

**CITY OF VANCOUVER, WASHINGTON
REQUEST FOR PROPOSAL #25-08
FIRSTENBURG COMMUNITY CENTER
FOOD COURT CONCESSION STAND**

The City of Vancouver is seeking proposals for the furnishing of equipment, supplies and staffing necessary to provide food/beverage concessions at the Firstenburg Community Center.

Request for proposal packets may be obtained from the Customer Service Desk, 1st floor lobby, at 610 Esther Street, Vancouver Washington, by visiting our website at <http://www.cityofvancouver.us/procurement>, or by calling (360) 619-1030.

Technical questions regarding this Request for Proposal may be directed to Angela Brosius at (360) 487-7003.

Sealed responses will be received by the Procurement Services Manager of the City of Vancouver, Washington up to the hour of 3:00 p.m., **Wednesday, October 29, 2008**. Responses delivered later will not be accepted. The City of Vancouver is not responsible for delays in delivery.

All responses to this request that are mailed through the United States Postal Service shall be addressed to the Procurement Services Manager, City of Vancouver, P.O. Box 1995, Vancouver, Washington 98668-1995. Hand-delivered responses, or responses not sent through the USPS, shall be delivered to the Customer Service Desk, 1st floor lobby, City of Vancouver, 610 Esther Street, Vancouver, Washington 98660. The United States Postal Service will **NOT** deliver to the street address.

All proposals shall be placed in a sealed envelope, which is clearly marked "CONCESSION STAND". **Responses by FAX will not be accepted.**

The City of Vancouver is committed to providing equal opportunities to State of Washington certified Minority, Disadvantaged and Women's Business Enterprises in contracting activities.

The City of Vancouver reserves the right to cancel this request or reject any and all proposals submitted or to waive any minor formalities of this call if in the judgment of the City Council the best interest of the City would be served.

No respondent may withdraw their proposal after the hour set for the opening thereof, unless the award of contract is delayed for a period exceeding **ninety (90) days**.



Anna L. Vogel
Procurement Services Supervisor

INTRODUCTION

The Firstenburg Community Center is an 80,000 square foot facility with a leisure pool, gymnasium, exercise room, fitness workout facility, climbing wall, teen zone, Trapedero II for 50+, birthday party rooms, community room with kitchen and other meeting and support spaces. We average 1,500 customers a day who visit the building Monday-Saturday and approximately 400-600 on Sundays. The business hours will be 5:30 am – 10pm Monday through Thursday, 5:30am-9pm Friday, 8am – 8pm Saturday; noon – 6pm Sunday. *The City is interested in offering healthy food and beverage alternatives.*

The actual business hours of the food court concession stand will be negotiated with the Community Center Director based on building schedule. Hours are anticipated to total approximately 60-80 hours per week, Monday through Saturday, Sunday if possible.

The equipment provided by the City includes, but is not limited to:

- Dry Storage Shelving
- Reach-In Glass Door Refrigerator
- Under Counter Ice Machine
- Coffee Brewing System with Air Pots
- Disposer
- Under Counter dish washer
- Blender
- Coffee Grinders (2)
- Espresso Counter
- Under Counter Refrigerator
- 2-Group Espresso Machines
- Dual Temp Display Case
- Point of Sale System
- Microwave Oven
- Ice Cream Freezer

A layout and floor plan of the concession stand area is attached for your reference.

APPROXIMATE TIMELINE

RFP issued:	September 26, 2008
Proposals due:	October 29, 2008
Council award:	December 2008
Contract Signed:	December 2008
Work to Commence:	January 2009

PROPOSAL SUBMITTAL FORMAT

The *General Information* form, on the next page, is designed to serve as the cover sheet. Do not attach cover letters, title pages, or blank sheets ahead of this form, nor substitute letterhead paper for it. If additional space is needed, plain paper may be attached behind this form. ***This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your agency.*** This individual must be at least 18 years of age. ***Failure to submit this form will result in your proposal being deemed non-responsive.***

**RFP #25-08: FIRSTENBURG COMMUNITY CENTER
FOOD COURT CONCESSION STAND**

General Information

This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your agency. To be considered for this project, the submittals must be completed in accordance with this RFP and this cover sheet must be attached. Failure to submit this form will result in your proposal being deemed non-responsive.

Authorized Official (Signature)

Date

Print Name of Authorized Official

Title of Authorized Official

Company Name

Contact Person

Address

City, State, Zip

Phone Number

Fax Number

E-Mail Address

Federal Tax ID #

The following Addenda is/are hereby acknowledged:

Addendum No	Date of Addendum/Addenda	Signed Acknowledgement
1.	_____	_____
2.	_____	_____
3.	_____	_____

NOTE: Failure to acknowledge receipt of Addenda will render the quotation non-responsive and therefore void. If no addenda, please mark "none".

SUBMITTAL PROCEDURE

Please submit one (1) original and four (4) copies of the proposal for services in an 8-1/2" x 11" bound format.

Sealed responses will be received by the Procurement Services Manager of the City of Vancouver, Washington up to the hour of **3:00 p.m., Wednesday, October 29, 2008.**

Responses delivered later will not be accepted. The City of Vancouver is not responsible for delays in delivery. All responses shall be placed in a sealed envelope, which is clearly marked "CONCESSION STAND". **Responses by fax will not be accepted.**

All responses to this request shall be addressed to the attention of the Procurement Services Manager:

Delivery Address:

(Hand delivery & non-USPS)
Procurement Services Manager
City of Vancouver
Customer Service Desk
1st floor lobby
610 Esther Street
Vancouver, WA 98660

Mailing Address:

(USPS)
Procurement Services Manager
City of Vancouver
PO Box 1995
Vancouver, WA 98668

The Supplier must sign, where indicated on the General Information page, acknowledgement of any addenda prior to the bid opening. *Failure to comply with this provision will render the bid non-responsive and therefore void.*

It is the sole responsibility of the Supplier to learn of Addendum, if any. Such information may be obtained from the City of Vancouver Procurement Services' web site, <http://www.ci.vancouver.wa.us/procurement/projects.htm>, or by calling (360) 619-1030; however the sole responsibility for obtaining and learning of Addendum belongs to the Bidder. The City of Vancouver accepts no responsibility or liability and will provide no accommodation to bidders who fail to check for addendums and submit inadequate or incorrect responses.

SUBMITTAL CRITERIA

These instructions were developed to aid in proposal development. They also provide for a structured format so reviewers can systematically evaluate several proposals. Each copy of the proposal package must include all of the sections in the order indicated. Attachments should be clearly referenced and identified to facilitate the review process. Each proposal shall include:

1. The names of individuals from those firms/organizations who will be responsible for the services and their areas of responsibility.

2. A narrative background of the proposer's ability and experience in providing concessions or other food services.
3. A minimum of three (3) references in the last three (3) years, including name of contact, company/agency name and telephone numbers.
4. A list and explanation of additional equipment (if any) the proposer would be providing at this site.
5. A detailed proposed menu and prices for food and drink items and hours of operation.
6. An explanation of routine cleaning and preventative maintenance schedules intended to assure an attractive appearance for all equipment and to prevent operating problems.
7. Proposed compensation to be payable to the City as consideration for the use of the premises and the concessions rights at the Firstenburg Community Center.

EVALUATION CRITERIA

Each proposal received in response to the RFP will be objectively evaluated based on:

- Sale price of products
- Quality and type of products and services
- Experience/references
- Compensation
- Hours of operation

INFORMATION

Questions regarding this Request for Proposal may be directed to Angela Brosius at (360) 487-7003.

GENERAL TERMS AND CONDITIONS

Contract

The successful Supplier must enter into a Professional Services agreement with the City.

It is the City's intent to enter into a contract approximately January 1, 2009 – December 31, 2009. The City also reserves the right to extend this contract for an additional four years, extending in 12 month increments after mutual agreement.

Insurance

We will need a current Certificate of Insurance on the standard "Acord" or comparable form with the following:

- \$1,000,000.00 minimum/general liability
- City of Vancouver named as additional insured
- Current compliance with the State of Washington Industrial Insurance Program

Supplier shall obtain, and keep in force, said insurance during the entire term of the contract.

Reimbursement

The City will not reimburse Suppliers for any costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews. Furthermore, this RFP does not obligate the City to accept or contract for any expressed or implied services. The City reserves the right to request any Supplier to clarify their proposal or to supply any additional material deemed necessary to assist in the evaluation of the Supplier.

Cooperative Purchasing

The Washington State Inter-local Cooperation Act, Ch. 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By responding to this RFP, Suppliers agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without the City of Vancouver incurring any financial or legal liability for such purchases. The City of Vancouver agrees to allow other public agencies to purchase goods and services under this solicitation or contract, provided that the City of Vancouver is not held financially or legally liable for purchases and that any public agency purchasing under such solicitation or contract file a copy of this invitation and such contract in accordance with RCW 39.34.040.

