



## REQUEST FOR QUOTATIONS

### **Paper Towel and Toilet Paper Products** FOR U.S. BANK STADIUM IN MINNEAPOLIS, MINNESOTA

May 21, 2021

#### A. Project Background and Objectives

In 2012, the State of Minnesota enacted 2012 Minnesota Laws, Chapter 299 (the "Act"), to establish the Minnesota Sports Facilities Authority ("Authority") and to provide for the construction, financing, and long-term use of a new stadium now known as U.S. Bank Stadium (the "Stadium") and related stadium infrastructure (the "Stadium Infrastructure") as a venue for professional football and a broad range of other civic, community, athletic, educational, cultural and commercial activities.

ASM Global, acting on behalf of the Authority, has been retained to manage and operate the stadium. ASM Global is soliciting Request for Quotations ("RFQ"). This shall be referred to as the "Project" in this RFQ. To that end, the ASM Global has prepared this RFQ for the Paper Products and Dispensers. Those who respond to this RFQ shall be referred to as "Proposers".

The Specification Documents identifying and indicating the scope of the Project are also incorporated within this RFQ as **Exhibit 1**. The Project must be completed no later than August 2, 2021 (the "Required Completion Date").

#### B. Intent and Process of the Request for Quotations

This RFQ is focused on the selection of a Proposer who will provide the best value to the ASM Global in regards to Paper Products and Dispensers.

Proposers should have experience in the paper product field similar to products described in this RFQ. It is the desire of the ASM Global to consider as part of its selection criteria the commitment of the Proposer to exert good faith efforts to comply with the plan of the Authority to ensure equitable opportunities for Minority Owned Business Enterprises ("MBE") and Women Owned Business Enterprises ("WBE") to participate in the Project.

The Authority has developed an Equity Plan, which is available on the Authority's website, and each Proposer should provide details describing how they will optimize the participation and utilization of appropriate workforce, MBEs and WBEs in the Proposers' performance of the Paper Products and Dispensers project.

MBEs and WBEs that are interested in acting as the Proposers for the Project are encouraged to respond to the RFP.

C. Scope of the Project Requirements

Please see Exhibit 1 for project requirements.

D. Requested Qualifications

The ASM Global reserves the right and discretion to determine the qualifications and responsibility of the Proposers to perform the work and services that are the subject of the RFQ. It is the request and intent of the ASM Global that Proposers responding to the RFQ have the following qualifications:

- Experience history with Paper Products and Dispensers similar to the Project described in this RFQ; and
- Ability to provide ongoing procurement and technical services to support the stadium.

E. RFQ Timeline

Advertise and issue Request for Quotations	May 24, 2021
Quotations Due	June 8, 2021 by 3pm
Selection of Provider	June 11, 2021
Project Completion	August 2, 2021

Site visit is mandatory prior to submitting a Proposal. Contact Curtis Schmillen and Jimmie Hodges at [cschmillen@usbankstadium.com](mailto:cschmillen@usbankstadium.com) and [jhodges@usbankstadium.com](mailto:jhodges@usbankstadium.com) to schedule a site visit. Site Visits will be scheduled between May 25, 2021 and June 3, 2021.

By submitting a Quotation, the Proposer affirms that this timeline can be met.

F. Proposer Qualifications

The following items shall be included in a Proposal executive summary:

- Proposer's name and address of office that would have central responsibility for the work. Identify the business form of Proposer. If the proposed form of entity is a joint venture, please identify each joint venture participant and their respective percentage of ownership.
- Provide a summary, on one page or less, describing why the Proposer is the most qualified to be the Provider for the Project.
- Proposer agrees that if it is proposing any services including installation work, it shall obtain worker's compensation insurance, vehicle insurance, and any other insurance required by applicable law or regulation. Proposer also agrees that it shall maintain commercial general liability insurance in commercially reasonable amounts, and that proposer shall provide upon request a certificate of insurance evidencing such coverage and additional insured status as requested.

- Exhibit 1 – Scope and Specification Documents. See scope and site documents.
- Exhibit 2 – Proposal Scope of Services and Pricing Information. The Proposer will provide a.) a detailed description of all services, labor, labeling, testing and documentation preparation included in the proposal, as required for a turn key installation, and b.) a detailed listing of all equipment, installation materials, licenses, connecting devices and miscellaneous components included in the proposal as required for a turn key installation.
- Exhibit 3 – Equity Plan Targeted Business Commitment and Information Form. Proposer must complete and provide both the Targeted Business Commitment and Information Forms with the proposal.
- Exhibit 4 – Equity Report. Prior to ASM Global approval and payment of monthly project invoices, Proposer must complete the monthly report form detailing required information including all workforce services and hours performed.

G. Quotations

Quotations are due by Tuesday June 8, 2021 at 3pm (Central).

The electronic copy should be sent via email to:

**Curtis Schmillen at [cschmillen@usbankstadium.com](mailto:cschmillen@usbankstadium.com)  
AND Jimmie Hodges at [jhodges@usbankstadium.com](mailto:jhodges@usbankstadium.com)**

**Questions or Inquiries**. All questions must be submitted via email by June 4, 2021 BY 12pm CT, to:

**Curtis Schmillen at [cschmillen@usbankstadium.com](mailto:cschmillen@usbankstadium.com)  
AND Jimmie Hodges at [jhodges@usbankstadium.com](mailto:jhodges@usbankstadium.com)**

H. Minnesota Government Data Practices

All Quotations are subject to the Minnesota Government Data Practices Act (the “Act”), Minn. Statutes, Chapter 13, but the Act prohibits disclosure of any information derived from Quotations submitted by competing Proposers, and the content of all quotations is nonpublic data under Chapter 13, until such time as notice to award a contract to the successful Proposer is given by the Authority. Proposers shall note with their quotation, any data in their quotation that they consider proprietary information or otherwise private and confidential.

I. Prevailing Wages (install labor only)

Pursuant to Minn. Stat. 177.41 to 177.44, and corresponding Minnesota Rules 5200.1000 to 5200.1120, the contract contemplated by this RFQ is subject to the prevailing wages as established by the Minnesota Department of Labor and Industry. Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for

work performed under the contract. Failure to comply with the aforementioned may result in civil or criminal penalties.

The then-current applicable prevailing wages shall be incorporated into the contract contemplated by this RFQ. Current prevailing wage amounts for Hennepin County are set forth at the website for the Minnesota Department of Labor and Industry.

J. Project Labor Agreement

The Proposer will need to agree to accept and be bound by the Project Labor Agreement, a copy of which can be provided at the Site Visit.

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## **EXHIBIT 1**

### **Scope of Services**

The stadium currently has about 1,130 toilet paper dispensers and 500 paper towel dispensers. Paper towel dispensers are also located in breakrooms, suites and other spaces. This scope does not cover concession stands, kitchens, pantries, or bar areas (no food service areas in general).

As a order of magnitude (for information only), the stadium buys on average (pre-COVID):

Jumbo roll toilet paper = 625 cases per year (12 rolls = 4209 sq ft)

Standard roll toilet paper = 110 cases per year (36 rolls = 3152 sq ft)

Paper towels (roll) = 625 cases per year (6 rolls = 4312.5 sq ft)

The Proposer will provide and install any new dispenser needed for the paper product as well as remove the old dispenser (to be recycled). All dispensers will be installed per ADA standards. ASM Global will advise and approve locations for the new dispensers.

ASM Global will enter into a 4-year agreement with the Proposer to purchase paper products with an agreed upon rate structure covering the term.

The Proposer will provide information on their sustainability program as part of the proposal.

The exact number of units (dispensers) must be field verified and the Proposer will provide attic stock (number should be listed in the proposal) for ASM Global's use in case of breakage, expansion, etc.



### EXHIBIT 2

#### **Proposal Scope of Services and Pricing Information**

Proposer: \_\_\_\_\_  
 Proposer Address: \_\_\_\_\_  
 Proposer Phone Number: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Proposer Email Address: \_\_\_\_\_

Describe the equipment and materials, if any, that will be provided to the MSFA and detail all quantities and unit prices for the equipment and materials proposed below. In addition, include installation labor costs, freight, and Minnesota sales tax.

Quantity	Materials Description	Price
	<b>Subtotal Materials</b>	
	<b>Installation Labor</b>	
	<b>Freight</b>	
	<b>Minnesota Sales Tax (6.875%)</b>	
	<b>Total</b>	

**EXHIBIT 3**

**EQUITY PLAN**

**TARGETED BUSINESS COMMITMENT AND INFORMATION FORM**

Proposer Company Name: \_\_\_\_\_

Check ONE of the following:

No Targeted Business participation is committed on this project

The following Targeted Business (MBE & WBE) participation is committed on this project:

Firm Name (Legal business name used for Targeted Business certification)	WBE MBE (Check one)		How will firm participate? (subcontractor, consortium, joint venture)	Description of work	Estimated dollar value of participation	Estimated percentage of total bid
	WBE	MBE				

Total WBE % \_\_\_\_\_

Total MBE % \_\_\_\_\_

**TARGETED BUSINESSES WHO WERE CONSIDERED BUT WERE NOT SELECTED:**

Firm Name	Address	Telephone Number

**Certification**

On behalf of the proposer identified below, I certify that the information provided in this form is true and correct.

Proposer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



