

INVITATION TO BID

**VENDING SERVICES PROVIDER
FORMAL BID - RFP #27-002
SOLANO COMMUNITY COLLEGE**

NOTICE IS HEREBY GIVEN that the Governing Board of the Solano Community College ("College") is inviting sealed bids for a Vending Services Provider for the period of January 1, 2027, through June 30, 2030, with the ability to extend annually for two additional years.

Sealed bids are due by **2:00 PM on, Thursday, October 29, 2026**

Please submit Bids to:

RFP 27-002 Vending Services Provider
Solano Community College
Susan Wheet, VP of Finance and Administration
Finance and Administration, Building 600
4000 Suisun Valley Road
Fairfield, CA 94534

The Request for Proposal (RFP) documents are available on the Solano Community College website at <https://solano.edu/administrative-offices/business-services/rfp/index.php>

Technical questions must be submitted, in writing by no later than **2:00 p.m. on, Friday, October 16, 2026** to Susan Wheet via email at Susan.Wheet@Solano.edu. Questions or requests will be recorded and provided to all Respondents on the above website by the end of the day on October 19, 2026.

The College reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. The College will award the contract based on a review and analysis of the proposal that determines which proposal best meets the needs of the College. Following the review and analysis of all responsive proposals, the College will make a recommendation to the Governing Board at its regular scheduled meeting.



SOLANO COMMUNITY COLLEGE DISTRICT

REQUEST FOR PROPOSALS

VENDING SERVICES PROVIDER

RFP #27-002

PROPOSALS DUE: 2:00 PM - THURSDAY, OCTOBER 29, 2026

Issued by:

Solano Community College

Susan Wheat, Vice President of Finance and Administration
Finance and Administration, Building 600
4000 Suisun Valley Road, Fairfield, CA 94534
Susan.Wheat@solano.edu | 707-864-7209

<https://solano.edu/administrative-offices/business-services/rfp/index.php>

NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the Governing Board of Solano Community College (“the College” or “District”) is inviting proposals in response to this Request for Proposals for Vending Services for the period of January 1, 2027, through June 30, 2030, with the option to extend annually for two additional years.

The Associated Students of Solano Community College (ASSC) invites qualified vendors to submit a proposal for Vending Services for a three-year contract term, as described above. A detailed Request for Proposal (RFP) for Vending Services is enclosed for your information. Please pay particular attention to the Proposal Form, which specifies the information required in your response. A diagram of the food and beverage service areas at the Fairfield main campus, and the Centers in Vacaville, Vallejo, and Vallejo Automotive Technology, along with a link to the campus map and academic calendars, are attached to this RFP. Additional information about the College is available at www.solano.edu.

Key Dates

Proposal submission deadline	2:00 PM, Thursday, October 29, 2026
Anticipated vendor selection	Governing Board of Trustees meeting, December 16, 2026
Technical questions due	2:00 PM, Friday, October 16, 2026

A final selection will be made based on the Evaluation Criteria described in this document. Questions concerning the contents of this document should be emailed to Susan.Wheet@solano.edu by the deadline above. Any changes and notices related to this solicitation will be posted by the District on the Purchasing Department's website at:

<https://solano.edu/administrative-offices/business-services/rfp/index.php>

Note: In the event this RFP is obtained through any means other than the District's direct distribution, the District will not be responsible for the completeness, accuracy, or timeliness of the final RFP document.

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Introduction

Solano Community College District seeks proposals from qualified food and beverage contractors to provide vending services for a three and a half (3.5) year term from January 1, 2027, through June 30, 2030, with an additional two (2) year renewal option. Continuing renewal and cancellation terms shall be negotiated with the successful vendor.

Solano Community College is a two-year higher education institution and one of 116 colleges in the California Community College system. Approximately 10,000 full- and part-time students are enrolled in day and evening classes each semester. An Early College High School program also operates on the Fairfield campus, with over 400 high school students attending daily in-person classes. The typical academic calendar runs from the third week of August through the end of May; summer session classes run Monday through Thursday from early June through the first week of August, and food service is provided during that period as well. There are no residence halls on campus. The College employs over 300 full-time faculty and staff, and 270 part-time employees.

Students at Solano Community College rely on vending services as an important source of convenient, affordable food and beverages throughout the day. The College is committed to advancing student success, equity, and belonging by creating an environment where every student has access to the resources they need to thrive. Research consistently demonstrates that food security and access to nutritious meals are foundational to academic achievement, persistence, wellness, and overall student success. As such, the College seeks a vending partner who shares this commitment and recognizes the important role that high-quality food and beverage options play in supporting students' educational journeys.

While traditional vending products remain an important component of campus services, **Solano Community College is particularly interested in expanding the availability of fresh, nutritious, and convenient food options** that reflect the diverse needs and preferences of its students, faculty, and staff. The successful proposer will demonstrate an ability to provide a thoughtfully curated product mix that balances healthy and fresh offerings with popular traditional vending items, while maintaining consistent inventory, reliable service, competitive pricing, and high standards of quality across all campus locations.

The District expects proposers to present a complete program for the management of its food service and to include verifiable examples of successful programs. In addition to pricing, proposals should include a quality assurance program, promotional programs, and ideas regarding décor, in sufficient detail to allow the District to evaluate the intended operation from the standpoint of quality, cost, and service.

INSTRUCTIONS TO PROPOSERS

Only proposals adhering to the following instructions will be considered by Solano Community College District (“the District”):

1. Deadline for Receipt of Proposal

Proposals must be received by the Vice President of Finance and Administration, Administration Building, Solano Community College, 4000 Suisun Valley Road, Suisun, CA 94534, no later than 2:00 PM on Thursday, October 29, 2026. Proposals must be submitted in a sealed envelope marked “RFP 27-002 Vending Services Provider.”

Proposers shall submit one (1) paper copy and one (1) copy in digital format (e.g., CD, DVD, or flash drive).

- a. The paper copy must contain the original signature of the individual(s) authorized to bind the Proposer contractually and be labeled “Master Copy.”
- b. The Proposer must ensure the digital copy is complete and inclusive of all materials contained in the paper copy, including any required signatures. If there is an inconsistency between the paper and digital copies, the paper copy will take precedence.
- c. The sealed proposal envelope must be marked legibly with the RFP number and title, and the College name and address, as follows:

*RFP 27-002 Vending Services Provider
Solano Community College
Susan Wheet, VP of Finance and Administration
4000 Suisun Valley Road
Fairfield, CA 94534*

No telephone, email, or fax proposals will be considered. **It is each proposer's sole responsibility to ensure the proposal is delivered by the deadline and received at the location designated. The College will not be responsible for errors in delivery under any circumstance. Any proposal received at the designated location after the scheduled deadline shall be returned to the proposer unopened.**

2. Requests for Information

Technical questions regarding the proposal should be directed to Susan Wheet, Vice President of Finance and Administration, via email at Susan.Wheet@solano.edu, no later than 2:00 PM on Friday, October 16, 2026. Questions or requests will be recorded and provided to all Respondents on the above website by the end of the day on October 19, 2026.

3. Proposal Forms

Proposals must be submitted in the format shown in the Proposal Form. Proposals in any other form will be considered informal and will not be reviewed. Conditional proposals will not be considered. Proposals should be clear and, where appropriate, properly indexed. Numbers should be stated in figures, all content typewritten, and signatures made in long hand, preferably in blue ink. Completed forms should be free of alterations or erasures. Each proposal must be submitted with the proposer's company name

and authorized signature(s), in an envelope clearly marked with the title (Vending Services) and closing date.

4. Execution of Forms

Each proposal must provide the full business address of the proposer and be signed by the proposer with their regular signature. Proposals by partnerships must furnish the full names of all partners and be signed in the partnership name by a general partner with authority to bind the partnership. Proposals by corporations must be signed with the legal name of the corporation, followed by the signature and designation of the president, secretary, or other authorized person, with each signer's name also typed or printed below the signature. When requested by the District, satisfactory evidence of the signing officer's authority shall be furnished. A proposer's failure to properly sign required forms may result in rejection of the proposal.

5. Withdrawal of Proposals

Proposals may be withdrawn or revised at any time before the proposal submission deadline. Once the deadline has passed, proposals must remain valid for sixty (60) calendar days and may not be withdrawn during that period, allowing the District adequate time to evaluate proposals and complete the selection process. Following award, the successful proposer shall fulfill the commitments contained in the proposal unless otherwise agreed to in writing by the District.

6. Addenda or Bulletins

Any addenda or bulletins issued during the proposal process shall form part of the specifications issued to proposers for the preparation of their proposals and shall constitute part of the Contract Documents.

7. Site Visit and Oral Presentation

District staff and students may visit proposer current sites with other companies. Proposers will be given at least twenty-four (24) hours' notice of any visit and may be requested to give an oral presentation to District staff and students at the site visit.

8. Basis of Award

Each proposer shall submit a comprehensive proposal that clearly describes the services, products, operational approach, and value it proposes to provide under this contract. The District intends to award this contract through a Request for Proposals process that evaluates the overall quality and value of each proposal, not solely price or commission percentage.

Award will be made to the responsible proposer whose proposal is determined to provide the best overall value to the District, based on the evaluation criteria identified in this solicitation. In making its determination, the District will consider the proposer's qualifications, demonstrated experience, service model, financial proposal, product quality and variety, commitment to fresh and nutritious food options, customer service, operational reliability, innovation, and ability to support the College's mission, values, and the needs of its diverse campus community.

The District seeks a long-term partner that shares its commitment to student success, equity, health and wellness, and exceptional customer service. While pricing, commissions, and financial return to the District are important evaluation factors, they will be considered alongside the overall quality, responsiveness, and value of the proposal as a whole.

9. Award of Contract

The District anticipates awarding a contract within ninety (90) calendar days following the proposal submission deadline, subject to approval by the Governing Board and the Associated Students of Solano Community College (ASSC). The contract will be awarded to the responsible proposer whose proposal is determined to provide the best overall value to the District, considering total value, financial return, quality of products and services, operational excellence, innovation, responsiveness to the College's priorities, and the proposer's demonstrated ability to support the health, wellness, and success of Solano Community College students.

The District reserves the right to extend the award timeline if additional evaluation, interviews, negotiations, or Governing Board action are necessary to ensure selection of the proposal that best serves the interests of the College.

10. Execution of Contract

The successful proposer shall, within ten (10) calendar days of notice of contract award, sign and deliver to the District the executed contract, along with the bonds and certificates of insurance required by the Contract Documents. If the proposer to whom an award is made fails or refuses to execute the contract within ten (10) calendar days of notification, the District may award the contract to the next most responsive proposer or reject all proposals and call for new proposals. The contract and other documents are subject to approval by the District and its legal counsel.

REQUEST FOR PROPOSAL TIMELINE

Milestone	Date
RFP Opens	October 7, 2026
Technical Questions Due (2:00 PM)	October 16, 2026
Responses to Questions / Addendum Issued	October 19, 2026
Proposal Submission Deadline (2:00 PM)	October 29, 2026
Proposals Evaluated	November 12, 2026
RFP Committee Recommendation	November 13, 2026
ASSC Meeting — Action Item	November 20, 2026
Governing Board Award	December 16, 2026
Commencement of Services	January 1, 2027

Note: All dates are subject to change at the District's discretion. Any revisions will be issued as a numbered addendum and posted to the Purchasing Department's website.

PROPOSER QUALIFICATIONS AND REQUIREMENTS

Proposals are being solicited from companies in the business of providing services as described in this Request for Proposal. Proposals shall include, at a minimum, the information below. Failure to include these items may be grounds for rejection of the proposal.

1. Provide up to, or possibly more than, 25 different vending machines across all campus locations (Fairfield, Vacaville, Vacaville Aero, Vallejo, and Vallejo Auto Tech).
2. Provide maintenance, signage, electrical connections (for future/new locations), and adequate filling service to reasonably preclude “sell-outs.”
3. Provide all materials, labor, and transportation for the conversion and improvement of any additional (future) locations agreed upon by both the Contractor and the District.
4. Keep facilities in a clean and wholesome condition, free from objectionable noises, odors, or nuisance, and comply with all federal, state, and local health and fire statutes, ordinances, and District policies.
5. Maintain all equipment to ensure efficient service.
6. Be held responsible for any damage to District property resulting from actions of the vendor, or its contractors, agents, or suppliers.
7. Prominently post prices and refund directions at all times. Prices must be consistent with local market and operations as agreed.
8. Provide and be responsible for any security equipment used; use of such equipment is at the sole discretion of the contractor.
9. Ensure all vending machines meet Section 504 of federal handicapped-accessibility requirements, with all controls located between two and four feet from ground level.
10. Provide a description of the internal accounting program, including method of recording, checking, and reporting sales, and method and frequency of reporting and remitting commissions.
11. Provide a complete statement illustrating the organization, financial resources, and other resources sufficient to recruit personnel and establish and operate a food service program of the magnitude described in these specifications.
12. Insurance: Provide evidence of insurance coverage at the time of proposal submission. A Certificate of Coverage must be provided by the awardee prior to contract execution, naming the District as an additional insured on the Contractor's policy, with the following minimum coverage:

Type of Insurance	Coverage	Limit of Liability
Commercial General Liability	Each Occurrence	\$1,000,000
	Products / Completed Operations	\$1,000,000
	Aggregate	\$3,000,000

Type of Insurance	Coverage	Limit of Liability
Business Automobile Liability	Per Occurrence	\$1,000,000

The Contractor shall obtain and keep in force during the term of this Agreement, for the protection of the College and Contractor, comprehensive General Bodily Injury and Property Damage Liability insurance with minimum coverage as specified above, including but not limited to Personal Injury Liability, Broad Form Property Damage Liability, Blanket Contractual Liability, and Products Liability covering only the operations and activities of Contractor under this Agreement. The Contractor shall deliver a certificate evidencing such coverage to the College within ten (10) days after execution of the Agreement. These policies shall name Solano Community College District, its Governing Board, employees, and agents as additional insured. The Contractor shall provide the District thirty (30) days' written notice of any change in insurance coverage, including cancellation or a decision not to renew.

Insurance provided by the Contractor under this Agreement shall be primary to any insurance purchased or owned by the District, and primary to any self-insurance maintained by the District or by any joint powers agreement of which the District is a member. The Contractor shall provide the District with written approval from its insurance carrier confirming agreement with the provisions of this section.

13. Workers' Compensation Insurance: Since the manager and all food service personnel are contractor employees, a certificate must be provided to the College certifying that the contractor carries Workers' Compensation Insurance in the amounts required by state and local statute.

FORM OF PROPOSAL

Proposals must include the information below, in the order listed. The District may request clarification or additional information, evaluate a proposal without missing information, or deem a proposal non-responsive if required information is not provided.

Signed Required Forms

Submit completed and signed Exhibit A, Proposal Certification; Exhibit B, Certification of Non-Discrimination; Exhibit C, Non-Collusion Affidavit; and Exhibit D, Addenda Acknowledgment. The proposal must also be signed by an individual authorized to bind the Proposer.

Cover Letter and Company Profile

Provide a brief cover letter identifying the Proposer's legal business name, business address, primary contact, telephone number, email address, and the name and title of the individual authorized to negotiate and execute a contract on behalf of the Proposer. Include a brief overview of the company, years in business, and experience providing comparable vending services.

Financial Proposal

Provide a complete financial proposal that clearly identifies the benefits and financial terms proposed for the District and campus community. At a minimum, include:

The commission percentage proposed for all gross retail sales, including the definition of gross sales and any proposed exclusions.

A proposed price list for food, beverage, fresh food, and other vending items.

Any proposed financial contributions, incentives, equipment upgrades, signing bonuses, scholarships, sustainability initiatives, or other value-added services.

The proposed payment method and frequency, including the monthly sales and commission reports that will be provided to the District.

Any requested District contribution, utility requirement, or other cost to be borne by the District.

Service and Operating Plan

Describe the proposed vending service program for the District, including the types of vending machines, products, locations, operating hours, stocking schedules, and methods for preventing product sell-outs. Identify the number and type of machines proposed for each District location.

Product Mix and Healthy Food Options

Describe the proposed food and beverage selections, including fresh, nutritious, affordable, culturally responsive, and traditional vending options. Explain how the product mix will be reviewed and adjusted based on student, faculty, and staff needs and purchasing patterns.

Equipment, Technology, and Accessibility

Describe the proposed vending equipment, including machine age, condition, energy efficiency, cashless payment options, mobile payment capability, refund procedures, and accessibility features. Confirm that all equipment and payment interfaces will comply with applicable ADA and Section 504 accessibility requirements.

Maintenance and Customer Service Plan

Describe the maintenance program, service-response standards, repair procedures, refund process, customer-service contact information, and escalation procedures. Identify the anticipated response time for equipment malfunctions, out-of-stock conditions, and customer refund requests.

Sales Reporting and Commission Administration

Describe the Proposer's internal accounting and reporting controls, including how sales are recorded, verified, and reported by machine serial number and location. Provide a sample monthly sales and commission report. Describe the Proposer's ability to provide records to support District review or audit of commissions.

Customer Satisfaction and Campus Input

Explain how the Proposer will gather and respond to feedback from students, faculty, and staff. Include examples of successful customer-feedback, product-selection, or satisfaction programs implemented at other institutions.

Marketing and Promotional Plan

Describe proposed marketing, promotions, signage, wellness campaigns, loyalty programs, or other outreach activities. Include sample promotional materials, if available. All signage and promotional activities will require District approval before implementation.

Transition and Implementation Plan

Provide a detailed plan for transition to full service, including removal or coordination with existing equipment, installation of proposed machines, site readiness needs, testing, communications, and the timeline for commencement of services.

Experience and References

Provide at least three references from community colleges, schools, government agencies, or other comparable long-term clients for whom the Proposer has provided similar vending services within the past three years. Include the client name, location, contact person, title, telephone number, email address, services provided, and length of the relationship.

Organization and Staffing

Provide an organization chart showing the management and staff who will be responsible for the District account. Identify the account manager, service technicians, route personnel, and other key personnel, including their qualifications, experience, and responsibilities.

Financial Stability

Provide the Proposer's most recent independent audit report, reviewed financial statements, or other information demonstrating financial stability and the ability to perform the proposed services for the full contract term.

Insurance and Licenses

Provide evidence of the required insurance coverage, required business and health permits, and any other licenses or certifications necessary to perform the services. The successful Proposer will be required to provide all certificates, endorsements, and other documentation required by the contract before commencing services.

Sustainability Practices

Describe the Proposer's practices related to energy-efficient equipment, recycling, waste reduction, environmentally preferable packaging, and responsible product sourcing.

Exceptions to the RFP

Clearly identify any exceptions, conditions, or requested changes to the requirements of this RFP. Failure to identify an exception will be understood as acceptance of the requirement as written.

EVALUATION CRITERIA

The Proposer is required to provide references from the last three (3) years from community colleges, schools, or other long-term clients. The proposal should demonstrate successful completion of similar work and clearly indicate that the Proposer is capable of satisfactory performance of the proposed contract. To be considered, the Proposer must submit a proposal that meets all stated submission requirements.

The College is awarding a single contract for beverage and food vending machine services.

Reservation of Rights

The District reserves the right to reject any or all proposals, to waive minor informalities or irregularities in any proposal, and to request clarification or additional information from proposers as permitted by law. The District may also elect to cancel, postpone, or reissue this Request for Proposals, in whole or in part, if it determines that doing so is in the best interest of the College.

The District's objective is to select the proposal that provides the best overall value in support of the College's mission and the needs of its students, faculty, and staff. Issuance of this RFP does not obligate the District to award a contract, nor to award a contract to the Proposer offering the highest financial return. Final award is subject to approval by the Governing Board.

Evaluation Factors (including, but not limited to)

- Percentage commission of retail sales to be given to the District as a result of operations, as well as any other contributions to be made to the District.
- The Proposer's ability to satisfy the requirements and detailed specifications of the bid.
- The Proposer's financial stability, past experience, overall reputation, expertise and qualifications, variety, and price competitiveness.

Should it become necessary to revise any part of the proposal, pertinent amendments will be provided to all vendors who responded to the bid within the parameters of the deadlines and requirements.

The contents of the successful Proposer's proposal will become contractual obligations if the District takes acquisition action in reliance on them. Failure of the successful Proposer to accept these obligations in a purchase agreement, purchase order, delivery order, or similar acquisition contract may result in termination of the contract.

Proposers should detail any unique services not requested in this proposal that can or will be offered to the campus community, which the Proposer believes should be considered in the evaluation of a response.

PROPOSAL OF TERMS AND CONDITIONS

1. Term

The term of the contract will be for three and a half (3.5) years, beginning January 1, 2027 through June 30, 2030.

2. Commission

The Proposer is to recommend the retail price(s) of food and beverages in its response, and specify the percentage of the retail price(s) to be paid to the campus as a commission. The commission is to be paid either quarterly or monthly, as agreed upon in the contract, accompanied by a report detailing commission per serial number and location of each vending machine. Following any removal or replacement of vending units, the Proposer will provide the campus with notice of serial numbers and location within 15 days of the move.

3. Insurance Information

The Proposer will provide the names of insurance and bonding companies and the names, titles, and telephone numbers of contacts, with the bid. The Proposer will provide all appropriate insurance coverage, including workers' compensation and comprehensive product liability, bodily injury, and property damage liability of not less than \$1,000,000 for injury or death of any one person and \$1,000,000 per occurrence. The successful Proposer may be required to provide a 100% Faithful Performance Bond, to be kept in effect for the duration of the contract.

4. Timing

The Proposer will respond with confirmation of intent within 10 days of award of bid. Full vending service under this bid must be in place no later than January 15, 2027. The period between January 1, 2027, and January 15, 2027, is an implementation/transition period.

5. Marketing

The Proposer will specify proposed signage and a marketing plan, with proposed activities, objectives, and frequency, with the understanding that the District must approve any changes.

6. Termination

The District may, at any time and for any reason, terminate this contract and compensate the Proposer only for services rendered to the date of termination, without penalty. Written notice by the District shall be sufficient to stop further performance of services by the Proposer. Notice shall be deemed given when received by the Proposer, or no later than three days after the date of mailing, whichever comes first.

7. Permits and Licenses

The Proposer's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services under this contract.

Attachment I — Campus Addresses

Location	Address
Fairfield Campus (Main)	4000 Suisun Valley Road, Fairfield, CA 94534
Vacaville Center	2001 North Village Parkway, Vacaville, CA 95688
Vacaville Aeronautics Center	281 County Airport Road, Vacaville, CA 95688
Vallejo Center	545 Columbus Parkway, Vallejo, CA 94591
Vallejo Automotive Technology Center	1687 North Ascot Parkway, Vallejo, CA 94591

Maps can be found at: <https://www.solano.edu/campus-locations-maps/index.php>

Attachment II — 2026–27 Academic Calendar

All Academic Calendars are available at:

<https://solano.edu/administrative-offices/academic-affairs/academic-calendar.php>

The 2026-27 Academic Calendar is shown below:



The Academic Calendar complies with 175 Instructional Workdays.
The Classified Calendar is a separate document, addressing Classified Workdays.

Attachment III — List of Current Machines and Locations

(Current list – not a complete list of locations requested)

Location	Type
Auto Tech – Vallejo	Snack
Auto Tech – Vallejo	Drink
1400 Building - Fairfield	Snack
1400 Building - Fairfield	Drink
1400 Building - Fairfield	Drink
1600 Building - Fairfield	Snack
1700 Gym - Fairfield	Gatorade
100 Building (ASTC) - Fairfield	Snack
100 Building (L113-Lounge) - Fairfield	Snack
100 Building (L113-Lounge) - Fairfield	Drink
2700 Building - Fairfield	Drink
2700 Building - Fairfield	Snack
Biotech - Vacaville	Snack
Biotech - Vacaville	Drink
Main-Downstairs - Vacaville	Snack
Main – Downstairs - Vacaville	Drink
Main – Upstairs - Vacaville	Drink

Exhibit A — Proposal Certification**RFP 27-002 Vending Services Provider**

The undersigned certifies that the Proposer, check one:

☐ **IS** currently debarred, suspended, or proposed for debarment by any federal or state entity.

☐ **IS NOT** currently debarred, suspended, or proposed for debarment by any federal or state entity.

The undersigned agrees to notify Solano Community College District promptly of any change in this status occurring before contract award.

In compliance with RFP 27-002, Vending Services Provider, and after carefully reviewing all terms, conditions, and requirements of the Request for Proposals, the undersigned agrees to furnish the services described in the proposal in accordance with the RFP specifications and any resulting contract.

Firm Legal Name: _____

Street Address: _____

City, State, ZIP Code: _____

Telephone Number: _____

Email Address: _____

Federal Tax Identification Number: _____

Authorized Signature: _____

Printed Name and Title: _____

Date: _____

Exhibit B — Certification of Non-Discrimination

To be executed by the proposing company and submitted with the proposal.

The Proposer hereby certifies that, in performing work or providing services for the College, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical or mental disability, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California Government Code. The Proposer shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this _____ day of _____, 20____.

Proposing Company (type or print complete legal name)

Signature

Name (type or print)

Title

Exhibit C — Non-Collusion Affidavit

To be executed by the firm and submitted with the proposal.

_____, being first duly sworn, deposes and says that he or she is _____ of the party making the foregoing proposal; that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the Proposer has not, in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposed price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other Proposer, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the Proposer has not, directly or indirectly, submitted their proposed price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Proposer Company (type or print complete legal name of firm)

Signature

Name (type or print)

Title

Exhibit D — Addenda Acknowledgment

Changes or corrections to this RFP will be issued via a numbered addendum prior to the proposal deadline (see Request for Proposal Timeline). Record below the number(s) and date(s) of addenda received, if applicable.

Addendum #	Date Received	Acknowledged By