



Pike Place Market Preservation & Development Authority (PDA)
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REQUEST FOR PROPOSAL NEW INSTALLATION OF AUTOMATED TELLER MACHINES (ATM'S)

RFP Issued On:	BID Submittals Due:
Thursday, April 25, 2024	By 4:00PM on Wednesday, May 22, 2024

Project Contact:

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1.0 SUMMARY

The Pike Place Market Preservation and Development Authority (PDA) is seeking an experienced and qualified professional Banking Institution (herein referred to as the Service Provider) to supply and install new Automated Teller Machines (ATM's) at up to three (3) locations within the Market. The Service Provider shall procure ATM's, hire the appropriate workforce in order to perform all works and installation, and to provide a turnkey installation of ATM's per the agreed map locations.

2.0 ABOUT PIKE PLACE MARKET

Created by public ordinance in 1907, Pike Place Market is one of the oldest continuously operated public markets in the United States. The Market is overseen by the Pike Place Market PDA, a non-profit, public corporation chartered by the City of Seattle with responsibility to operate, manage, preserve, and develop the Market's buildings, infrastructure, and open spaces.

Pike Place Market is the only public market in the nation to include low-income housing and the only historic district in the nation formed by citizen vote. The Market was formed in 1907 out of citizen outrage at the cost of onions and subsequently saved from the urban renewal wrecking ball in 1971 by a citizen initiative. The Market's original motto, Meet the Producer, still blazes above the main entrance. The Market is visited by **15 million people each year**, making it one of the most popular visitor destinations in Washington State.

The PDA's charter directs it to:

- Expand the food retailing in the Market, emphasizing local farm produce,
- Preserve the residential community, particularly low income housing, and
- Promote the survival and predominance of small shops, marginal businesses, arts and crafts, and other enterprises essential to sustaining a functional community.

The PDA serves as both property manager and business support center. Nestled in the heart of downtown Seattle, Pike Place Market offers nine-acres of world-class shopping, fine dining, fresh ingredients and more. The Market is made up of 500 small businesses that include restaurants, eateries, fish markets, produce stands, small retail shops, farmers, artists and crafters, buskers, 450 residents that live above the Market businesses and five social services.

Pike Place Market PDA properties include 14 buildings of approximately 900,000 sq. ft., including six (6) floors of structured parking, eight (8) levels of commercial space and 400 apartments. Most properties are regulated by local and national historical district standards, including use, exterior design and building interiors accessible to the public. The [Market Historical Commission](#) (MHC) is tasked with overseeing use and design approval within the Pike Place Market. Additional information concerning the Pike Place Market properties and general physical layout can be found on the [PDA website](#).

3.0 SCOPE OF WORK

The PDA is seeking an experienced and qualified professional Banking Institution (herein referred to as the Service Provider) to supply and install new Automated Teller Machines (ATM's) at up to three locations

within the Market. See attached map. The Service Provider shall procure ATM's, hire the appropriate workforce in order to perform all works and installation, and to provide a turnkey installation of ATM's per the agreed map locations. The Scope of Work shall include the following but not limited to the following items.

The PDA reserves the right to terminate the Request for Proposal (RFP) process at any time and for any reason and without any cost or liability of any kind whatsoever to the PDA.

3.1 Requirements/Conditions for Project

Firms responding to this request need to meet the following requirements:

1. The successful Proposer/Bidder must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI) number. In addition, the successful Proposer/Bidder must not be debarred, suspended, or otherwise ineligible to contract with the PDA.
2. The Service Provider shall provide a "turn-key" operation and shall be responsible for the purchase, installation, servicing and maintenance of the ATM's. Prior approval by the PDA and the Pike Place Market Historical Commission is required.
3. The Service Provider shall field verify and confirm that existing electrical, communication, telephone, data line, and service meet needs for installing ATM's. Any improvements to existing spaces shall be the responsibility of the Service Provider. All work shall be performed and in accordance with the plans and specifications approved by the PDA and the Pike Place Market Historical Commission.
4. The Service Provider will provide all customer service to include contact information.
5. The Service Provider is required to provide and be responsible for all armored car services.
6. The Service Provider is responsible for cash ownership, replenishment, servicing and monitoring to include monitoring for low cash situations and correct immediately.
7. The Service Provider will be responsible for cash replenishment on an established timeline. Changes in timelines are to be provided in writing and approved by the PDA before implementation.
8. The Service Provider is required to provide a list and description of transaction types and user fees on each.
9. The Service Provider will install exterior/interior ATM machines which meet all federal, state and local laws governing ATM usage to include compliance with ADA and wheelchair accessibility. ATM's are to be equipped with video cameras and be presented in the English language. The Service Provider has the right to install additional secondary languages, as they deem necessary.
10. The Service Provider must comply with all federal, state or local laws governing ATM services to include payment of taxes.
11. The Service Provider will provide indemnification and insurance. The Service Provider must have comprehensive general liability insurance policies, including products and contractual liability insurance of not less than two million dollars combined single limits at each location. The insurance company shall be qualified to do business in the State of Washington. The Service Provider must promptly provide such proof of insurance to the PDA upon execution naming the PDA as additionally insured.

12. The Service Provider will be responsible for any and all damage caused by installation, except gross negligence by the PDA, its officers, employees or guests.
13. The Service Provider will be responsible for securing all permits required for installation and all fees associated with the ATM installation and use.
14. The Service Provider is expected to enter into a contract with the PDA for an initial term of five (5) years.

4.0 TARGET SCHEDULE

The following is the draft schedule and is subject to change during the RFP process.

Activity	Location	Day	Date	Time
Pre-Submittal Meeting: Onsite Bid Walk	Pike Place Market Information Booth, corner of First Avenue and Pike Street	Monday	May 6, 2024	10:00am
Deadline for Questions	Submit via email to capitalprojects@pikeplacemarket.org	Friday	May 10, 2024	4:00pm
BID SUBMITTAL DEADLINE AND DELIVERY INFORMATION				
Submit via email to capitalprojects@pikeplacemarket.org		Wednesday	May 22, 2024	4:00pm

The deadlines given above are firm as to place, date, and time. The PDA will not consider any submittals received after the deadline.

Upon receipt of each submittal, the PDA will record the received time and date of receipt. Upon request, the PDA will provide the Proposer/Bidder with an acknowledgment of receipt. All proposals received will become the property of the PDA Pike Place Market.

Addenda: In the event there are changes or clarifications to this RFP, the PDA will issue an addendum. Addenda will be emailed to each of the Proposer/Bidders that has completed the Interest Form or have attended the pre-submittal onsite meeting. In addition, addenda will be posted on the PDA website at www.PikePlaceMarket.org/CapitalProjects.

Pre-Submittal Meeting: Outlook invitations to be sent to interested individual vendor/contractors.

5.0 SERVICE PROVIDER SELECTION AND AWARD PROCESS

Proposals will be evaluated on the parameters indicated below. PDA representatives will review bid submittals for initial decisions on responsiveness, responsibility, and qualification. Other factors will include firm's financial resources, reputation, corporate structure, and fee schedule.

If necessary, the PDA will select up to two Service Providers to interview in the case additional information is needed to evaluate comparable bids. Service Providers are required to have their "local representative(s)" attend the interview session, including any proposed Account Managers. The interview will be structured to allow for a brief presentation from each finalist on how they will provide the services outlined in this RFP.

The PDA will initiate the agreement negotiations with the apparent successful Service Provider. The PDA may negotiate any aspect of the proposal or the solicitation in accordance with the evaluation criteria and/or prior to executing the agreement. If the PDA determines, in the course of negotiations, that a satisfactory agreement cannot be executed in a timely fashion, the PDA may reject the successful Service Provider and either terminate the process or initiate negotiations with other Service Providers in the order of their relative ranking.

The PDA reserves the right to waive as an informality any irregularities in bid submittals and/or to reject any or all bids submitted.

5.1 Required Submittals

Responses may be no more than 10 single-sided pages in length.

Applicants must reply to each of the sections listed below in a clear and concise manner. Responses must be in the same order as listed, clearly separated, and labeled by response. Pay attention to specific requests for information. In consideration of reviewer's time, every effort should be made to avoid duplicating information presented in the Proposal.

General Information and Past Experience

1. Provide a firm profile indicating the general history of your organization, the number of years your organization has been in business, and any other relevant information to describe your organization.
2. Provide two (2) recent completed installation project references within the last five (5) years for your Proposed/Bidder. Reference information needs to include name, project, and current contact information for those to be contacted concerning your Contractor Team's performance on projects similar of this type.
3. Copy of Business License

Pricing and Start-up Plan

1. The Service Provider will propose a monthly rent for each of the proposed lease locations (either one, two or three locations) and a proposed percentage of transaction fees, to be collected monthly.

2. Describe your firm's installation and start up plan that would ensure an easy, transparent transition of machines in an open and active environment. Include installation timelines.

6.0 SUBMITTAL DEADLINE

One electronic copy containing the documents listed in Section 5.1 is to be submitted via secure transmittal to capitalprojects@pikeplacemarket.org no later than **4:00pm PST on May 22, 2024**.

Proposals shall not be longer than 10 single-pages. Faxed or physical copies of Proposals will not be accepted.

Any project related questions must be in writing and sent prior to the Deadline for Questions date and time shown in Section 4.0 above. Submit your questions to capitalprojects@pikeplacemarket.org.

7.0 INSURANCE REQUIREMENTS

The following are the insurance requirements that will be included in the contract executed based on this RFP:

7.1 General Requirements

1. Prior to undertaking any work under this Contract, the Service Provider shall procure and maintain continuously insurance coverages for the duration of this Contract, at no expense to the PDA, insurance coverage as specified below, in connection with the performance of the work of this Contract by the Service Provider, its agents, representatives, employees and/or subcontractors.
2. The Service Provider's insurance shall be primary, and any other insurance maintained by the PDA to be excess and not contributing insurance with the Service Provider's insurance.
3. Except with respect to the limits of insurance, and any rights or duties specifically assigned to the first named insured, the Service Provider's Commercial General Liability and Commercial Automobile Liability insurance coverage the PDA apply as if each named insured were the only named insured, and separately to each insured against whom claim is made or suit is brought.
4. Failure of the Contractor to fully comply with the insurance requirements of this Contract will be considered a material breach of contract and, at the option of the PDA, will be cause for such action as may be available to the PDA under other provisions of this Contract or otherwise in law, including immediate termination of the Contract.

7.2 Required Indemnification and Insurance Coverage

Each party shall indemnify, defend, and hold harmless the other party and its employees, officers, directors, corporate parents and affiliates, against any and all direct claims, liabilities, losses, damages, costs, or other expenses (including, without limitation, fees and expenses of attorneys and court costs) of any third persons or entities arising due to the negligence or willful misconduct of the indemnifying party in performance of this Agreement. This obligation shall include, without limitation, all claims for contractual, tortious, or statutory damages of any nature whatsoever and all injunctive or other equitable relief, as well as reasonable attorneys' fees and court costs. This indemnification shall survive the

termination of this Agreement with respect to any events or claims arising prior to the termination of this Agreement

Each party shall, at its expense, procure and keep in force at all times while this Agreement is in effect, a policy or policies of commercial general liability insurance including products and contractual liability insurance, in an amount not less than two million dollars (\$2,000,000) per occurrence and four million dollars (\$4,000,000) aggregate which insurance shall be carried with an insurance company qualified to do business in the state of Washington. Service Provider hereby waives its entire right of recovery for physical loss or damage to the ATM's to the extent that the loss or damage is covered by (a) Service Provider's insurance, or (b) the insurance Service Provider is to carry under this paragraph, whichever is greater. This waiver applies whether or not the loss is due to the negligent acts or omissions of Bank or its officers, directors, employees, agents, contractors, or invites.

Any damage or repair to any ATM and related equipment of Service Provider will be the responsibility of Service Provider except to the extent directly caused by the negligence or willful misconduct of PDA, its officers, employees or agents.

8.0 AFFIRMATIVE EFFORTS REQUIREMENTS

In order to encourage the hiring of women and minority group members in the subcontracting of public works, goods or services from qualified women and minority businesses, the Pike Place Market PDA strongly encourages the contractor to comply with Affirmative Efforts provisions in the Seattle Municipal Code (SMC) Chapter 20.42.050. Inclusion of WMBE firms and team members in the RFP submission is strongly encouraged.

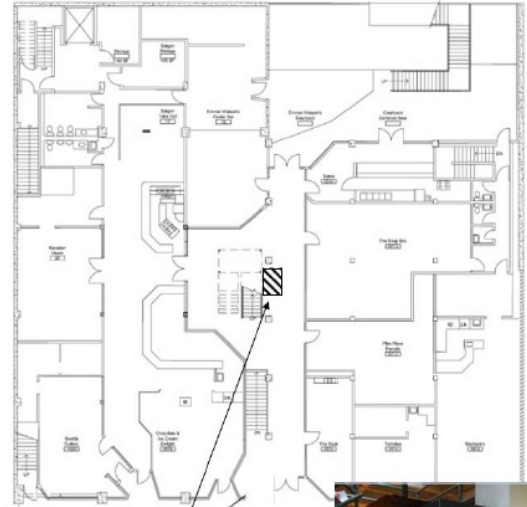
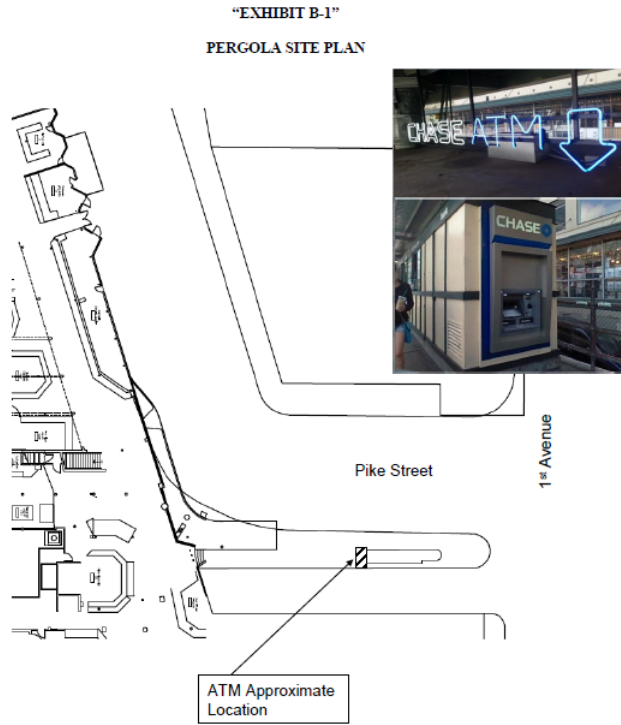
9.0 ADDITIONAL INFORMATION

1. All construction drawings, reports, specifications, and other documents produced under contract to the PDA must be submitted to the PDA in a digital format that meets the PDA's requirements. All documents and products created by the Service Provider and their sub-contractors become the exclusive property of the PDA.
 - During the original term of this contract, the PDA expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this RFP.
 - By submitting in response to this RFP, the Contractor accepts the procurement method used and acknowledges and accepts that the bid evaluation process will require subjective judgments by the PDA.
 - Neither the Pike Place Market PDA (PPMPDA), nor any affiliate thereof, is under any obligation to award a contract to any bidder who responds to this RFP.
 - The PPMPDA reserves the right to accept or reject any or all bids and to take exception to any RFP specifications or requirements.
 - The PPMPDA reserves the right to make an award solely on the proposals submitted or to negotiate further with one or more agencies.

- This RFP does not commit the PPMPDA, nor any affiliate thereof, to pay any expenses incurred by the firms who prepare a response.
- A response to this RFP constitutes an offer to do business with the PPMPDA and may be fully or partially incorporated into a contract if awarded.
- All work is defined as “work for hire.” The rights to all documents, materials, artwork, source code, system related materials, etc. produced by the partner of choice shall be owned by the PPMPDA.

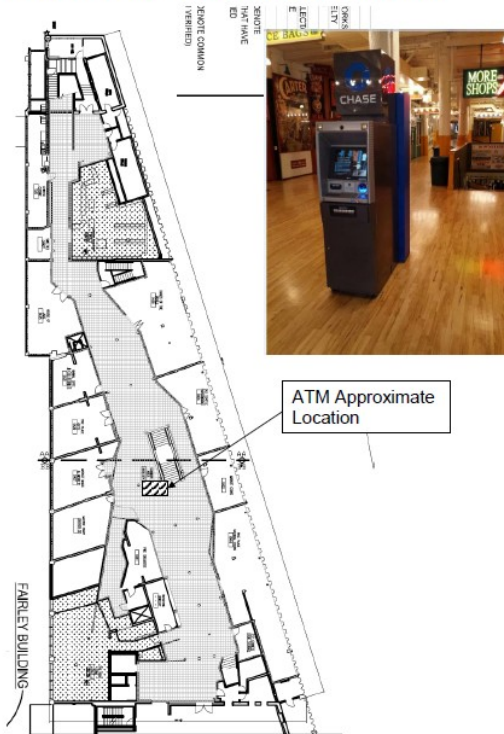
“EXHIBIT B-2”

SOAMES-DUNN BUILDING-PIKE STREET LEVEL SITE PLAN



“EXHIBIT B-3”

FAIRLEY BUILDING – 4TH LEVEL DOWN UNDER SITE PLAN





STATEMENT OF INTEREST FORM

Request for Proposal: New Installation of Automated Teller Machines (ATM's)

If you are interested in and/ or plan on submitting a bid for this project, please complete this registration form and e-mail it to capitalprojects@pikeplacemarket.org so that you can be contacted directly if necessary.

Date:

Name of Proposer/Bidder:

Business Address:

Contact Information:

Name:

Title:

Telephone #:

E-mail:

Thank you.