

CITY OF CASA GRANDE, ARIZONA
NOTICE OF REQUEST FOR QUALIFICATIONS
MAIN LIBRARY CAFÉ AND EATERY

The City of Casa Grande Requests for Qualifications (RFQ) for an Operator for the Main Library Café and Eatery.

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 **Friday, April 18, 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: MAIN LIBRARY CAFÉ AND EATERY

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.

James V. Thompson
/s/James V. Thompson
City Manager



City of
Casa Grande

REQUEST FOR QUALIFICATIONS

FOR

**MAIN LIBRARY
CAFÉ AND EATERY**

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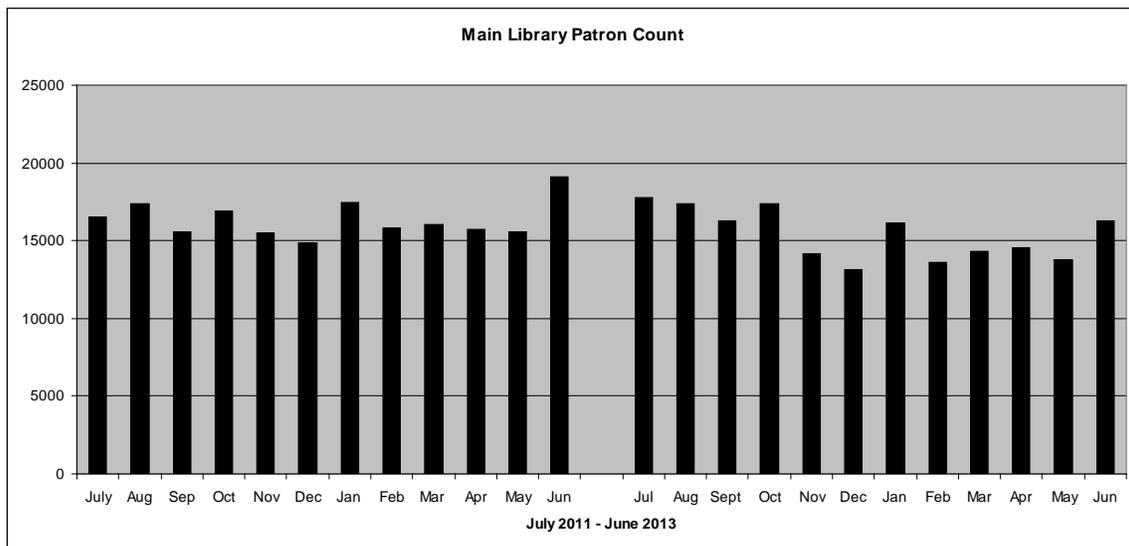
SECTION 1: PROJECT DESCRIPTION

1.1 Background

The Casa Grande Public Library operates as a division of the Community Services Department of the City of Casa Grande. The Main Library is located in historic downtown, adjacent to Peart Park. The facility is currently undergoing renovation, the completion of which is expected in April 2014. The newly renovated Main Library includes a dedicated Coffee Shop/Café space located on the east side of the building, including access to an outdoor patio for Main Library, customer, and staff use.

The Main Library has a collection of approximately 63,000 items, 24 public access computers, a new Technology and Career Center, Wi-Fi access, and meeting rooms. Throughout the year, the Main Library offers programs for children, teens, adults, and families. Some of the most popular programs are technology classes, story times, and the Summer Reading Program for all ages. The Main Library operates with 10 full-time equivalent employees (FTE's) and an average monthly patron count of 15,800. To assist Vendors in the preparation of their proposals, monthly door counts of the past two fiscal years are depicted below in Figure 1.

Figure 1



1.2 Statement of Intent

The Casa Grande Public Library is seeking a Vendor to operate a Coffee Shop/Café located in the Main Library. The Café's operational date is left open and will be determined during contract negotiations. The Casa Grande Public Library desires to work with a Vendor/Operator that will support and enhance the Casa Grande Public Library's mission: *To provide services for well-rounded quality educational and recreational opportunities that reflect the interest of our diverse community.*

The Coffee Shop/Café space is 140 square feet with additional storage space of 70 square feet. Seating will be available in the hallway adjacent to the Café and on the 720 square foot outdoor patio. Dimensions of the Café, storage area, and patio area are included in Appendix A.

SECTION 2: SCOPE OF WORK:

2.1 Menu

The Casa Grande Public Library desires a menu that focuses on foods that require only warming, cooling, or finishing on site, (i.e., salads, sandwiches, pastries, coffee and juices) as opposed to foods that need to be fully cooked or grilled. The allowable menu will need to be approved in the permit process, and could be limited by the lack of a grease trap. In addition to daily staff and customers, there are frequent meetings and events at the Main Library, which may provide food service and catering opportunities from time to time. The Main Library is receptive to ideas about additional special events/catering opportunities that the successful Proposer may suggest.

2.2 Hours of Operation

The Café is expected to operate during Main Library hours. Actual operating hours are negotiable and will be finalized prior to opening day. The current Main Library hours are:

Monday – Thursday	9 a.m. – 7 p.m.
Friday	9 a.m. – 5 p.m.
Sunday	1 p.m. – 5 p.m.

2.3 Responsibilities

The Casa Grande Public Library will provide the following:

- Wi-Fi Internet access
- Electrical outlets
- General lighting
- Cold and hot water
- Commercial 3 compartment sink
- Commercial hand sink
- Sandwich/salad prep station
- Refrigerated display case
- Tables and chairs for the patrons
- Patio furniture
- Storage space
- Locking gate to secure Café area

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

Due to the high traffic location of the Café in the Main Library, the Café program and cleanliness of the Café is very important to the Main Library and the City of Casa Grande. For this reason, the Vendor will be responsible for ensuring that the outdoor and 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 vacuum, sweep, and mop the Café dining and seating areas, workspace, and storage space floors. Trash must be taken out on a regular basis and placed in the outdoor dumpster in the Main Library parking lot. The Vendor is expected to comply with Food Service Administration (FSA) regulations regarding cleanliness and upkeep of the workspace and storage space facilities. The Café is expected to be completely cleaned and sanitized every evening prior to closing.

2.5 Maintenance

The Main Library will be responsible for any ordinary maintenance, repair, and/or replacement of the equipment which was originally purchased and installed by the Main Library. 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 Main Library. Selected Vendor is required to obtain approval from the Casa Grande Public Library of all marketing and promotional displays and is expected to collaborate with the Main Library'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 Main Library 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 the current facilities operated, annual sales, and sample menus for a period of at least three (3) years
- 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. Proof of maintaining a valid food facility-operating permit for a minimum of five (5) years issued by a governmental health department or other oversight agency. Also provide proof of at least three (3) years satisfactory compliance with the Arizona Food Code or equivalent (this can be accomplished by submitting copies of previous food facility inspection reports issued by a health department or oversight agency, for representative facilities under the contractor's permit).
- L. A signed financial statement from your banker or CPA showing your ability to provide the financing necessary to open and operate the facilities.
- M. Provide any other information deemed pertinent for consideration by the Main Library.
- N. Provide a financial statement including the Profit and Loss Statement for each of the last three (3) years of operation.

- O. 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.
- P. 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.
 - e) 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.
 - f) Sample list of all contractor provided equipment and small wares (items that Main Library has not already provided) necessary to make the Café fully operational. Describe how this equipment will be paid for and/or financed.
 - g) Submit a proposed staffing plan for the Café including management personnel through serving staff, from the taking of orders to delivery and service.
 - h) 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 Main Library intends to have Café opened during the hours specified.
 - i) Please provide a description of the signage that will be used.
 - j) Describe in detail the Vendor's marketing and promotion plan for Café.
 - k) Provide examples of food discounts and/or specials planned for Café.
 - l) Identify the monthly expenditures for marketing and promotions.
 - m) Please provide samples of promotions and marketing tools your company has used in the past.
- Q. 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 Main Library, 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 Public Library 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	03-25-2014
Time and Closing Date to Receive Qualifications	2:00 PM on 04-18-2014
Review Qualifications and Notify Top Ranked Vendor	04-25-2014
Anticipated Council Approval of Selected Firm/Team	05-08-2014

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 Main Library 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:

Amber Kent
Main Library Manager
Casa Grande Public Library
449 North Dry Lake Street
Casa Grande, Arizona 85222
(520) 421-8710
akent@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

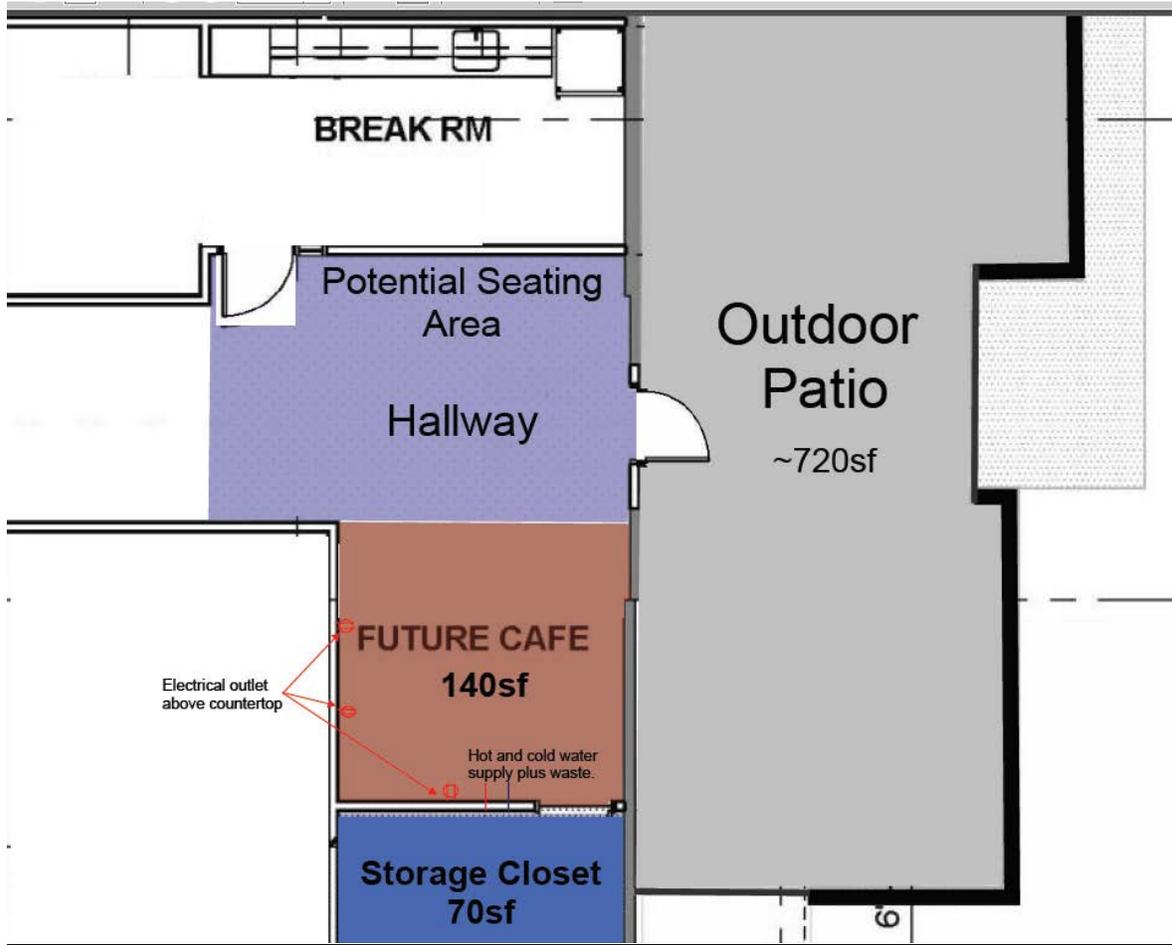


Figure 1: Dimensions

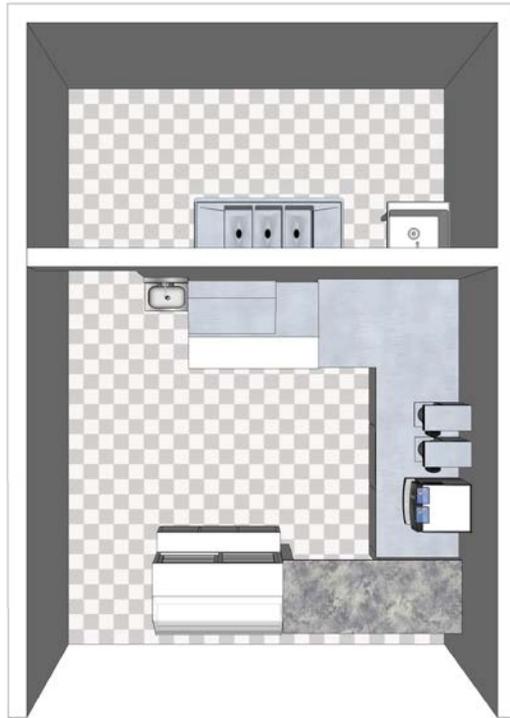


Figure 2: Overhead view

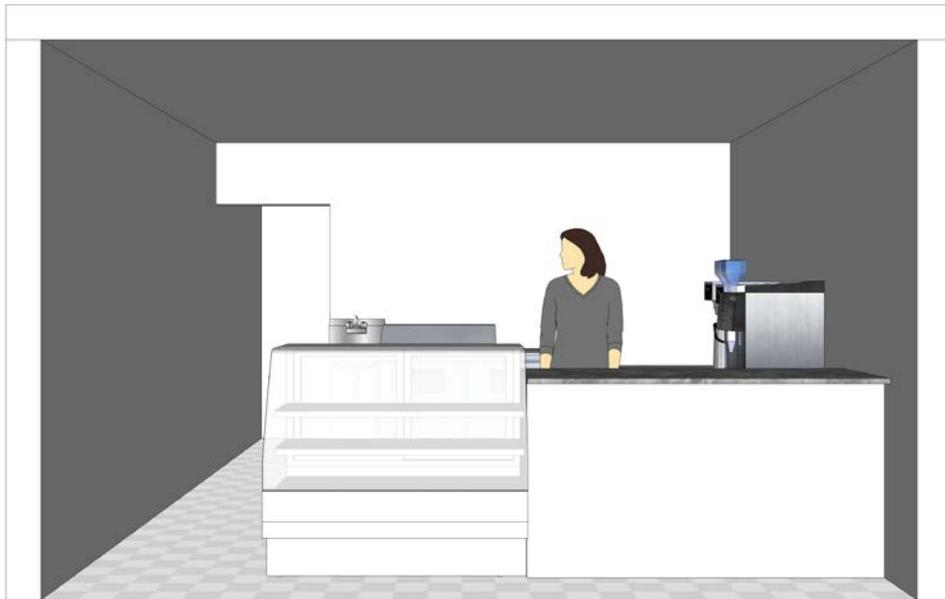


Figure 2: Customer view