

**REQUEST FOR PROPOSAL
FOOD SERVICE PROVIDER TO OPERATE THE
MATHESON COURTHOUSE CAFETERIA
Solicitation #AOC17005**

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this request for proposal is to enter into a contract with a qualified firm or individual to operate the Matheson Courthouse Cafe (hereinafter referred to as Café) at the Scott M. Matheson Courthouse in downtown Salt Lake City. The Café should offer food of high quality with good variety and good value.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

ISSUING OFFICE AND RFP REFERENCE NUMBER

The State of Utah Administrative Office of the Courts (AOC) is the issuing office for this document and all subsequent addenda relating to it. The reference number for the transaction is Solicitation # AOC17005. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP. All changes to this solicitation will be made through written addendum only.

BACKGROUND AND GENERAL INFORMATION

The Scott M. Matheson Courthouse (Courthouse) houses several entities including the Administrative Office of the Courts, Utah Supreme Court, Utah Court of Appeals, Utah State Law Library, Third District Court, Third District Juvenile Court, Office of Guardian ad Litem, staff of the Division of Facilities, Construction and Management and staff of the Salt Lake County Sheriffs' Office employing approximately 500 people in total.

Located at the west end of the Courthouse is the Café. The dining area can be accessed without entering the secure area of the Courthouse. Two entrances are available. One entrance is from the garden area to the north of the building and the other is just inside the west entrance, just prior to entering the secure part of the Courthouse.

Access to paid underground parking is limited to the hours of 7:30 a.m. through 5:00 p.m. Those entering the underground parking must enter through security in order to access the dining area. Walk-in traffic from the west entrance of the building is not required to enter through the secure part of the building.

In addition to the dining area, the current food service provider operates seven (7) vending machines (two (2) candy/snack and five (5) coke) located throughout the building. The 2 snack machines can possibly be bought from the current vendor and the coke contract could be switched over for the 5 soda machines to the new contractor. Please let us know if you plan to take this service over in your proposal.

The AOC will provide dining and food preparation space rent free, as well as free utilities. The existing dining space is 2600 square feet and the existing food preparation space is 600 square feet. Tables and chairs for the dining area are provided. A list of the kitchen equipment provided and vending machines is attached. A dumpster is provided on Parking Level One for disposal of garbage and trash. The AOC will provide parking and local telephone service. The AOC will not provide any other subsidy to the Contractor or make any guarantee of business. The Contractor will need to supply any other equipment/supplies necessary.

To ensure security of the Courthouse, all food service deliveries should be received on Parking Level One during normal working hours (7:30 a.m. to 5:00 p.m.).

SUBMITTING YOUR PROPOSAL

One (1) original and five (5) identical copies of your proposal must be received by **February 24, 2017 by 3:00 p.m.** Proposals received after the deadline will be late and ineligible for consideration. Proposals may be mailed (*tracking is recommended*) to Administrative Office of the Courts (AOC), Attn: Dustin Treanor, PO Box 140241, Salt Lake City, Utah 84114-0241 or hand delivered (*preferred*) to Dustin Treanor, Matheson Courthouse, AOC, Room N21, 450 South State, Salt Lake City. The RFP number, AOC17005, and due date should be written on the outside of the envelope.

LENGTH OF CONTRACT

The Contract resulting from this RFP will be for a period of five (5) years. The contract may be extended beyond the original contract period for one additional five (5) year period at the AOC's discretion and by mutual agreement.

CONTRACT TERMS AND CONDITIONS

Any contract resulting from this RFP will include, but not be limited to, the attached terms and conditions.

PRE-PROPOSAL CONFERENCE AND WALK THROUGH

A pre-proposal conference and walk through will be held on Wednesday, February 15, 2017 at 3:30 p.m. in the Courthouse Café, Matheson Courthouse, 450 South State Street, Salt Lake City. The Café is at the West entrance to the building. While not mandatory, it is strongly recommended that interested offerors attend.

QUESTIONS

All questions should be directed to:

Dustin Treanor
Administrative Office of the Courts
PO Box 140241
Salt Lake City UT 84114-0241

Phone: 801-578-3842

Email: dustint@utcourts.gov

Answers to all substantive questions will become an addendum to this RFP and will be posted on the Courts website www.utcourts.gov/general/rfp.

PROTECTED INFORMATION

The Government Records Access and Management Act (GRAMA), Utah Code Ann., Subsection 63G-2-305, provides in part that:

the following records are protected if properly classified by a government entity:

(1) trade secrets as defined in Section 13-24-2 if the person submitting the trade secret has provided the governmental entity with the information specified in Section 63G-2-309 (Business Confidentiality Claims);

(2) commercial information or non-individual financial information obtained from a person if:

(a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future;

(b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and

(c) the person submitting the information has provided the governmental entity with the information specified in Section 63G-2-309;

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(6) records the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except subject to Subsections (1) and (2), that this Subsection (6) does not restrict the right of a person to have access to, after the contract or grant has been awarded and signed by all parties, a bid, proposal, application or other information;

GRAMA provides that trade secrets, commercial information or non-individual financial information may be protected by submitting a Claim of Business Confidentiality.

To protect information under a Claim of Business Confidentiality, the offeror must:

1. provide a written Claim of Business Confidentiality *at the time the information (proposal) is provided to the AOC*, and
2. include a concise statement of reasons supporting the claim of business confidentiality (63G-2-309(1)(a)(i)(B)).
3. submit a “redacted” (excluding protected information) copy of your proposal response. Copy must clearly be marked “Redacted Version.”

A Claim of Business Confidentiality may be appropriate for information such as client lists and non-public financial statements. Pricing and service elements may not be protected. An entire proposal may not be protected under a Claim of Business Confidentiality. The claim of business confidentiality must be submitted with your proposal on the form which may be accessed at:

<http://www.purchasing.utah.gov/contract/documents/confidentialityclaimform.doc>

To ensure the information is protected, the offeror must clearly identify in the Cover Letter and in the body of the proposal any specific information for which an offeror claims business confidentiality protection as "PROTECTED".

All materials submitted become the property of the AOC. Materials may be evaluated by anyone designated by the AOC as part of the proposal evaluation committee. Materials submitted may be returned only at the AOC's option and the offeror's expense.

SCOPE OF WORK

The preferred hours the Cafe' would be open for business would be between 7:00 a.m. and 3:30 p.m. (and no later than 5:00 p.m.) Monday through Friday, excluding holidays. Cafe' staff will be allowed to come in earlier to prepare for the 7:00 a.m opening. There may be a small window of time we would be willing to change these hours due to your proposed business plan but hours must be similar to these to make this work.

Contractor will have no right to use the premises for other events except during those hours described above or as specifically permitted by the AOC.

Contractor will be responsible to hire and supervise its own employees as required to prepare and serve the food it provides, and will be in charge of all the day to day operations of the Café, including but not limited to, the ordering and preparation of food, oversight of the area where the food is to be consumed and daily cleaning of the food preparation area and the seating area.

Contractor will provide a basic menu of high quality, varied food and drinks to court employees and the general public including:

- Breakfast service
- Lunch service
- Fountain drink service

- Snack service

Contractor may provide catered meals which could include:

- Continental breakfast service
- Jury meals and breaks
- Lunch service for meetings, both catered and box lunch
- Light refreshments for special events, i.e. retirements, swearing in ceremonies for judges, etc...

Note: Meals catered for the Courts may not exceed the state per diem guidelines which currently provide for a maximum of \$10.00 each for breakfast, \$14.00 each for lunch and \$5.00 each for special events. (This is an optional service). Court meetings are not required to use the Contractor for catering but may use them if happy with the food and service provided.

Contractor will provide ice to court employees bringing their own container free of charge.

Contractor may provide vending services comparable to the variety and number of machines currently in the building. Include your plan on this in your proposal.

Contractor will provide any equipment deemed necessary in addition to the AOC supplied equipment enumerated on the attached list.

Contractor will not make any modifications to the premises without prior written consent from the AOC.

Contractor will be responsible for required cleaning and maintenance of all equipment.

Contractor will provide all required dishware, flatware, paper goods and other utensils and appliances required for the serving and consumption of the menu items. Commercial quality paper/plastic ware for patrons use will be acceptable.

Contractor will obtain at its sole expense all local, state or federal licenses and /or approvals necessary for its operation and shall maintain such for the term of the contract.

Contractor will comply with all local, state and federal laws and ordinances in operating the café. All food code regulations will apply to this facility. (Salt Lake County Health Regulation #5 - <http://www.slvhealth.org/envRegs/reg05foodSanitation.html>).

Contractor must qualify for and obtain a Food Permit prior to opening for business.

Contractor will maintain a minimum of \$2,000,000 in general liability insurance with the AOC named as an additional insured and workmen's compensation insurance covering any employees for the duration of the contract.

*Contractor and all employees must be able to successfully pass a BCI check prior to working in the Courthouse and annually thereafter.

PROPOSAL RESPONSE FORMAT

All proposals must include:

1. **Cover letter.** This must contain offeror's name, address, phone number, email address, federal tax ID number or Social Security number and State of Utah Sales Tax ID number. It should also contain the offeror's desire and ability to meet each requirement in the Scope of Work and may contain any other information not contained in the detailed response that would be helpful to the Evaluation Committee.

2. **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:

A. Experience and Qualifications.

1. History of organization and current operations, if you are currently operating a food service. (Preference will be given to current operators.)
2. Qualifications and food service experience.
3. Description of all food safety, management and/or preparations courses or programs including any certificates and degrees awarded.

B. Business plan.

1. Management and operation plan

- a. Proposed plan of operation in such areas as staffing level during peak and non peak periods, percentage of food prepared on and off site, delivery schedules, methods of displaying and serving food, etc.
- b. Include a schedule of routine cleaning on a daily, weekly and monthly basis and proposed maintenance to comply with the scope of work.

2. Financial plan

- a. Detailed projection of start up costs. Prior to award of a contract the offeror may be required to demonstrate the availability of sufficient capital to defray start up costs.
- b. Projected operating expenses in the categories of staff, food and staples, paper and other consumables and other routine operating expenses.

- c. Projected sales revenue with a detailed analysis to support the revenue projection.
- C. Proposed Menu. Include a proposed menu with prices to be charged. Suggested categories may include the following in addition to grill items.
1. Coffee, tea, hot cocoa, milk, fruit juices, soft drinks
 2. Bagels and muffins
 3. Other breakfast selections i.e. eggs(sandwiches), pancakes, etc...
 4. Special hot entrée (usually 1 each day but this is not required)
 5. Cold sandwiches
 6. Soups and salads
 7. Fresh fruit, yogurt
 8. Desserts, i.e. frozen yogurt, ice cream, cookies, etc...

Offeror can submit their own menu that differs from the above suggestions. We are open to new ideas if that is what helps your business thrive in our facility. Your submitted menu will be scored by the bid committee.

- D. References - provide complete contact information for a minimum of three individuals in a position to observe the offeror in related work.

PROPOSAL EVALUATION PROCESS AND CRITERIA

A committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in the proposal. Proposals will initially be classified as acceptable or unacceptable. A proposal must receive a minimum of 42 points in Phase 1 to be deemed acceptable.

- Experience and Qualifications
- Business Plan
- Sample Menu with pricing

Offerors whose proposals are acceptable will be invited to an interview and tasting (at offeror's expense), the purpose of which is to permit the evaluators to discuss the offeror's proposal in depth and to evaluate by tasting a representative sampling of the food being proposed. (Offerors of unacceptable proposals will be notified at this time.) The evaluation committee will then score based on the results of the taste test, interview and references. Those Phase 2 scores will be added to the Phase 1 qualification scores to get a grand total score for each qualified offeror.

EVALUATION CRITERIA

POINTS

Pre-qualification phase:

Experience and Qualifications	25
Business Plan	25
<u>Sample menu</u>	<u>20</u>
Phase 1 Total possible:	70

2nd Phase to be added to initial phase: (for those who pre-qualify with a high enough score in phase 1)

Taste Test	20
<u>References/Interview</u>	<u>10</u>
Phase 2 Total possible:	30
GRAND TOTAL:	100

AWARD OF CONTRACT

The contract will be awarded with reasonable promptness, by written notice, to the responsible offeror whose proposal is determined to be the most advantageous to the AOC, taking into consideration the evaluation factors set forth in the RFP. The AOC can reject any or all proposals, and it can waive any informality or technicality in any proposal received, if the AOC believes it would serve the best interests of the AOC.

CURRENT EQUIPMENT LIST ATTACHED>>>

MATHESON COURTHOUSE CAFETERIA
Solicitation #AOC17005

EQUIPMENT LIST

Garland convection oven
Garland 6 burner range
Pitco duel basket fryer w/ fry warmer
5 foot grill w/ 2 burners / 2 ovens
Dishwasher set up w/ Powermite gas booster

Walk in cooler/freezer combination 8' x 10'
3 basin sink, 2 drain boards

Aero hot 3 compartment steam table
Hobart refrigerator, 1 door
Hobart slicer 1712P
Stainless table 30" x 60"
Stainless table 30" x 72"
Cold sandwich table – 5 feet
Bakers table w/riser & overhead shelf

Ice machine w/bin
Exhaust hood, fan & duct w/fire control system
Exhaust hood, fan & duct above dishwasher
Pot rack, wall mounted approximately 12' long
Hand sink w/soap station

Dining tables 36" x 36" (12 each)
Dining tables round (3 each)
Dining tables 30" x 60" (3 each)
Dining chairs (68 each)

List of vending machines and their location in the Courthouse:

First Floor - Jury Assembly (public area)
32 item (16 large, 16 small) generic snack machine
8 item Coke machine

Second Floor -
AOC Break room - 8 item Coke machine

Third Floor -
AOC Break room - 8 item Coke machine
W310 - 8 item Coke machine

Fifth Floor -
12 item small generic snack machine
8 item Coke machine

**AOC17005 COURTHOUSE CAFÉ
RFP Evaluation Sheet**

Company Name:	<u>Score will be assigned as follows:</u> 0 = Failure, no response 1 = Poor, inadequate 2 = Fair, only partially responsive 3 = Average, meets minimum 4 = Above average, exceeds minimum 5 = Superior
Evaluator:	
Date:	

	<u>Score</u> (0-5)	<u>Weight</u>	<u>Total</u>	<u>Notes/Justification</u>
1. Experience & Qualifications (25)		x 5		
2. Business Plan (25)		x 5		
3. Sample Menu (20)		x 4		
Phase 1 Total:				42 points or higher advance to Phase 2
4. Taste Test (20) <b style="color: red;">(PHASE 2) Average of Scores		x 4		
5. Interview & References (10) <b style="color: red;">(PHASE 2)		x 2		
TOTAL POINTS				