitment or recruitment advertising, lay-off or termination, rates of pay or other forms of compensation, selection for training, or rendition of services. It is further understood and agreed that any Seller who is in violation of this clause or an applicable affirmative action program shall be barred forthwith from receiving awards of any purchase order from the Port of Tacoma unless a satisfactory showing is made that discriminatory practices or noncompliance has terminated and that a recurrence of such acts is unlikely.

17. **Nonwaiver by Acceptance of Variation:** No provision of this order, or the right to receive reasonable performance of any act called for by the Terms shall be deemed waived by a waiver by Buyer of a breach thereof as to any particular transaction or occurrence.

18. **Payments, Cash Discount Late Payment Charges:** Separate numbered invoices are required for each order. Invoice only for goods delivered. Invoices will not be processed for payment nor will the period of computation for cash discount commence until receipt of a properly completed invoice or when invoiced items are received, whichever is later. If an adjustment in payment is necessary due to damage or dispute, the cash discount period shall commence on the date final approval for payment is authorized. Unless otherwise stated, standard payment terms shall be net thirty days following month of invoice date. If Buyer fails to make timely payment, Seller may invoice for one percent per month on the amount overdue, or a minimum of one dollar. Payment shall not be considered late if a check or warrant is available or mailed within the time specified, or if no terms are specified. Payments will normally be remitted by mail. Buyer will not honor drafts, nor accept goods on a sight draft basis.

19. **Prices:** Seller agrees that goods shall be billed at the lowest price at which it offers to sell or sells goods of the same description at or before time fixed in this order for shipment if price is not stated on this order.

20. **Rejection:** All goods or materials purchased herein are subject to approval by the Buyer. Any rejection of goods or material resulting because of nonconformity to the terms and specifications of this

order, whether held by the Buyer or returned, will be at Seller's risk and expense.

21. **Risk of Loss:** Regardless of FOB point, Seller agrees to bear all risks of loss, injury or destruction of goods and materials ordered herein which occur prior to delivery. Such loss, injury or destruction shall not release Seller from any obligation hereunder.

22. **Save Harmless:** Seller shall protect, indemnify, and save the Buyer harmless from and against any damage, cost or liability for any injuries to persons or property arising from acts or omissions of Seller, its employees, agents, or subcontractors.

23. **Shipping Instructions:** Unless otherwise specified, all goods are to be shipped prepaid, FOB destination. When shipping addresses specify room numbers, Seller shall make such delivery thereto without additional charge. When shipment is specified FOB origin, Seller agrees to prepay all shipping charges, route as instructed and, if instructions are not provided, route by most economical common carrier and to bill Buyer as a separate item on the invoice for said charges. If shipping charges are expected to exceed \$100.00, Buyer shall have the option of determining whether shipping shall be prepaid by Seller or billed directly to Buyer. Seller's invoice for shipping charges shall include a copy of the freight bill showing that payment for shipping charges has been made. It is agreed that Buyer reserves the right to refuse COD shipments.

24. **Taxes:** Unless otherwise specified, Buyer agrees to pay all state of Washington sales or use tax. No charge by Seller shall be made for federal excise taxes and Buyer agrees to provide exemption certificates when required.

25. **Termination for Convenience:** The Port may terminate this contract at any time for government convenience, in which case it shall provide notice to the Seller and reimburse the Seller for its costs and fees incurred prior to the notice of termination.

26. **Termination for Default:** In the event of breach by Seller of any of the provisions of this contract, the Buyer reserves the right to terminate this contract forthwith upon giving oral or written notice to Seller. Seller shall be liable for damages suffered by Buyer resulting from Seller's breach of contract.

27. **Warranties:** Seller warrants that articles supplied under this order conform to specifications herein and are fit for the purpose for which such goods are ordinarily employed, except that if a particular purpose is stated, the material must also be fit for that particular purpose.

ATTACHMENT C – PRODUCT USE BY LOCATION

Administration Building- 1 Sitcum Plaza

<i>All Products</i>	<i>2022 Order Quantity</i>
18527: SBC Espresso Bean 4/5lb	48
16410: Pioneer Snoqualmie Bfast Bean 6lb	45
9131: Tully's French 42/2.0	27
1061: Int'l Del Real Dairy Half & Half 384ct	33
18529: SBC Level 3 Decaf Bean 4/5lb	7
8608: Sugar in the Raw 2/200	26
18638: Everpure 4C Filter EV-9601	7
1688: Coffee Mate Hazelnut 16oz	81
6405: Tully's Decaf 42/2.0	4
19372: Equal Yellow 500ct	11
1371: Coffee Mate FrVan 15oz	48
6829: Tully's Espresso Bean 2/5lb	3
4335: Avalon Filter Paper Roll	13
16627: Pioneer Decaf Bean 6lb	2
2699: SMiss Cocoa Mix 2lb	36
14160: Innowave UV bulb 12-8111	4
<1569>: Douwe FrVan Capp 2lb	12
1042: Int'l Del Real Dairy Half & Half 180ct	5
1402: Coffee Mate Lite 11oz	30
5340: Folgers Gourmet FrVan 2lb	12
5725: DC Sugar Packets Aramark 2000ct	2
16735: 5" Stir Stix Red Stripe SR55RX 1000ct	10

1051: Coffee Mate Canister 12oz	9
1351: Sweet & Low Packets 24/100ct	4
1007: Lipton Tea 100ct	1
16526: Lipton Green Tea 100ct	1

Port of Tacoma Maintenance- 802 Port Center Road

<i>All Products</i>	<i>2022 Order Qty</i>
9131: Tully's French 42/2.0	40
18527: SBC Espresso Bean 4/5lb	31
16410: Pioneer Snoqualmie Bfast Bean 6lb	20
1042: Int'l Del Real Dairy Half & Half 180ct	28
7911: Splenda Sweetener 4/400	18
16627: Pioneer Decaf Bean 6lb	4
5340: Folgers Gourmet FrVan 2lb	24
6829: Tully's Espresso Bean 2/5lb	2
4335: Avalon Filter Paper Roll	7
<1569>: Douwe FrVan Capp 2lb	12
18529: SBC Level 3 Decaf Bean 4/5lb	1
2699: SMiss Cocoa Mix 2lb	12
16735: 5" StirStix Red Stripe SR55RX 1000ct	4

Fabulich Center- 3600 Port of Tacoma Road

<i>All Products</i>	<i>2022 Order Quantity</i>
6404: Tully's House Blend 42/2.0	18
6405: Tully's Decaf 42/2.0	6
1042: Int'l Del Real Dairy Half & Half 180ct	16
20750: Solo Exec 12oz Paper Cup 412TN 20/50	40

16526: Lipton Green Tea 100ct	1
1007: Lipton Tea 100ct	1
1371: Coffee Mate FrVan 15oz	6
1385: Bigelow 8 Flavor Asst 6/64	8
1089: DC Sugar Packets Aramark 1000ct	1
7911: Splenda Sweetener 4/400	1
16735: 5" Stir Stix Red Stripe SR55RX 1000ct	1

Security- 3600 Port of Tacoma Road

<i>All Products</i>	<i>2022 Order Quantity</i>
18524: SBC Level 3 4/18/2.0	81
18526: SBC Level 4 4/18/2.0	38
1042: Int'l Del Real Dairy Half & Half 180ct	20
7911: Splenda Sweetener 4/400	12
9131: Tully's French 42/2.0	4
20750: Solo Exec 12oz Paper Cup 412TN 20/50	40
18525: SBC Level 3 Decaf 4/18/2.0	4
18638: Everpure 4C Filter EV-9601	2
1089: DC Sugar Packets Aramark 1000ct	10
1051: Coffee Mate Canister 12oz	41
6404: Tully's House Blend 42/2.0	1
1060: SMiss Reg Hot Choc Mix 6/50	5
1688: Coffee Mate Hazelnut 16oz	13
1007: Lipton Tea 100ct	8
1371: Coffee Mate FrVan 15oz	11
16526: Lipton Green Tea 100ct	5

5725: DC Sugar Packets Aramark 2000ct	1
16733: Eco Wood Stirrer 7" 10/1000	4

SSA Terminal-1002 Milwaukie Way

<i>All Products</i>	<i>2022 Order Quantity</i>
18524: SBC Level 3 4/18/2.0	20
20750: Solo Exec 12oz Paper Cup 412TN 20/50	40
1042: Int'l Del Real Dairy Half & Half 180ct	9
1089: DC Sugar Packets Aramark 1000ct	1