

1971 Jagerson Ave  
Kingman, AZ 86409

## REQUEST FOR PROPOSAL 04-1819

### FOOD SERVICES

RFP Issue Date	March 1, 2019
Advertise RFP	ProcureAZ and www.mohave.edu
Facility Walk-Through	3/11/19 @ 10:30 AM
Final Date for questions	3/13/19 prior to 4 PM
Proposal Due	3/29/19
Notice of Award	4/16/19
Contract Begins	July 1, 2019

#### **NOTICE OF REQUEST FOR PROPOSALS:**

NOTICE IS HEREBY GIVEN that MOHAVE COMMUNITY COLLEGE, Kingman AZ, hereinafter referred to as : "MCC" or "College", will receive sealed proposals for the award of a contract for the following:

#### **INTRODUCTION:**

This RFP is issued by Mohave Community College, 1971 Jagerson Ave, Kingman, AZ 86409. MCC is located in Mohave County and the Food Service is sought for the Kingman, Arizona campus ONLY. MCC offers Associate Degrees and Specialized Certifications in many disciplines covering a broad range of Academic Programs. Current full and part time enrollment in Kingman consists of 3360 students are registered for ongoing classes. MCC employs 72 full- and approximately 105 part-time Faculty in addition to the 115 full-time and 12 part-time employees in Management and Administrative Staffing groups.

The purpose of this Solicitation is to obtain Proposals from qualified Firms interested in providing the MCC Kingman Campus with **Food Services**. Services shall be provided from the existing single Food Service location in the College's 200 Building. Floor plan of Building 200 and the existing food service space is attached as **Exhibit A**.

The Vendor will provide quality and cost-effective food and beverage service to a diverse population of students, staff and faculty. The service shall consist of well-balanced hot and/or cold Breakfast and Lunch menu items that include healthy options that accommodate alternative dietary requirements as needed, snack foods and beverages.

*This RFP does **not** include Catering Services, provided on or off Campus. It does **not** include the College's educational Culinary Arts program. Vending Machine Services located on the College campus are **not** included and will remain in control of the College with the current vendors.*

Hours of operation shall be approximately 7:00 am to 3:00 pm, (unless otherwise agreed to), Monday through Friday during Fall, Winter, and Spring Terms and Monday through Thursday during the Summer Term.

Equipment in place shall remain the property of the College. The College will maintain equipment to the extent that normal wear and tear require it. It will be the responsibility of the Provider to maintain, repair and/or replace any equipment damaged or broken as a result of Provider or Provider's employees' negligent action with equipment of equal or greater quality. Replacement of equipment shall only be made with the prior approval of the College. The College shall be notified of any equipment malfunction or needed repair within 24 hours of discovery. Equipment available is listed on **Exhibit B**, incorporated herein by this reference.

The College will be responsible for and will maintain existing fire system including semi-annual service and testing. Further, the College is responsible for and will pay all utilities associated with operating the Food Service and associated equipment.

### **VOLUNTARY WALK-THROUGH**

Interested parties may wish to participate in a voluntary walk through of the facility to be held at **10:30am on Monday, March 11<sup>th</sup>, 2019**. Please call **928 757 0819** to confirm your attendance and receive location directions.

### **This RFP includes the following:**

RFP:	Pages 1 through 9
Exhibit A:	Floor Plan of Existing Food Service/Kitchen Space
Exhibit B:	Equipment available for use by Provider

### **GENERAL INFORMATION**

- 1. Definitions.** This solicitation is issued pursuant to Mohave Community College Rules of Procurement. The terms "MCC" and/or "College" throughout this solicitation mean Mohave Community College and the term "Proposer", means the person or Firm that submits a proposal in response to this Solicitation. The term "Provider" means the Proposer(s) awarded a contact as a result of this Solicitation.
- 2. Solicitation Review.** Proposers must carefully review this document and are responsible for knowing and understanding the terms and conditions included in or applicable to this solicitation. Unless defects, ambiguities, omissions, or errors are brought to the College's attention by noon on the fifth day prior to Closing, protests or appeals based on such defects, ambiguities, omissions, or errors received after issuance of the Notice of Intent to Award will not be considered.
- 3. Proposal.** A submission in response to this solicitation is the Proposer's Offer to enter into a Contract. By signing and returning the Proposal, the Proposer acknowledges he/she has read, understands and agrees to be bound by the terms and conditions contained in this document. The Proposal is a "Firm Offer", and must be held open by the Proposer for the College's acceptance for at least 90 (ninety) days. The College's Award of a Contract constitutes acceptance of the Proposal and binds a Provider to the contract. The Proposer must not make its Proposal contingent upon the College's acceptance of any terms or conditions, (including specifications) other than those contained in this solicitation.
- 4. Proposal Preparation.** Proposals are to be prepared simply and in a manner designed to provide the College with a straightforward presentation of the vendor's capability to satisfy the requirements of this RFP. Elaborate brochures and other promotional materials are not desired. Vendor bears all costs associated with the preparation of the proposal and of an oral presentation, if requested by the College.
- 5. Failure to submit Proposals in accordance with the provisions of this document may be grounds to declare the Proposal as non-responsive. Proposers must:**
  - Provide the College with all required or requested documents and descriptions.
  - Initial and date any corrections or erasures to their Proposal.
  - Identify whether the Proposer is/is not a "resident Proposer" (a resident of Mohave County, AZ).
  - Provide certification of nondiscrimination in obtaining any required subcontractors in accordance with AZ Revised Statutes
  - Provide written acknowledgment of the receipt of all addenda
  - All proposals shall be written in English, typed and single-spaced with font size not smaller than 10 point.

## **SUBMISSION REQUIREMENTS**

Proposals will be accepted by Hard-Copy only and *must be received* at Mohave Community College, Office of the President (Bldg. 100). All submittals received on time as per instructions will be considered. Late submittals will be considered as non-responsive and returned to the submitter un-opened.

**Time/Date: Prior to: 4:30 PM, Arizona Time, Friday March 29, 2019**

### **Delivery Method:**

#### **US Mail or Hand Deliver to:**

Office of the President (Bldg. 100)  
Mohave Community College  
1971 Jagerson Ave  
Kingman, AZ 86409  
Attn: **Christine Van Vleet**,  
Director of Procurement

- Direct all pre-submittal questions to **Christine Van Vleet**, Director of Procurement, at the email address [purchasing@mohave.edu](mailto:purchasing@mohave.edu) prior to 4:00 PM, AZ Time, on Thursday, March 14, 2019.

Proposals will be publicly identified at that time in the President's Conference Room, Building 100. Due to the possibility of negotiations with any of the vendors submitting a proposal which appears to be eligible for contract award pursuant to the selection criteria in this RFP, the content of proposals will not be divulged at the time of opening.

RFP Documents can be obtained from the College's website: [www.mohave.edu/purchasing](http://www.mohave.edu/purchasing). Each proposal must conform and be responsive to the RFP Documents, including but not limited to, the Scope of Work and all Terms and Conditions. Documents are also accessible through ProcureAZ: <https://spo.az.gov>.

*The College reserves the right to (1) reject any proposal not in compliance with all prescribed public solicitation procedures and requirements, (2) reject for good cause any or all proposals that are not in the best interest of the College, (3) waive informalities in the proposals, (4) to cancel in part or in its entirety this Request for Proposal, and/or (5) select the proposal which is discerned to be in the best overall interest of MCC.*

## **SCOPE OF WORK**

The College's kitchen facilities and food services operation is located in the Kingman Campus Building 200. The food services operation shall provide students, faculty and staff with a variety of popular menu items, consistent food quality, fast service and good value in an attractive setting.

The College reserves the right to award this proposal to meet the best interest of the College. There are opportunities to bid for a partial or for all of the services listed.

To enable Campus Food service, Proposers should demonstrate ability to provide the best mixture of service, quality, food variety, facility and equipment improvements, and incentives. The College is offering a contract for a two (2) year period, with the right to renew for three (3) additional years, if mutually agreed upon by both parties. Additional extensions may be negotiated not to exceed a combined period of ten (10) years.

The College is especially looking for proposals from bidders who have experience operating food service operations in a high-energy theme setting. The College envisions this to be either a food services operation managed by a Contractor, who oversees subcontracted food services operations or a traditional food service operation managed by the Contractor.

The College is seeking to partner with a Provider with a commitment to, and track record of customer service. Pleasant and courteous staff and leaders who understand that the College desires a team approach with the Provider and who is willing to demonstrate professional responsibility to customer service issues is desired. Keywords are friendly, cooperative, willing, able, determined, and dependable.

The proposal responses must endeavor to include all information requested in this RFP and must be presented in accordance with the format specified.

Food services shall be open on all weekdays during the academic year. No services are required on Saturdays, Sundays, and College designated Holidays. Meal types include Breakfast, Lunch, Snacks, and Beverages. Specific daily hours of operation shall be mutually agreed upon and set by the College and are expected to be roughly 7:00am to 3:00 pm daily.

The College expects that Provider will continually improve the quality of the dining experience, including vigorous maintenance. Changes to the internal space, beyond updated and accurate signage will require College approval. All operations must be maintained in a neat and orderly fashion.

It is the College's intention that the food services program should complement its educational mission and to serve the students and staff. To accomplish this, the Provider is requested to:

- Disseminate information and feature displays which serve to educate consumers in becoming better informed and in developing healthier eating habits.
- Employ environmentally sound practices which will further the College's efforts in recycling, and water, wastewater and utility conservation.
- The College will look favorably on a Provider who actively works to reduce wastes and recycles. Styrofoam products should be used only on a minimal basis.
- Provide ease of payment by accepting credit and debit cards for purchases without additional fees.
- Provide a good working environment for their employees.
- Endeavor, whenever possible, to employ students enrolled at the College.
- Participate in the College's web page to advertise menus, daily specials and convey important information to the College at large.

**REQUIREMENTS & RESPONSIBILITIES: DRAFT RESPONSES TO MATCH THE ALPHA/NUMERIC BELOW**

1. If the Proposer will provide a service that requires them to be a franchise, the Proposer shall state, and support said statement in a manner acceptable to the College, that Proposer is or can become a franchise.
2. Explain in detail your operating plan, including but not limited to:
  - a. Days and hours of service.
  - b. Outline any programs for specialized services, either on a continuing or promotional basis.
  - c. Provide menu cycles, if applicable, and how often changes may occur.
  - d. Provide description of how you will market your product to the College's students, faculty, and staff.
  - e. Provide organizational chart and job descriptions for the food service operation.
  - f. Provide the estimated number of on-site employees and management.
  - g. Provide a resume for the key manager; describe the minimum experience required for a management position and briefly describe training program for management personnel. College reserves the right to approve the Supervisor assigned to the day-to-day operations.
  - h. Describe your intentions regarding the use of student employees.
  - i. You may include any pertinent operational information not requested in this section.
  - j. Describe your plans to keep the kitchen and dining areas clean.
3. Provide a contract implementation schedule. The College's goal is continued campus food service without interruption with selected Provider to begin on Monday July 1<sup>st</sup>, 2019. If this is unreasonable, include in your proposal the soonest achievable opening date you can provide.
4. The submitted proposal must be valid for a minimum of 90 days after submissions are received.

5. The Proposal must meet all legal requirements, be nondiscriminatory and provide for compliance with all pertinent federal, state, and local requirements (e.g., ADA, FLSA, EEO/AA, etc)
6. Provide a sample menu of items with portions and proposed prices that reflect customer value.
7. Furnishing utensils, plates, cups, napkins, and related small-wares is the responsibility of the Provider.
8. Furnishing Food Preparation Materials, such as cook pots, pans, ladles, cutting/chopping boards, knives, etc., is the responsibility of the Provider.
9. The Provider shall be responsible for cleanliness of the kitchen, including facilities and fixed equipment, and in the preparation, serving, and dining areas. This includes bussing and cleaning tabletops in the dining area during the normal course of business and transporting any refuse generated to the refuse collection area.

- THIS IS THE RESPONSIBILITY OF THE PROVIDER; **NOT** A SERVICE PROVIDED BY THE COLLEGE.

The College does retain the responsibility for its daily custodial service, which in the case of the Dining area, means wiping down all hard surfaces, sweeping the entire floor, and straightening the chairs.

Sanitation that is less than the highest standard will be unacceptable. Negligence to sanitation will result in contract default on the Provider's behalf. The College will perform spot checks.

Operations must meet State of Arizona Health Department requirements for Food Service.

10. When an event is scheduled by the College that requires use of the dining/seating area, cleaning the tables and chairs will be the responsibility of the College. These events will not require sharing of equipment designated to, or owned by, the Provider. When a College event does overlap specified Food Service hours and requires some use of the Dining area, the event will be communicated to the Provider's management for planning purposes.
11. The cost of all utilities and services, such as water, sewer, electric, gas, garbage, pest control, and similar charges is the responsibility of the College.
12. Describe the sanitation and food handling procedures in place to comply with city/county/state regulations and your program to train and reinforce these standards, including but not limited to:
  - a. A copy of the record of ratings from the Health Department for current and previous food operations for the past three (2) years including most recent.
  - b. A sample of Proposer's checklist used during internal inspections.
  - c. Frequency of internal inspections.
  - d. Position(s) of individual(s) responsible for maintaining sanitation and safety, and their certifications.
  - e. List and provide copies of any notices, citations, warnings, etc., for sanitary or code infractions issued against your company within the past 12 months.
  - f. Describe measures to be undertaken regarding safeguarding facilities and food products.
13. The Campus Food Service location shall be used by Provider for the purpose of providing food and beverage services only.
14. Coffee Service furnished by the Provider, shall be limited to the Food Service location.
15. The vendor will be allowed to bid the catering of MCC catered events and other events held at the College. The process for this will be explained further as desired by the awarded vendor. The vendor may not use this space to prepare food for catering events outside of the College or non-College events.
16. The Provider may use existing space and equipment as detailed in **Exhibit A and B**.
17. The College will consider renovations by the successful Provider which will improve service and/or make the operation more efficient. These may be minor and/or cosmetic in nature or more significant and may be included in the submitted proposal or as recommendations during the term of the eventual contract.
18. The College will consider all proposals.

## **Statistical information**

The Kitchen Food Prep & Service areas combine to approximately **501 Sq ft** of dedicated space. Included are prep, cooking, serving, warming, cashier, dry storage, and office areas. An outlined floor plan is shown in **Exhibit A**.

### **FY 19/20 School Terms are:**

Fall:	8/05/19 to 12/13/19
Winter:	1/06/20 to 3/13/20
Spring:	3/23/20 to 5/08/20
Summer:	5/11/20 to 8/10/20

### **Permits and Pertinent Law**

The vendor agrees to obtain from the City of Kingman, the County of Mohave and any other responsible public agency all permits, licenses and authorizations to perform this contract. Vendor will present these licenses and permits to MCC at the time of signing this contract. The vendor agrees to abide by all Federal, State, County and City laws that are associated with labor, supervision, health and the operation of this Food Service. MCC will maintain the necessary health department permit as required by the City of Kingman/County of Mohave (currently \$576.00).

### **Contract Term and Termination:**

In the event the vendor fails to maintain and keep in force the insurance coverage (including workers compensations) required herein, the College shall have the right to immediately terminate any contract resulting from this RFP.

The vendor shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards and commercial practices.

If the contract is terminated by the College for any reason, the vendor must continue the operation of food service until a new vendor can be selected provided this period shall not exceed ninety (90) days.

Upon termination of this agreement, the College shall conduct a physical inventory of all expendable and capital equipment and inspect the premises. At that time the vendor shall surrender the area(s) and all equipment in as good a condition as at the start of the agreement.

## **SPECIAL TERMS AND CONDITIONS**

1. Acceptance, Negotiation and Award – College intends to negotiate an Agreement with Provider whose Proposal, in the sole judgment of the College evaluation committee, is most advantageous to the College.

All Proposals should be submitted to the College with the most favorable terms possible from the standpoint of financial and technical capability. College reserves the right to reject any or all Proposals. This RFP shall not be construed to create an obligation on the part of the College to enter into an Agreement nor shall it serve as a basis for a claim for reimbursement of expenditures related to the development of a Proposal. Upon selection of Provider, College and Provider will execute an Agreement which sets forth the terms and conditions of the parties' rights and obligations.

2. Organization of Proposal – Information requested must be furnished completely, in compliance with the instructions. Proposals shall be submitted in an organized manner, on 8-1/2"x11" paper, printed on one or two sides and consist of **one (1) original stapled** and **two (2) copies**, as well as a **pdf (disk or thumb drive)**. All copies are to be organized according to the following parts in the following order:

### **Section 1** – Identification & Information Sheet, on your letterhead which includes:

- Legal entity to whom contract will be awarded if you are the successful Provider:
  - Firm Name, Address, Principle Place of Business and Telephone Number
- Name(s), Address(es) and Telephone Number(s) of Principal Officer(s)
- Legal Status of Provider and Year Entity was Established
- Proof of authorization to operate within the State of Arizona
- Federal Employer ID Number
- Primary Contact Information: Name, Address, Email Address, Telephone Number, Fax Number
- All required State and Federal Regulatory Licenses, Certifications or Permits.

### **Section 2** – Scope of Work Responses

### **Section 3** - Proposal

- Must be signed by official authorized to enter into a contract.

### **Section 4** – Appendix

- Copy of Owner's Background
- Proof of insurance coverage as required.

Unnecessarily elaborate brochures or other presentations beyond that sufficient to present a complete and effective proposal are neither necessary nor desired.

3. Insurance – The Provider shall secure, pay the premium for, and keep in force until the expiration of the contract and any renewal thereof, the following insurance coverage:
  - (1) General Liability Insurance providing limits for not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate. Insurance should show proof of automobile and property damage coverage.
  - (2) Workers Compensation insurance as provided for under Arizona State Statutes covering employees, if any.
4. Pricing of Goods and Services – The pricing of goods and services shall be determined by Provider subject to approval of the College. Prices must be at least as competitive as those food establishments in the surrounding neighborhood in order to attract students, faculty and staff. Selling prices and portion size shall be firm for at least one (1) year after the commencement of Agreement. All requests for pricing increases or decreases will be presented in writing to the Procurement Department thirty (30) days prior to the desired date of implementation of such pricing change.

5. Health Department Ratings - Provider will respond to required, periodic Health Department visits and shall remedy findings within thirty (30) days of written notice by Health Department. Health Department notices will be provided to the College immediately following the Health Department visit. The successful Provider will be required to post the report in the area of their operation.
6. Licensing and Operational Laws and Regulations - Successful Provider will be expected to operate Campus food services in compliance with applicable licensing and operational laws and regulations, including but not limited to:
  - a. Department of Health regulations
  - b. Accepted accounting practices
  - c. Insurance requirements
  - d. Fair employment practices
  - e. Lawful wage and hour practices
  - f. Occupational Safety and Health requirements
  - g. Americans with Disabilities Act
  - h. Family Leave Policy
  - i. Affirmative Action Policy
7. Wages - Provider must pay its employees, if any, at least minimum wage as established by the State of Arizona.
8. Period of Performance - This is the term of the initial Agreement and any subsequent extension. Should the incumbent Provider wish to vacate the Agreement prior to its term, the College will negotiate the conditions in good faith with the Provider.
9. Date of Award and Initiation of Service – This Agreement is expected, but not guaranteed, to be awarded by the College no later than April 16, 2019. Service shall begin on July 1, 2019.
10. Request for Information – Communications of a general nature may be made in any fashion. Requests for clarification or interpretation of the RFP Documents are best made publicly at the Voluntary Walk-through but may be made by email until **4 pm March 13, 2019**. All questions and answers will be posted in an Addendum on the College Website: <http://www.mohave.edu/procurement> on **March 15, 2019**. Direct questions to:

Christine Van Vleet, Director of Procurement  
Mohave Community College  
1971 Jagerson Ave, Kingman, AZ 86409  
Email: [purchasing@mohave.edu](mailto:purchasing@mohave.edu)  
Phone: 928 757 0819  
Fax: 928 757 0814

13. Site Visits – The College, at its discretion, may visit the site of an operation presently serviced by a Proposer. If a site visit is desired by the College, this exercise will be considered part of a separate evaluation and finalists being considered will be contacted specifically for this purpose. The Proposer may be requested to give an oral presentation to the visiting committee at the site visit.
14. Award – Award will be made to the Proposer whose proposal is deemed most advantageous to Mohave Community College.
15. Qualifications of Proposer – Offers will be considered from responsible Proposers who have previous experience with other food services facilities and preferred if similar in size and scope to those of the College.
16. Sublet - The Provider shall not sublet any portion of the facility to another party without the express written approval of the College.



## **PROPOSAL EVALUATION**

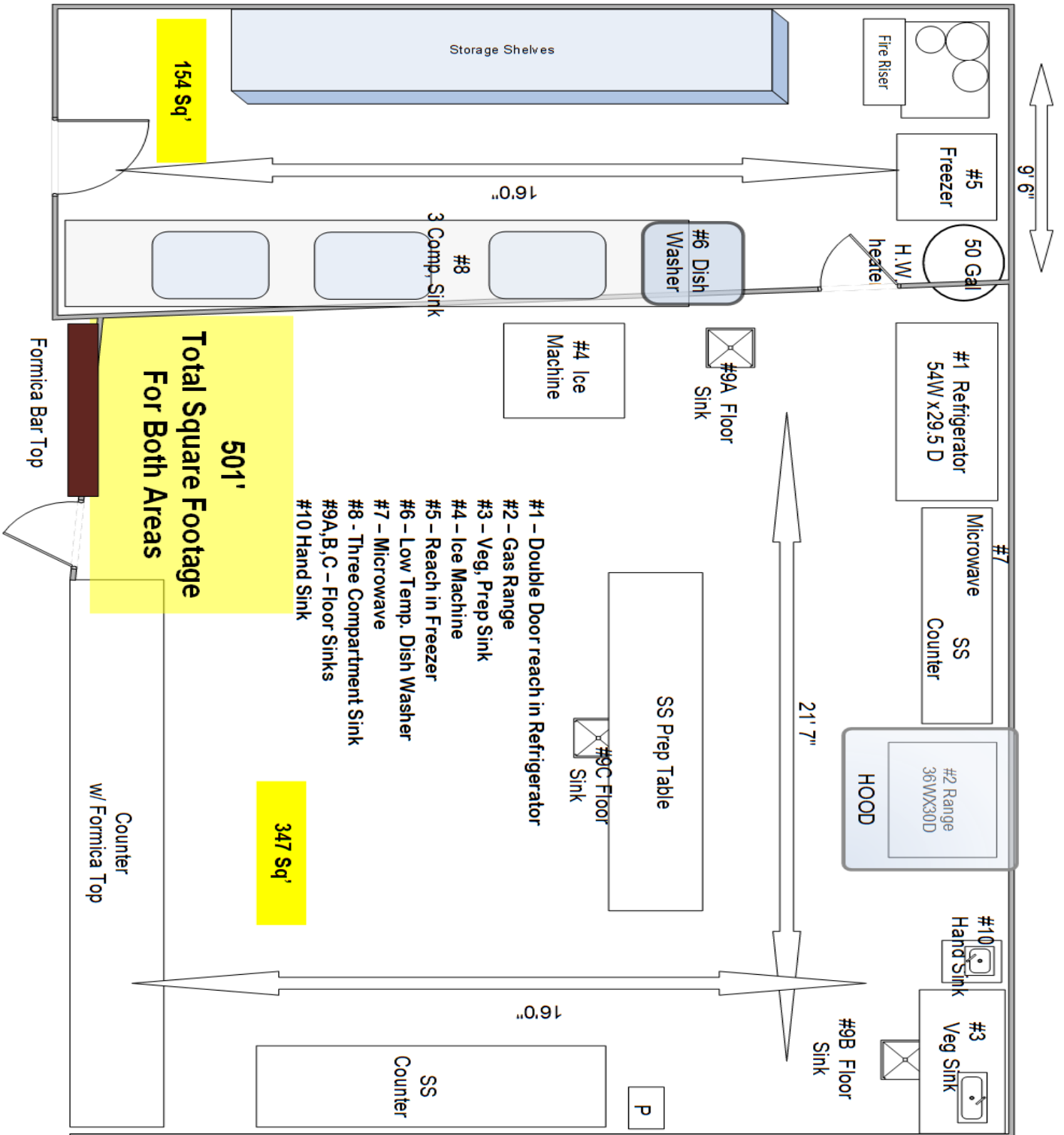
The College will examine and evaluate each proposal, taking into consideration the following criteria. The College may consider additional factors. This list is not ranked in any order of importance. The method by which proposals are assessed shall be at the sole discretion of the College.

Proposals will be reviewed and scored by an evaluation committee consisting of various College representatives. Upon completion of the evaluations, the committee will make a Recommendation for Award for the MCC Governing Board, who will approve the final award.

### Criteria for Award of Contract (partial listing, not in order of priority):

- A. Complete Company Information, Qualifications, & Scope of Work:
  - a. Provide all particulars regarding your company. The College will view favorably years of food service experience as well as providing to environments roughly equivalent to the College's, herein described. The College wishes to partner with an organization with a proven track record of Customer Service and excellent health department record, who can provide quality food to our Students and Staff.
  - b. Provider Staff experience and longevity as indicated by management resumes and/or other data. To this end, provide a cover letter of intent summarizing your understanding of the Scope of work and abilities to perform such work. This letter must be signed by an official authorized to make such commitments and enter into a contract with the College.
  - c. Provide documentation of insurances and all licenses required by the State of Arizona to perform the duties required by the services to be provided.
  - d. Include a properly executed IRS form W-9.
- B. References:
  - a. Furnish a representative client listing of up to three (3) current clients that the College may contact (include the name, phone number and email address of the current primary contract representative and the date the account was acquired).
- C. Operation and Services Provided:
  - a. Outline plan to provide everyday food services for students, staff, faculty and guests in the cafe,
  - b. Include proposed cafe menu with portion and pricing information.
  - c. Menu offerings should cover Breakfast, Lunch, Snacks and beverages. College will consider variety and quality and prefer a Proposer with ability to provide vegetarian or other alternative offerings in addition to the more standard Cafeteria or Franchise fare.
  - d. Item portions and cost data should favorably compare with Kingman, AZ and Mohave County areas.
- D. Quality Assurance & Sanitation Safety:
  - a. Describe your experience in maintaining quality of product and cleanliness of facility including any inspection protocol you will implement and check-list you will use. Describe your recycling protocol.
  - b. Report any Department of Health infractions/citations received in the past 12 months.
- E. Creative Ideas:
  - a. Submit any creative ideas you believe will work especially well at MCC, your process for implementation of such ideas, and what assistance from the College would be necessary to effect a successful outcome. How might you increase student interaction with Cafeteria activities, particularly with student government and/or special campus activities?

EXHIBIT A  
 KINGMAN FLOOR PLAN  
 RFP 04-1819



- #1 - Double Door reach in Refrigerator
- #2 - Gas Range
- #3 - Veg, Prep Sink
- #4 - Ice Machine
- #5 - Reach in Freezer
- #6 - Low Temp. Dish Washer
- #7 - Microwave
- #8 - Three Compartment Sink
- #9A, B, C - Floor Sinks
- #10 Hand Sink

**EXHIBIT B**  
-  
**AVAILABLE EQUIPMENT**  
**LIST RFP 04-1819**

**Dedicated to the Food Service Provider:**

- Cashier Counter
- Warming/ Serving area / Dry Storage
- 4-burner stove with oven
- Double door reach in refrigerator
- Single door reach in Freezer
- Microwave, large
- Veg, Prep Sink
- Low Temp Dish Washer
- Three Compartment Sink
- Floor Sink
- Hand Sink
- Ice Machine
- Dish Washer

MCC retains control of the Dining Area with tables and chairs. Students and staff are always allowed to use this as a "common" area.

Vendor will be required to allow MCC (the Dean's Office and Facilities) access to and use of the Ice Machine, to acquire ice for coolers, etc. for College use and College related functions.

**Supplied by the Provider:**

- Coffee and Soft Drink Dispensers
- Cash Register