

Summit County Public Health

Request for Proposal: Lease of Café/Restaurant Space

Issue Date: August 23, 2022

Proposals due by September 23, 2022

Issued By:
Summit County Public Health
1867 W. Market Street
Akron, Ohio 44313

Contact Person: Cory Kendrick
Phone: (330) 926-5685
Email: ckendrick@sched.org

I. Introduction

Summit County Public Health (SCPH) is requesting proposals from interested and qualified entities to lease and operate a café/restaurant in its Fairway Office Building located at 1867 W. Market Street, Akron, Ohio 44313. SCPH expects to enter into a one year lease with an option to renew for up to three years. Proposals will be due as indicated on the RFP cover page.

Details concerning the project and proposal are contained in this document.

II. Background Information

The Summit County Public Health (SCPH) is a Combined General Health District organized under Section 3709 of the Ohio Revised Code with responsibility for the oversight and care of matters relating to public health in Summit County, Ohio. On the campus of the Health District's main facility, located at 1867 W. Market Street, Akron, Ohio 44313 (referred to as "Fairway Center Office Building"), is a self-contained space situated in the main lobby that has been used as a café since the Health District purchased the building in 2012. The café serves the employees of SCPH (approximately 160), visitors and guests (50-100 per day), local businesses and neighbors.

The Café is currently configured for basic food service purposes. There is approximately 937 square feet of space with a small dining area that seats 24 people. There is an existing three bay sink, handwashing sink, gas oven/range, hood, drink cooler, reach in cooler, and refrigerator. Tenant improvements must be approved by SCPH. Utilities are included. Operator is responsible for equipment maintenance and janitorial. A sketch of the space and layout are included in Attachment A.

State law requires that available space for lease at SCPH buildings be offered to prospective tenants through a public solicitation process.

III. Proposed Scope

SCPH seeks a tenant to provide healthy and fresh food and beverage options to employees, visitors and guests of the Fairway Center Office Building during the work week. There may be opportunities for catering meetings inside the Fairway Center as well.

The tenant shall:

- A. Serve healthy, fresh, affordable lunch and beverage options at a minimum from 11 am to 2 pm Monday thru Friday (52 weeks per year), excluding federal holidays. A full work day menu of breakfast, lunch, snack and beverage options from 8 am to 4 pm Monday thru Friday is preferred.

- B. Commit to local supply sourcing where possible

- C. Commit to sustainable operations practices where possible, which may include, but are not limited to:
 - 1. Minimizing waste streams through re-use and recycling
 - 2. Using no Styrofoam
 - 3. Offering re-useable items like ceramic plates and mugs on location
 - 4. Donating any “day-old” or unused food

IV. Pre-Proposal Open House

SCPH will hold a non-mandatory open-house for all interested proposers to investigate the space and ask questions. The open house will be held September 13, 2022, from 9:00-10:00 am in the lobby of the Fairway Center Office Building, 1867 W. Market Street, Akron, Ohio 44313.

V. Timetable

Issue Request for Proposals	August 23, 2022
Pre-Proposal Open House for Questions	September 13, 2022
Deadline for Proposal Submission	September 23, 2022
Review of Proposals	Sept. 26, 2022 – Sept. 29, 2022
Vendor Selection and Notification	September 29, 2022
Contract Negotiation and Award	Sept 30, 2022 - Oct 13, 2022
Services Begin	November 1, 2022

VI. Qualifications/Experience

Proposers shall have the following:

- A. One year of restaurant /food service experience.

- B. One year of business ownership or management experience

- C. Financial capability and/or backing to complete project as envisioned. Upon being selected as a short-listed candidate, SCPH may ask for 3 years of company and personal financial statements including tax returns.

VII. Submittal Instructions

Proposal responses must be submitted with one (1) original and three (3) hard copies mailed or hand delivered to:

Facilities
Summit County Public Health
1867 W. Market Street
Akron, Ohio 44313

All responses should be sealed and marked "RFP Response – Health District Café Proposal". **The deadline for responses is September 23, 2022 at 2:00 p.m. - Eastern Standard Time.** If you use an over-night carrier, please have your Bid/RFP package in an envelope inside the over-night carrier's envelope. Hand-delivered proposals may be delivered ONLY between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, excluding legal holidays. Responses received after the deadline will be returned unopened.

Proposals will be publicly opened in the Auditorium, Summit County Public Health, 1867 W. Market Street, Akron, Ohio 44313, immediately following the response deadline. At that time, all proposals will be opened, the vendor name read from the proposal cover page, and logged. **No dollar amounts or other details of the proposal will be disclosed at that time.** The submittal of a proposal will be considered by the SCPH as constituting an offer to perform the required services at the stated price.

VIII. Proposal Contents and Format

Vendors should organize their proposals as defined below to ensure consistency and to facilitate the evaluation of all responses. All sections listed below must be included in the proposal, in the order presented, with the Section Number listed. Non-adherence to specifications in the submission of required documents may cause the entire proposal to be considered non-responsive and may be thrown out.

The responses shall be submitted in the following format:

Proposal Cover Page (Attachment B)

Bid/RFP Acknowledgement Form (Attachment C)

Written Narrative (10 page maximum excluding biographies, resumes and brochures)

Section 1 – Vision and Background

- a. Describe your vision for providing food service at SCPH's Fairway Center Office Building
- b. Describe how you meet qualifications outlined in Section VI. Include past success operating a food business
- c. Provide summary financial plan, including projections and assumptions for café operations.

Section 2 – Tax status (some preference will be given to non-profit organizations)

- a. Describe your IRS status (for profit business or non-profit)

Section 3 – Describe your approach to food service and product selection

- a. Proposed hours of service (minimum 11 am -2 pm; desired 8 am-4 pm)
- b. Product and service offerings, i.e. what will be made available for breakfast, lunch and snacks (lunch and snack at a minimum)
- c. Proposed price range of products for sale
- d. Demonstrate and explain strategy for commitment to fresh and local supply sourcing, i.e. local companies, suppliers, farmers.

Section 4– Describe your commitment to diversity in employment and in contracting

Section 5– Describe your management and staffing plans

- a. How often will management be on-site
- b. Number of staff
- c. Hours/shifts
- d. Coverage in case of illness

Section 6– Describe how your business will meet SCPH’s sustainability goals for this venture (as listed in Proposed Scope)

Section 7– Food Safety

- a. Describe your strategies for ensuring food safety and safe food handling practices
- b. Describe training for staff
- c. Include recent food inspection reports from current operations

Section 8– Describe your marketing strategy (i.e. signage, brochures, social media, advertising)

Section 9– Provide a proposed rent structure

- a. Monthly rent, percentage rent, any proposed breakpoint, etc.
- b. Amount(s)
- c. Any tenant improvements or changes and how they would be funded

IX. General Proposal/Contract Conditions

- A. RFP as basis for Proposals: This Request for Proposals represents information upon which Proposals are to be based. Any verbal information which is not addresses in this RFP will not be considered by SCPH in evaluating the proposal. All questions relating to this RFP should be voiced at the Pre-Proposal Open House so that all proposers may receive the same information.
- B. Limitation and Award: This RFP does not commit SCPH to the award of a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contact. SCPH reserves the right to waive minor irregularities, accept or reject any or all proposals received as the result of this request, negotiate with all qualified sources, or to cancel all or part of this RFP.
- C. Proposers shall have, or be able to obtain and provide proof of:
 1. Legal authority to operate a food service establishment
 2. Insurance coverage with limits no less than \$500,000 per occurrence and \$250,000 per person

- 3. Summit County Food Service License
 - 4. Any and all additional permits as may be required by law for storage, preparation and sale of food
- D. Conflict of Interest: A Proposer filing a proposal thereby certifies that no officer, agent or employee of SCPH has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of SCPH; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Proposer for the same call for proposals; the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.
- E. Equal Employment and Nondiscrimination Clause: SCPH and its contractors will not discriminate against any person(s), employee or applicant for employment based on race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which reasonable accommodation can be made, or any other status protected by law. SCPH fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities.

X. Evaluation of Proposals

Proposals received that conform to the proposal instructions will be evaluated by a committee of SCPH staff. The evaluation will take place using the evaluation criteria outlined below.

Interviews or demonstrations may be requested prior to final selection of one proposer. Award shall be made to the highest ranked proposer based on the stated evaluation criteria. In the event negotiations are unsuccessful, SCPH reserves the right to negotiate with the next highest ranked proposer.

<u>Evaluation Criteria</u>	<u>Points /Percentage of Total Score</u>
1. Vision and Background	15
2. Tax Status	10
3. Approach to food service and product selection	20
4. Commitment to Diversity in employment and contracting	10
5. Management and staffing plans	10
6. Approach to Meeting SCPH sustainability goals	10
7. Food Safety	10
8. Marketing Strategy	5
9. Financial Value of Proposed Rent	10
100 Points/ 100%	

XI. Notice to All Proposers - -Agreement

The final terms agreed upon will be documented in a standard SCPH lease agreement. This will reflect the contract terms for the lease. SCPH reserves the right, following submission and ranking of all proposals submitted in response to this RFP, to amend, modify or negotiate over any and all such lease language, terms and provisions before making final determination regarding intent to award agreement. By

submitting a proposal in response to this RFP, proposers acknowledge that they are aware of and do not object to any later amendment and modification of terms. In addition, by responding to this RFP, proposers acknowledge that they are aware of their ability to offer alternatives to any of the proposed terms set forth herein.

XII. Public Records

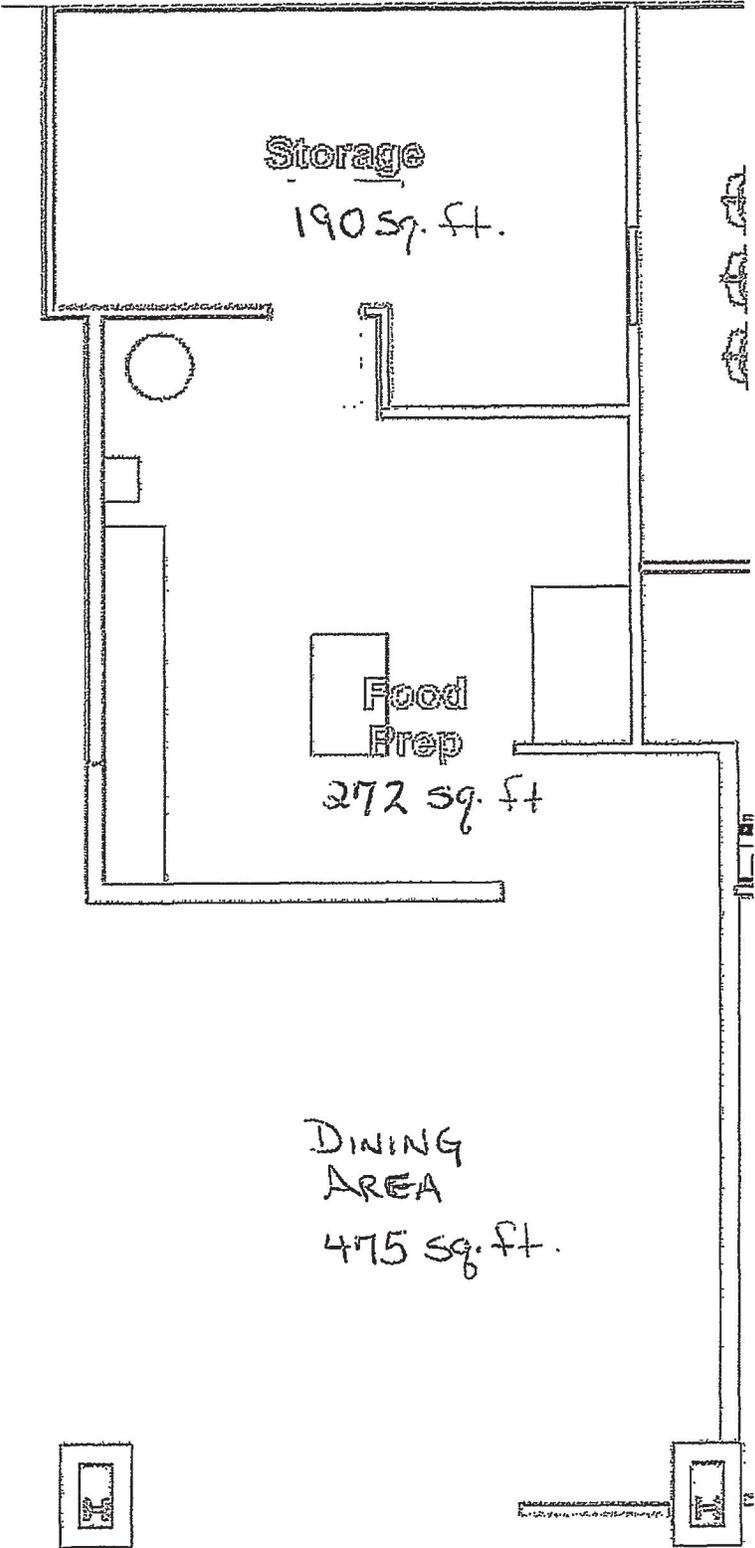
Any information provided to SCPH pursuant to this RFP shall be public record and subject to public disclosure pursuant to Ohio public record laws. With respect to financial records, to the extent allowable, SCPH agrees to keep these confidential. To ensure confidential handling, forms should be placed in a separate envelope from the non-confidential elements of the proposal and marked CONFIDENTIAL.

XIII. Attachments

Attachment A: Layout of Space

Attachment B: Proposal Cover Page

Attachment C: Bid/RFP Acknowledgement Form



PROPOSAL COVER PAGE

PROPOSAL

to

Summit County Public Health
1867 W. Market Street
Akron, Ohio 44313

Submitted by

Company Name: _____

Company Address: _____

For: **Health District Café Services**

Date Submitted: _____

Main Contact Name: _____

Title: _____

Phone: _____

Email: _____

Signed by:

(Signature of Authorized Representative)

(Please Print Name and Title)

