

CITY OF CASA GRANDE, ARIZONA
NOTICE OF REQUEST FOR QUALIFICATIONS
SNACK BAR/CAFÉ FOR THE CITY AIRPORT

The Casa Grande Airport is seeking a vendor to operate a snack bar/café located in the Airport Terminal.

Each response shall be in accordance with the RFQ instructions and scope of work package on file with the City Clerk at City Hall, 510 East Florence Boulevard, Casa Grande, Arizona, 85122, where copies can be obtained by calling the City Clerk's Office (520) 421-8600, or a complete packet is available on the City's website: www.casagrandeaz.gov. All responses must be submitted by **2:00 p.m.** City time on **Monday, November 3, 2014** to the City Clerk at the address specified below.

Responses must be addressed to:

Remilie Miller, City Clerk
City of Casa Grande
510 E. Florence Boulevard
Casa Grande, Arizona 85122

THE ENVELOPE MUST BE BOLDLY MARKED:
REQUEST FOR QUALIFICATIONS: SNACK BAR/CAFÉ FOR THE CITY AIRPORT
DUE ON: MONDAY, NOVEMBER 3, 2014 AT 2:00 P.M.

The City of Casa Grande reserves the right to waive any informalities or irregularities in this Request for Statement of Qualifications, or to reject any or all responses; to be the sole judge of the suitability of the materials offered, and to award a contract for the furnishing of the services it deems to be in the best interest of the City.

/s/James V. Thompson
City Manager

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SECTION 1: PROJECT DESCRIPTION

1.1 Background

The Casa Grande Municipal Airport operates as a division of the Public Works Department of the City of Casa Grande. The Airport Terminal, which is located at 3225 N. Lear Ave., currently undergoing renovation, the completion of which is expected in October 2014. The renovations to the terminal will include upgrading and expanding the existing food prep space to allow for additional seating and provide for a more efficient use of the space for a food vending operation.

1.2 Statement of Intent

The Casa Grande Airport is seeking a vendor to operate a snack bar/café located in the Airport Terminal. The snack bar/cafe's operational date is left open and will be determined during contract negotiations. The Casa Grande Airport desires to work with a Vendor/Operator that will support and enhance the airport's mission: To promote and support aviation activities.

The Airport terminal is approximately 4,500 s/f and includes a 600 s/f snack bar/café area, men's and women's restrooms, the Airport Manager's office, a lobby, a Pilot's lounge, a Flight Planning room and a 1,900 +/- s/f outdoor patio that has four concrete bench tables. In addition, the terminal also has free Wi-Fi access and one snack and one soda vending machine. The airport operates with two staff members from Monday – Friday, and one staff member on Saturday and Sunday. The daily visitor count of 20-30 depending on the time of year.

SECTION 2: SCOPE OF WORK:

2.1 Menu

The Airport desires a menu that focuses on foods that require only warming, cooling, or finishing on site, i.e., sandwiches, soups, donuts, muffins, coffee and juices - as opposed to foods that need to be fully cooked or grilled. The coffee shop/café space is approximately 600 square feet with additional seating available on the 1,600 square foot outdoor patio. Dimensions of the café and patio area are included in Appendix A.

2.2 Hours of Operation

At a minimum, the coffee shop/café is expected to operate during breakfast and lunch hours. Actual operating hours are negotiable and will be finalized prior to opening day. The Airport Terminal hours are:

November - April

Monday – Sunday 7:00 – 5:00 p.m.

May - October

Monday – Sunday 6:00 – 4:00 p.m.

2.3 Responsibilities

The Casa Grande Airport will provide the following:

- Wi-Fi Internet access
- Electrical outlets
- General lighting
- Cold and hot water
- Three compartment sink
- Commercial hand sink
- Tables and chairs for the patrons
- Patio furniture

The Vendor will provide the following:

- Food and beverage items for sale
- Coffee/Espresso machines
- Food and beverage preparatory devices
- Food and beverage containers
- Food warmers
- Cash register
- Quarterly revenue reports
- Staffing

The Vendor will pay a set lease rate to be determined in contract negotiations.

2.4 Clean-up

The Café program and cleanliness of the Café is very important to the Airport and the City of Casa Grande. For this reason, the Vendor will be responsible for ensuring that the indoor dining areas are clean at all times. The Vendor is expected to clean up all trash and spills during the Café hours of operation and to sweep the Café dining and seating areas and workspace. Trash must be taken out at the end of the day, and as needed during the hours of operation, and placed in the outdoor dumpster in the Airport Terminal parking lot.

The Vendor is expected to comply with Food Service Administration (FSA) regulations regarding cleanliness and upkeep of the workspace. The Café is expected to be completely cleaned and sanitized prior to closing every day.

2.5 Maintenance

The Airport will be responsible for any ordinary maintenance, repair, and/or

replacement of the equipment which was originally purchased and installed by the Airport. Any damage determined to be caused by the Vendor will be the responsibility of such party.

The Vendor will also be responsible for any maintenance, repair, and/or replacement of any equipment and/or machinery that was originally purchased and supplied by the Vendor.

2.6 Marketing and Promotion

The Vendor is required to develop a marketing and promotion plan for the Café and any special events that the Vendor will be hosting in conjunction with the Airport. Selected Vendor is required to obtain approval from the Casa Grande Airport of all marketing and promotional displays and is expected to collaborate with the Airport's events.

2.7 Permitting and Inspection

The Vendor will maintain all required licenses and permits to conduct business in the Café. Arizona Food Code requires that anyone wishing to operate a food establishment in the State of Arizona must first obtain a permit to do so. An official from Pinal County Consumer Food Protection and Safety Program will review the Vendor's food facility plans and menu and also inspect the Café for compliance with food safety standards and practices contained in the Food Code. Routine inspections of the Café will be conducted throughout the year to evaluate the facility's success in assuring that all food operations are being conducted in a safe and sanitary manner, and in compliance with the Food Code.

2.8 Staffing

The Vendor must have a sufficient number of staff members on site to accommodate the consumer load. The Vendor is responsible for hiring / firing, supervision and performance maintenance of all employees working in the Café.

SECTION 3: SUBMISSION INSTRUCTIONS

Qualifications shall be submitted in the following format. Proposals in any other format will be considered informal and will be rejected. Conditional proposals will not be considered. An individual authorized to extend a formal qualification must sign all proposals. If the Vendor fails to provide any of the following information, the Airport may ask the Vendor to provide the missing information or evaluate the proposal without the missing information.

Each Vendor shall provide a complete description of their capabilities in food service provision, particularly in Café operations. All Vendors are strongly encouraged to demonstrate creativity in the development of their proposal and to describe a detailed

menu and pricing, products and services, hours of operation, etc.: Interested Vendors are required to submit a Statement of Qualifications, thoroughly detailing the following items:

- A. Entity Name
- B. Name and title of the authorized contact person
- C. Address
- D. Telephone number
- E. Fax number
- F. Email address
- G. Website address (if any)
- H. Description of entity's restaurant related experience.
- I. Statement signed by a principle officer, verifying no outstanding court cases, liens or other legal or financial judgments exist on a local, state or federal level. If litigation is pending against the Vendor. This information is to be summarized in this section of the proposal.
- J. Confirmation that your company abides by all Federal, State and Local ordinances, statutes and laws regarding Affirmative Action and Equal Opportunity Employment and that it will continue to do so if awarded a Contract by the City of Casa Grande.
- K. A signed financial statement showing your ability to provide the financing necessary to open and operate the facilities.
- L. Provide any other information deemed pertinent for consideration by the Airport.
- M. The City may also require a letter of reference from the proposer's principal bank. Proposers need not provide this information with their proposal, but must be ready to present such information in an expeditious manner if requested.
- N. Submit a full menu of items to be provided in the Café. Include with the proposal a full commentary regarding the:
 - a) Menu concept.
 - b) Pricing and portioning for all items.
 - c) Food production specifications for all food items.
 - d) Serving and holding method for all items listed.
- O. Detail any expenses that are required to make any improvements and/or modifications. Please list these in two (2) separate sub-sections: "Start-up Operations Costs" and "Financing". Provide a budget for the total scope of start-up. Describe how these expenses will be paid for and/or financed.
- P. Provide a sample list of all contractor provided equipment and small wares (items that Airport has not already provided) necessary to make the Café fully operational. Describe how this equipment will be paid for and/or financed.
- Q. Submit a proposed staffing plan for the Café including management personnel through serving staff, from the taking of orders to delivery and service.
- R. Respond to the operating hours described in section 2.2 of this Request for Qualifications and indicate any proposed changes to these hours. Please note that, in general, the Airport Terminal intends to have Café

- open during the hours specified.
- S. Please provide a description of the signage that will be used.
- T. Describe in detail the Vendor's marketing and promotion plan for Café.
- U. Provide examples of food discounts and/or specials planned for Café.
- V. Identify the monthly expenditures for marketing and promotions.
- W. Please provide samples of promotions and marketing tools your company has used in the past.
- X. Proposed commission rate to be paid monthly, quarterly, or annually.

SECTION 4: EVALUATION PROCESS

A selection panel made up of representatives of the City of Casa Grande will read, review, and evaluate the submittals based on the required information. Award shall be made in the best interest of the Airport, taking into consideration not only the proposed commission rate, but also the ability to offer quality food service in the Café and at catered events.

A determination shall be made of the Vendor's creative marketing and promotional event ideas, and the ability to remain financially sustainable. Only bids from financially responsible organizations or individuals, as determined by the panel, presently engaged in the food service business and which have the capability to provide quality products, service, and small wares facility equipment shall be considered. The Casa Grande Airport reserves the right to interview prospective Vendors prior to the award of this contract.

SECTION 5: PROPOSED SCHEDULE OF EVENTS

Event Item Date and Time

- Request for Qualifications Release 10-16-2014
- Time and Closing Date to Receive Qualifications 2:00 PM on 11-03-2014
- Review Qualifications and Notify Top Ranked Vendor 11-10-2014
- Anticipated Council Approval of Selected Firm/Team 11-17-2014

SECTION 6: GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS

6.1 Inquiries

Any inquiry related to this solicitation shall be directed solely to the City of Casa Grande Airport Manager. The submitter should not contact or direct inquiries concerning this solicitation to any other employee. All Vendors interested in this project will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Deputy City Manager, Elected Officials, Department Heads and other staff.

This RFQ is intended to create a level playing field for all potential Vendors, assure that contract decisions are made in public, and to protect the integrity of the selection process. The Contact Person for this solicitation shall be:

Richard Wilkie
Airport Manager
Casa Grande Airport
3225 N. Lear Ave.
Casa Grande, Arizona 85122
(520) 421-8636

rwilkie@casagrandeaz.gov

All inquiries are to be submitted via email ONLY.

6.2 Cost of Submittal Preparation

The City of Casa Grande shall not reimburse any submitter the cost of responding to a solicitation.

6.3 Certifications, Disclosure, and Disqualification

A. Non-collusion, Employment, and Services. By signing the Submittal form, or other official contract form, the submitter certifies that:

I. They did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its submittal; and

II. They do not discriminate against any employee, applicant for employment, or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and that it complies with all applicable federal, state, and local laws and executive orders.

B. Disclosure. If the Consultant, business, or person submitting this submittal has previously been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a sub-consultant with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Submitter must fully explain the circumstances relating to the preclusion or proposed preclusion in the submittal. If awarded, the submitter must include a letter with its submittal setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above must be provided.

C. Disqualification. The submittal of a submitter who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity will be rejected.

6.4 Award of Contract

Contract Inception. A submittal does not constitute a contract nor does it confer any rights on the submitter to the award of a contract. A contract is not created until the submittal is accepted in writing by the Casa Grande City Council and executed by the authorized signature of the City Manager and the Submitter.

6.5 Protests

Pursuant to Section 3.04.170 of the Casa Grande City Code, all protests shall be in writing and be filed with the City Clerk of the City of Casa Grande. To be considered timely, a protest of a solicitation any protest must be filed within three (3) days after the protester knows or should have known the basis of the protest. A protest shall include:

- A. The name, address, and telephone number of the protester;
- B. The signature of the protester or its representative;
- C. Identification of the purchasing agency and the solicitation or contract number;
- D. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- E. The form of relief requested.

6.6 Persons with Disabilities

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the appropriate Contracts Manager. Requests should be made as early as possible to allow time to arrange the accommodation. A person requiring special accommodations may contact the solicitation contact person responsible for this procurement as identified in the Inquiry section (6.1) of this solicitation.

The Submitter shall furnish and include all data in Section 6.1 according to the time schedule listed below. All statements are required to be complete and accurate. Omission, inaccuracy, or misstatements will be sufficient cause for rejection of the proposal.

APPENDIX A

CAFÉ AREA



