



REQUEST FOR PROPOSALS (RFP)
FOR
LEASE AND OPERATION OF GADSBY’S TAVERN RESTAURANT
138 N. Royal Street
Alexandria, Virginia 22314

Issue Date: OCTOBER 23, 2023



The City of Alexandria, Virginia (the “City”) is pleased to offer an exciting opportunity for a well-qualified restaurant team to operate its Federal-era history-inspired themed Gadsby’s Tavern Restaurant. The project will provide the selected Restaurant Operator/Tenant with the opportunity to be creative in its management, marketing, and operation of this uniquely themed restaurant.

A. INTRODUCTION

1. Scope

- a. The purpose of this Request for Proposal (this “RFP”) is to enter into a contract with a qualified operator to lease, manage and operate the City-owned Gadsby’s Tavern Restaurant, located at 138 N. Royal Street, Alexandria, Virginia (hereinafter known as “Gadsby’s”).
- b. The City is seeking operators that have a proven combination of experience, financial capacity and expertise in the management, operation, and marketing of highly successful restaurants with the ability to operate a Federal-era history inspired themed restaurant.

2. Summary of Key Dates

The anticipated schedule for accepting and reviewing proposals and operator selection is:

RFP Issue Date	October 23, 2023
Non-Mandatory Site Visit	November 10, 2023 – 10:00 a.m. (EST)
Closing Date for Receipt of Written Inquiries	November 17 , 2023
Closing Date for Proposal Submission	December 6, 2023
Anticipated Date of Firm Selection	March, 2024

3. Submission Instructions

Proposers shall submit their proposals by responding to or accepting each of the terms in the order and format presented in Section I below. To reduce printing costs and to facilitate recycling, the City requests that only electronic proposals in PDF format be submitted by email **no later than December 6, 2023 at 4:00 pm**. Electronic proposals should be submitted by attaching a single file of the proposal to an email with “**Lease and Operation of Gadsby’s Tavern Restaurant – Private and Confidential**” in the subject line of the email and emailed to Alfred Coleman, Deputy Director, Department of General Services at alfred.coleman@alexandriava.gov . If the document is not submitted electronically by email in PDF format the City may determine that the Proposer is non-responsive, and the proposal will be rejected and returned.

B. BACKGROUND

The historic Gadsby’s Tavern is owned and managed by the City of Alexandria, Virginia. As a National Historic Landmark, the site is visited by thousands of visitors from the region and throughout the world each year. The site is interpreted to its Early-Federal era between 1796 and 1808 when John Gadsby operated the City Tavern and Hotel. The City Tavern and Hotel played an important role in Alexandria as a center for social, commercial, and political activities. In particular, “Gadsby’s Tavern” is noted for its many famous patrons, including George Washington, John Adams, Thomas Jefferson, James Monroe, James Madison, John Quincy Adams, and the Marquis de Lafayette. John Gadsby hosted Alexandria’s Birth Night (or Birthday) Celebration for General George Washington, which Washington personally attended in 1798 and 1799, as well as the Inaugural Banquet for President Thomas Jefferson in 1801. The Tavern’s high level of hospitality and service was made possible because of the highly skilled work enslaved workers provided at the tavern.

The Gadsby’s Tavern complex consists of three buildings: the ca. 1785 tavern, the ca. 1792 City Tavern and Hotel, and the 1878 hotel wing. Today, the two historic buildings operate as a museum with the restaurant space located in a portion of the 1792 building. The 1878 wing is the headquarters for American Legion Post #24, which preserved the buildings from demolition in 1929 and donated them to

the City of Alexandria for the Bicentennial Celebration. Gadsby's Tavern is truly unique in the Washington, D.C. region and allows visitors the opportunity to experience the finest dining Alexandria had to offer travelers and residents during the formative years of this nation.

An on-line tour and detailed history of Gadsby's Tavern Museum can be viewed at www.gadsbystavern.org.

C. SCOPE OF WORK

The City intends to award a long-term lease to a restaurant team that shall accomplish the following objectives and requirements (hereinafter the "Work"):

1. Lease, manage, operate, and maintain the Gadsby's Tavern Restaurant to the highest restaurant industry standards and in the best interest of the City. Contractor must abide by all Food and Food Handling regulations, which can be found in Title 11, Chapter 2 of the Code of the City of Alexandria, Virginia, 1981 ([Health Code](#)). Ensure that the facility is kept clean, secure, and in good working order;
2. Provide a distinctive menu and dining experience that will cater to the visitors of the Gadsby's Tavern complex;
3. Maximize community-wide economic impact by involving all sectors of the local community in the business and employment opportunities that become available as a result of operating Gadsby's Tavern Restaurant;
4. Work collaboratively with the City to ensure that the Gadsby's Tavern complex is maintained, visitor friendly, and operates efficiently;
5. Work closely with the City's Office of Historic Alexandria (OHA) to promote and market the Gadsby's Tavern Restaurant to visitors, residents, group tours, and rental clients;
6. Work in collaboration with Gadsby's Tavern Museum to provide an array of community-oriented cultural, educational, and entertainment events that promote the Gadsby's Tavern theme and experience; and
7. Support and maintain the historic atmosphere and theme of the Gadsby's Tavern complex.

D. FEATURES OF GADSBY'S TAVERN RESTAURANT

1. Unique history
2. Separate prominent entrance
3. Adjacent to Market Square and King Street retail corridor
4. Signage on prominent City streets
5. Access to nearby public parking garages
6. Three dining rooms
7. Service pantry with dumbwaiter
8. Service bar, 18th century appearance
9. Restrooms on basement level

10. Tour bus loading zone in front of site
11. Space for kitchen facilities in basement
12. Separate service/delivery entrance
13. Outdoor courtyard dining area

The outdoor courtyard consists of 4,696 square feet of space at the rear of the building. It is available to extend and/or enhance the restaurant dining and facility rental operation. The outdoor area also includes a small office and an exterior service bar (with a large refrigerator for the storage of beer, wine, and other beverages).

Outdoor dining opportunities are popular and encouraged by the City. The Gadsby's courtyard has a flexible event space that is perfect for outdoor weddings, cocktail receptions, and regular dining.

E. UNIQUE REQUIREMENTS FOR OPERATION

As a "theme" restaurant, several unique components are required for the operation of this business.

1. Federal-era Restaurant Appearance

Visitors to Gadsby's Tavern Restaurant will have the opportunity to enjoy fine dining offered at the City Tavern and Hotel during its period of significance: 1796 and 1808. The entire restaurant experience - from the sidewalk to the dining rooms to the exterior courtyard - should reflect the furnishings, tableware, food, music, and light levels that were available to this Alexandria tavern business at the turn of the 18th century.

The existing dining space consists of three separate rooms with a capacity to seat up to 92 patrons. The combined space totals 2,542 square feet.

2. Historically Inspired Menu

As a thriving major seaport in the 18th century, Alexandria was a center for trade and commerce and had access to a wide variety of fresh meat, produce, and pre-made bakery items. Each menu section of the Gadsby's Tavern Restaurant shall contain *at least one historically inspired item* that reflects the tavern fare available to the guests of the identified time period.

Recipes from period cookbooks and primary source accounts of purchases made at the local markets can provide documentation for creating seasonal menus. Samples of current menus can be viewed at: gadsbystavernrestaurant.com

Suggested period cookbooks include *The Art of Cookery Made Plain and Easy* by Hannah Glasse and the *Virginia Housewife* by Mary Randolph.

Menu items "for the more modern palate" and for those with food allergies may be included. A modern and healthy children's menu is highly encouraged.

3. Unique Marketing and Collaborative Initiatives

The restaurant operates within Gadsby's Tavern Museum, a historic site that is preserved, interpreted, and maintained by the Office of Historic Alexandria (OHA), a division of the City of

Alexandria. The museum and restaurant staff have collaborated on numerous initiatives over the years, ranging from group tours to site rentals to historically accurate interpretative dinners - all of which are designed to increase visitation to the Gadsby's Tavern and the City of Alexandria. Some of these events and activities will require servers and other staff to be in "period clothing" which the Museum will provide.

F. CITY INCENTIVES

1. Collaborative partnerships with Gadsby's Tavern Museum, Visit Alexandria, and the Alexandria museum community;
2. Gadsby's Tavern is a National Historic Landmark that requires specialized and on-going maintenance and preservation. Maintenance will be provided by the City for common heating, ventilation, and air conditioning equipment (HVAC), plumbing equipment, gas lines, and electrical wiring. A full list of maintenance responsibilities can be found in the Gadsby's Maintenance Summary (Appendix A);
3. The City will provide some level of funding for tenant fit-up;
4. The City will collaborate on capital improvements during the term of the agreement;
5. The City will provide snow and ice removal for sidewalks on North Royal Street;
6. The City will provide maintenance of directional signs to Gadsby's Tavern and other historic sites in the City;
7. The City will provide historical accuracy guidance, through the Office of Historic Alexandria;
8. The City will collaborate on Citywide marketing initiatives to increase heritage tourism;
9. In addition to the restaurant, clients may rent additional space for private events in the museum and the adjacent American Legion Hall, which both feature large event space sized rooms. The restaurant will have the opportunity to cater for these large events.

G. PERIOD OF PERFORMANCE

If an award is made, the City will issue a lease with an initial term of ten (10) years, with one potential renewal option for a term of five (5) years at the City's discretion. The renewal option shall be conditioned upon Lessee being in full performance of its obligations and subject to approval of City Council. In considering the renewal option, the City will analyze and review the operation of Gadsby's Tavern Restaurant under the terms described herein to determine if additions or modifications to the terms of the lease are necessary, including, but not limited to, recalculation of the monthly rent. The lease period shall commence on the date agreed upon by both parties and shall not exceed a total of fifteen (15) years (initial term and possible renewal period).

H. PERMITS & RESPONSIBILITIES

1. The prospective Lessee shall, without additional expense to the City, be responsible for obtaining any necessary licenses and permits, and for complying with any federal, state, city or municipal laws, codes, and regulations applicable to the performance of the Work. The Lessee shall also be responsible for all damages to persons or property that occur as a result of the prospective Lessee's fault or negligence and shall take proper safety and health precautions to protect the Work, the workers, the public, and the property of others.
2. The prospective lessees shall also be responsible for all materials delivered and work performed until completion and acceptance of the entire Work, except for any completed unit or Work which may have been accepted under the Lease Agreement.

I. PROPOSAL SUBMISSION REQUIREMENTS

1. All proposals must be transmitted via email and received in the City's offices on or before 4:00 p.m., December 6, 2023. All proposals received after 4:00 p.m. December 6, 2023 will be rejected and returned.
2. Proposals should be submitted in accordance with the following instructions:
 - a. Proposal Response shall include the following:
 - i. Technical Proposal
 - a. Letter of Transmittal
 - b. Experience and Capacity
 - c. Staff Experience
 - d. Operation and Management Plan
 - e. Marketing Plan
 - f. Conceptual Plan
 - ii. Financial Proposal
 - a. Financial Sustainability
 - b. Rent Proposal
 - iii. Completed Required Submission Forms
 - a. Form J-1, "Proposer's Reference Sheet"
 - b. Form J-2, "Required Information Form"
 - c. Form J-3, "Certified Statement of Non-Collusion"
 - d. Form J-4, "Disclosures Relating To City Officials and Employees"
 - e. Form J-5, "Equal Employment Opportunity Agreement"
 - f. Form J-6, "Vendor Information Form"
 - g. Form J-7, "W-9"
 - b. Proposals submitted electronically by email must include all completed and signed proposal documents in PDF format and include "Lease and Operation of Gadsby's Tavern Restaurant – Private and Confidential" in the subject line of the email.

3. All proposals shall be submitted electronically via email to:

Alfred Coleman, Deputy Director, Department of General Services at alfred.coleman@alexandriava.gov.

4. All documents submitted electronically via email shall be in PDF format. If the documents are not in PDF format the City may determine that the Proposer to be non-responsive, and the Proposal will be rejected and returned.
5. The City reserves the right to reject any and all proposals and to cancel this solicitation at any time prior to contract award for any reason.
6. It is the Proposer's responsibility to clearly describe the proposed concept and marketing plan in response to the RFP. Proposers are cautioned that organization of their response, as well as thoroughness, is critical to the City's evaluation process.
7. By submitting a response to this RFP, the Proposer acknowledges that they have read this RFP, understand it, and agree to be bound by its terms and conditions.
8. Each Proposer responding to the RFP must supply all the documentation required herein. Failure to provide documentation with the Proposer's response may result in the disqualification of the Proposer's proposal.
9. Unauthorized contact with any employee of any agency or department of the City, other than the employee listed above in Section A (3) may result in disqualification from the solicitation process. Any other information of any kind from any other source, or any oral communication, shall be considered unofficial and non-binding on the City. Proposers relying on unofficial information shall do so at their own risk.

I-A. Technical Proposal

The Proposer must include the following information, arranged in the same order, and identified with headings as presented herein. This information will be considered the minimum content of the Technical Proposal.

1. Transmittal Letter

The Proposer shall provide a letter signed by an officer of the Proposer's firm authorized to make a binding commitment to the City without the consent or joiner of any other party or authority. Transmittal Letter should state that the Proposal is valid for 180 days and that, if selected, the Proposer will negotiate in good faith with the City.

2. Experience and Capacity

The Proposer shall include information and documentation describing the extent of its experience and expertise in providing the services sought pursuant to the RFP. The information and documentation shall include, but is not limited to, information that documents the Proposer's qualifications to meet the requirements of the RFP and to produce the required outcomes, including its ability, capacity, skills, and experience in providing the required services.

3. Staff Experience

The Proposer shall provide the following information as part of this tab:

- 3a. A list of key personnel proposed to be assigned to perform the Work under the lease, including direct supervisors, key technical personnel and staff;
- 3b. Resumes of all proposed key personnel and, if applicable, subcontractors who will be performing the Work under the lease;
- 3c. A narrative that describes the work responsibilities of all key personnel proposed to be assigned to the lease, including the following for each individual: (1) the individual's qualifications, education, and special competencies that will be valuable in performing the work under the lease; (2) the individual's experience on similar contracts; (3) the individual's proposed title, and weekly work schedule; (4) whether the person is an employee of the Proposer, another firm or organization, or an independent contractor; and the estimated number of hours the individual will contribute to the Work under the lease;
- 3d. Copies of relevant certifications or other professional credentials for key personnel;
- 3e. The name of the proposed lessee administrator and a description of their experience with similar contracts, including public sector organizations; and
- 3f. The name of the individual responsible for customer service and problem resolution and a description of their relevant experience.

4. Operations and Management Plan

The Proposer shall provide a description of its overall philosophy and approach for the management and operation of the Gadsby's Tavern Restaurant. The Proposer shall include an operations and management plan that describes the operating policies and procedures for managing and operating the Gadsby's Tavern Restaurant, including approaches related to the labor supplier and management, security, customer service, training programs offered to staff, risk management, employee management, and administrative policies and procedures. Proposer shall include information on how it intends to enhance the economic impact to the Alexandria region.

5. Marketing Plan

The Proposer shall describe the marketing plan proposed for use in operations, with an emphasis on measures designed to obtain maximum patronage. Please note that the selected Lessee shall work closely with the Office of Historic Alexandria in its marketing efforts.

6. Conceptual Plan

The Proposer shall describe in detail the restaurant concept being proposed and how it will fit into the Gadsby's Tavern Restaurant/complex and meet the unique requirements. Proposer shall provide preliminary plans and artist renderings for the following:

- Floor plan of space demonstrating the proposed layout;
- Proposed integration to offer different dining options from indoors to outdoors with respect to the Gadsby's Tavern complex; and

The Proposer shall also include a proposed food/beverage menu for the restaurant, which includes non-alcoholic and alcoholic beverages and indicating portion size and suggested price. The Proposer shall also include proposed Group Package options.

I-B. Financial Proposal

The Proposer must submit the following information, arranged in the same order, and identified with headings as presented herein. This information will be considered the minimum content of the Financial Proposal.

1. Financial Sustainability

The Proposer shall provide, to the extent available, the following financial documents:

- Balance Sheets for the previous three (3) years;
- Income Statements for the previous three (3) years;
- Statements of Cash Flows for the previous three (3) years;
- Statements of changes in stockholder's equity for the previous three (3) years;
- Notes to Financial Statements;
- Corporate/partnership Federal income tax returns for the last completed fiscal year; and
- Credit history letter(s) from financial institution(s); and most recent quarterly financial statement.

2. Rent Proposal

The Proposer shall propose and include the rent structure including base rent, any rent abatement, and annual rate increases, utilities, and terms.

I-C. Required Forms

Proposers shall submit all completed forms required by this solicitation including but not limited to:

1. Required forms included in Appendix B: J-1 through J-5 and J-6 through J-7 as applicable; and
2. Any licensing or certificates required.

I-D. Addenda

Proposers are reminded that changes to the Request for Proposal (RFP), in the form of addenda, are often issued between the issue date and within three (3) days before the closing of the solicitation. All addenda MUST be signed and submitted electronically via email to the Department of General Services at alfred.coleman@alexandriava.gov before the time and date of the closing of the solicitation or must

accompany the Proposal. Notice of addenda will be posted on the City's webpage as soon as they become finalized by the Department of General Services.

I-E. Submission of Questions

It is the Proposer's responsibility to submit questions regarding the RFP to the Department of General Services. To receive a response from the City, all questions regarding the RFP shall be submitted electronically via email in writing and received by the City by **close of business November 17, 2023**. **Questions shall be emailed to the attention of Alfred Coleman, Deputy Director, General Services at alfred.coleman@alexandriava.gov.**

Any submission of questions related to the RFP shall include the reference "**Gadsby's Tavern Lease and Operation**" in the subject line and the name of the person submitting the question(s). Proposers are advised that oral explanations or instructions given by City personnel during the Proposal process or at any time before or after the issuance of a Contract are not binding on the City. After issuing the RFP, the only information binding to the City is information that is conveyed through a written amendment to the RFP. Written amendments will be issued when additional information is deemed necessary and when the lack of such information may be prejudicial to uninformed prospective Proposers. All amendments shall be signed by Proposers and returned with their Proposal.

J. EVALUATION FACTORS FOR AWARD

The City is using the competitive negotiation method of source selection for this solicitation, as authorized by the Alexandria City Code. During the review of Proposals submitted in response to the RFP, and as it deems necessary, the City may conduct discussions with responsible Proposers determined to be reasonably susceptible of being selected for award, for the purpose of clarification to assure full understanding of, and responsiveness to, the RFP requirements.

An award, if made, will be made to the responsive and responsible Proposer whose Proposal falls within the competitive range and is determined to be advantageous to the City, taking into consideration the factors set forth in the RFP.

The City reserves the right to terminate this solicitation up to award without explanation and to waive any informality in submitted proposals.

The City reserves the right to reject any or all Proposals in response to the RFP.

K. MINIMUM CRITERIA FOR RESPONSIBILITY

The City shall use the following minimum criteria to determine the responsibility of a Proposer:

1. The Proposer must demonstrate in its Proposal and any subsequent discussions with the City that it has a clear understanding of the City's needs and proposed approach to the Work as set forth in the RFP;

2. The Proposer must possess the ability, experience, capacity, skill, and financial resources to perform the Work and fulfill the requirements under a resulting Contract on a timely basis;
3. The Proposer must have performed satisfactorily in previous contracts of similar size and scope;
4. The Proposer, its employees and its independent contractors are properly licensed under applicable federal, state, and local laws;
5. The qualifications, technical experience and availability of the personnel who will be assigned to the Contract demonstrating the expertise required for this project; and
6. The proposer must possess a demonstrated knowledge of all federal, state and City laws, codes and regulations relating to or applicable to the scope of work set forth in this solicitation.

L. SELECTION ADVISORY COMMITTEE AND EVALUATION FACTORS

- A. A Selection Advisory Committee will evaluate the Proposal(s) received by the City. Other City officials and contractors also may review the Proposal(s).
- B. The factors to be considered in the evaluation of Proposals are listed below. The total maximum possible number of points for each evaluation factor is indicated in parenthesis with a maximum of one hundred (100) points.
 1. The Proposer's Experience and Capacity, Staff Experience, Management and Operations, Marketing, and Conceptual Plans to include an overall vision of the Restaurant, promotional concepts, menu, and management structure (*as outlined in Section C - Scope of Work and Section I- Proposal Submission Requirements*). (40 points)
 2. The Proposer's financial sustainability (*as outlined in Section I- Proposal Submission Requirements*). (20 points)
 3. The Proposer's Qualifications (*as outlined in Section I- Proposal Submission Requirements*). (20 points)
 4. Rent Proposal (*Section I(B)(2)- Proposal Submission Requirements – Financial Proposal*). (15 points)
 5. Client References (attachment J-1) (5 points)

APPENDIX A – MAINTENANCE MATRIX

GADSBY'S TAVERN RESTAURANT SUMMARY OF RESPONSIBILITIES

Responsibility	LESSEE- Gadsby Tavern Restaurant	CITY
Telephone Charges	X	
Public Safety in Restaurant	X	
Utilities	X	X
Taxes	X	
Snow and Ice Removal		X
Structural Supports		X
Smoke Detection System		X
Sprinkler System		X
Ventilation	X	
Kitchen Equipment Repair and Replacement	X	Approval for new
Interior Maintenance	X	
Interior Painting	X	Approval
Repairing and replacing tiles and finishes	X	Approval
Plumbing within Restaurant	X	
Plumbing outside Premises		X
Electric and Gas within the Restaurant	X	
Historic Structure Work(Interior)	X	Approval
Trash/Extermination	X	
Exterior maintenance (Roof, Brick, Paint, etc.)		X
Out of Buildings and Courtyard	X	
HVAC not solely dedicated to Restaurant		X
Museum Orientation class	X	X
Glass Replacement caused by patrons or employees	X	
Decorating Furnishes and Finishes	X	Approval
Costumes	X	Approval
Directional Signage		X

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APPENDIX B – REQUIRED SUBMISSION FORMS

- Form J-1, “Proposer’s Reference Sheet”
- Form J-2, “Required Information Form”
- Form J-3, “Certified Statement of Non-Collusion
- Form J-4, “Disclosures Relating To City Officials and Employees”
- Form J-5, “Equal Employment Opportunity Agreement”
- Form J-6, “Vendor Information Form:
- Form J-7, “W-9”

J-1, PROPOSER'S REFERENCE SHEET

Proposers are required to provide at least three (3) references for work of similar sizes and scope to this RFP.

Contract Number	Date(s) of Work	Contract Description	Contract Dollar Amount	Point of Contact: Address, Phone, Email

J-2, REQUIRED INFORMATION FORM

Each Proposer submitting a response to this Request for Proposal is to provide the following information:

- 1. Minority Business Firm Yes [] No [] Partnership Yes [] No []
Small Business Firm Yes [] No [] Corporation Yes [] No []
Sole Proprietorship Yes [] No []

- 2. Sole proprietorships and partnerships are to provide the following information:

Name_____

Address_____

City_____

State_____

Partnerships are to provide this information for all partners.

- 3. If the Proposer is a corporation, provide the following:

State of Incorporation _____ Charter number of the Virginia Certificate of Authority_____

Date of Incorporation_____

Foreign corporations desiring to transact business in the State of Virginia shall register with the State Corporation Commission in accordance with Section 13.1-757 of the Code of Virginia, as amended.

- 4. Each corporation is to provide the names of the following officers:

President_____

Vice-President_____

Secretary_____

Treasurer_____

Registered Agent _____

Proposer's Name

Proposer's Authorized Signatory

Date

Name and Title of Authorized Signatory

J-4, DISCLOSURES RELATING TO CITY OFFICIALS AND EMPLOYEES

A. I hereby state that, as of this date (check one):

() Our firm has no reason to believe that any member of the City Council, any official or employee of the City, or any member of any commission, committee, board, or corporation controlled or appointed by the City Council has already received, in connection with or related in any way to this contract, or has been promised, in the event this contract is awarded to the firm, any commission, finder's fee or other thing of value

() Our firm has reason to believe that the following City Council members, City officials and/or employees, and/or members of a Council-appointed or -controlled commission, committee, board, or corporation have already received, in connection with or related in any way to this contract, or have been promised, in the event this contract is awarded to the firm, any commission, finder's fee or other thing of value:

_____	_____
Name	Title/Position
_____	_____
Name	Title/Position

B. I hereby state that, as of this date:

() Our firm has no reason to believe that any member of the City Council or any official or employee of the City would or may be financially affected, whether affirmatively or negatively, and whether personally or through a spouse or other family member, if this contract were awarded to the firm:

() Our firm has reason to believe that the following members of the City Council and officials and employees of the City would or may be financially affected, whether affirmatively or negatively, and whether personally or through a spouse or other family member, if this contract were awarded to the firm:

_____	_____
Name	Title/Position
_____	_____
Name	Title/Position

Proposer's Name

Proposer's Authorized Signatory Date

Name and Title of Proposer's Authorized Signatory

J-5, EQUAL EMPLOYMENT OPPORTUNITY AGREEMENT

The contractor hereby agrees:

- (1) Not to discriminate against any employee or applicant for employment because race, color, religion, sex, ancestry, national origin, marital status, age, sexual orientation, or handicap, except as is otherwise provided by law.
- (2) To implement an affirmative action employment program as defined in section 12-4-3 of the Code of the City of Alexandria, Virginia, 1981, as amended, to ensure non-discrimination in employment under guidelines to be developed by the commission and approved by the City Council.
- (3) To include in all solicitations or advertisements for employees placed by or on behalf of the Contractor the words "Equal Opportunity Employer" or a symbol, approved by the Alexandria Human Rights Commission, meaning the same.
- (4) To notify each labor organization or representative of employees with which said Contractor is bound by a collective bargaining agreement or other contract of the Contractor's obligations pursuant to this equal employment opportunity clause.
- (5) To submit to the City Manager and the City's human rights administrator, upon request, no more frequently than annually, regular equal employment opportunity reports on a form to be prescribed by the City Manager.
- (6) To make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the Contractor can demonstrate that the accommodation would impose an undue hardship on the operation of the Contractor's business. Factors to be considered include but are not limited to, the following:
 - A. the overall size of the Contractor's business with respect to the number of employees, the number and type of facilities and size of budget;
 - B. the type of the Contractor's operation, including the composition and structure of the contractor's work force; and
 - C. the nature and cost of the accommodation needed.

Contractor may not deny any employment opportunity to a qualified handicapped employee or applicant if the basis for the denial is the need to make reasonable accommodation to the physical or mental limitations of the employee or applicant.

- (7) To include the provisions in paragraphs (1) through (6) hereof in every subcontract so that such provisions will be binding upon each subcontractor.
- (8) In the event of the Contractor's non-compliance with any provision, upon a finding of such non-compliance by the City's human rights commission and certification of such finding by the City Manager, the City Council may terminate or suspend or not renew, in whole or in part, this Contract.

Proposer's Name

Proposer's Authorized Signatory Date

Name and Title of Proposer's Authorized Signatory

NEW
 CHANGE

J-6, VENDOR INFORMATION FORM

Vendor Name: _____

GENERAL MAILING ADDRESS

Address line 1 _____

Address line 2 _____

City _____

State _____ Zip _____ Web Address: _____

REMIT TO MAILING ADDRESS

Address line 1 _____

Address line 2 _____

City _____

State _____ Zip _____

POINT OF CONTACT (please print clearly)

NAME _____

TITLE: _____

PHONE #: _____ FAX #: _____

EMAIL: _____

TAX ID or SOCIAL SECURITY #: _____

1099 (check one by clicking in box) YES NO

NAME ON CHECK: _____

If submitter is an individual: 3 references for like work must be provided.

**** SUBMIT THIS COMPLETED FORM ALONG WITH A CURRENT W-9 ****

