

**SUBMITTAL FORM A**  
**Minimum Qualification Requirements**  
**Food and Beverage Concession Agreement**  
**San Francisco War Memorial and Performing Arts Center**

All information requested in this Submittal must be furnished by the Proposer. The Submittal must be signed in ink for and on behalf of the Proposer (i) by its duly authorized officers in accordance with its corporate bylaws, if a corporation; (ii) by the owner, if a sole proprietorship; (iii) by all partners in accordance with its partnership agreement, if a partnership or joint venture; (iv) by all members in accordance with its operating statement, if a limited liability company.

**1. Identity of Proposing Entity: Provide the name and contact details of Proposer exactly as it is to appear in the Agreement:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Name and Title: \_\_\_\_\_  
\_\_\_\_\_  
Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**2. The Proposer, if selected, intends to carry on the business as:**

- |  |   |
|--|---|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Corporation                |
| <input type="checkbox"/> Partnership         | <input type="checkbox"/> Limited Liability Company  |
| <input type="checkbox"/> Joint Venture       | <input type="checkbox"/> Other (attach explanation) |

Proposer must provide evidence of the legal status of the Proposer, whether individual, partnership, corporation, limited liability or joint venture.

**3. If a Sole Proprietorship, answer the following:**

\_\_\_\_\_ is an individual doing business under the name of:  
\_\_\_\_\_

**4. If a Partnership or Joint Venture, attach an executed copy of the Partnership agreement, Joint Venture agreement, and answer the following:**

Note: If the Proposer is a corporation or limited liability company that meets the Minimum Qualifications Requirements and intends to partner or joint venture with a small business, an executed letter of intent and copy of the agreement to be executed upon award is sufficient. Partners must be willing to execute the Agreement awarded to the Proposer.

(a) Name, address, and share of each partner of the Partnership or Joint Venture:

<u>Name</u>	<u>Address</u>	<u>Share</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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(b) Date of Organization: \_\_\_\_\_

(c) General or Limited Partnership (if applicable): \_\_\_\_\_

(d) Where Recorded: \_\_\_\_\_

(e) Registered in California? \_\_\_\_\_ If so, when? \_\_\_\_\_

**5. If a Corporation, answer the following:**

(a) Date Incorporated: \_\_\_\_\_

(b) In what State: \_\_\_\_\_

(c) Authorized to do business in California? \_\_\_\_\_ If so, since when? \_\_\_\_\_

**6. If a Limited Liability Company, answer the following:**

(a) Name, address and share of each member of the Limited Liability Company:

<u>Name</u>	<u>Address</u>	<u>Share</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

(b) When formed: \_\_\_\_\_

(c) In what State: \_\_\_\_\_

(c) Authorized to do business in California? \_\_\_\_\_ If so, since when? \_\_\_\_\_

**7. Has Proposer ever been a party to any legal action or proceeding relative to a food and beverage contract or lease?**

Yes (provide details on a separate page)

No

**8. Does Proposer have any motion pending against it or has Proposer ever been the subject of such action taken by any governmental agency for the non-payment of taxes, law violations or violations of any City, County, State or Federal codes?**

Yes (provide details on a separate page)

No

**9. Within the past ten (10) years has the Proposer voluntarily or involuntarily had its assets placed within the jurisdiction of a court under any bankruptcy, insolvency or credit reorganization laws, or had its assets or management placed in a trust for benefit of creditors?**

Yes (provide details on a separate page)

No

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**10. Provide names, addresses and phone numbers of three (3) bank references which the War Memorial may contact to obtain information on the Proposer's credit standing. The War Memorial reserves the right to obtain credit reports on any and all Proposers.**

<u>Name</u>	<u>Address</u>	<u>Phone No.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Prior to award of the Agreement, the War Memorial may require the Proposer to furnish additional information to enable the War Memorial to determine the responsibility or capability of the Proposer to perform the terms and conditions of the Agreement and Proposer hereby authorizes the War Memorial to verify any of the information provided and to obtain credit history from appropriate credit reporting agencies.

**11. Attach evidence that Proposer has continuously managed and operated a food and beverage concession and/or catering services for a minimum of 5 years in one or more performing arts centers or facilities, theaters, museums, convention centers or other similar facilities and has achieved gross sales of at least \$1 million per year at one or more of such operations.**

Attached

**12. Attach Proposer's audited financial statements for its most two recent years of operation.**

Attached

**AFFIRMATIVE STATEMENT OF ACCURACY**

The undersigned represent and warrant to the War Memorial as follows: (a) the undersigned person(s) are authorized representatives of Proposer; (b) the person(s) signing below are authorized by the Proposer to obligate the Proposer to perform the commitments contained in the proposal; and (c) all information submitted by Proposer in the proposal is complete, accurate and truthful.

(Note: If Proposer is a joint venture, all joint venture partners must sign; if Proposer is a corporation, at least Proposer's president and secretary must sign; if Proposer is a limited liability company, at least Proposer's manager or managing member must sign.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

**Request for Proposal  
FOOD AND BEVERAGE CONCESSION AGREEMENT  
SUBMITTAL FORM A**

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*EXHIBIT J*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date