

# REQUEST FOR PROPOSALS

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**ALAMEDA SUPERIOR COURT**

**REGARDING:**

Café Services RFP  
SC 1806.2019.2

**PROPOSALS DUE:**

August 2, 2019 NO LATER THAN 4:00 P.M. PACIFIC TIME

## 1.0 BACKGROUND INFORMATION

The Superior Court of California, County of Alameda is seeking proposals from qualified food service operators for the furnishing of equipment, supplies, and staffing necessary to provide prepackaged food and beverages in the Court Café located in the East County Hall of Justice Courthouse in Dublin, CA.

### **Introduction**

The East County Hall of Justice Courthouse is dedicated to civil, criminal and traffic case filings in the Alameda County. On average, the Court has 12,018 monthly visitors and 125 daily staff including, but not limited to judicial officers, Court staff, and Sheriff's Office staff. The Courthouse is open to the public from 8:00 am – 5:00 pm Monday through Friday but actual business hours for the Court Café would be between 7:30 am – 4:00 pm Monday through Friday and closed on weekends and Court Holidays.

### **Location of the Downtown Superior Court Courthouse:**

5151 Gleason Drive  
Dublin, CA 94568

**Days of Operation:** Monday through Friday (excluding weekends and Court Holidays.) Please refer to a list of Court observed holidays on page 5 of this packet.

**Hours of Operation:** 7:30 am-4:00 pm

**Background Check:** The winning bidder must agree to undergo and have its staff undergo a background security check. Only those staff who have passed the background check can operate inside the Courthouse.

**Café Facility:** Approximately 162 sqft of Café space with a single hand wash sink; does not include a 3 compartment sink.

## 2.0 PERIOD OF PERFORMANCE

- 2.1 The Court is currently looking for a vendor that is able to contract for these services for an initial one (1) year period, starting September 1, 2019 and will be renewable at the option of the Court for up to three (3) additional one (1) year periods. Vendor must be able to work with the Court's schedule and security requirements for regular services.

### **3.0 DESCRIPTION OF SERVICES AND DELIVERABLES**

The selected vendor will be required to enter into a license agreement with the Judicial Council of California to operate and maintain the food service facility. Any resultant license agreement may include provisions for the following: Providing all necessary equipment, including and without limitations, kitchen equipment, cash registers and anything else necessary to make the facilities fully operational; Rent to be paid to the Judicial Council of California (“JCC”) in the form of a percentage of gross receipts resulting from all concession sales. Such percentage amount shall be approved by the JCC and shall be in effect for the term of any resultant license agreement unless otherwise amended by both parties.

#### **3.1 Vendor Requirements:**

- a. Vendor must obtain and maintain all necessary business licenses required to operate the establishments throughout the term of the Agreement.
- b. Vendor must make all necessary repairs and obtain an Alameda County Public Health Permit in order to operate legally in Alameda County. The permit shall be posted within the premises at all times. Judicial Council will not incur any costs to bring facility up to code.
- c. Vendor must obtain and maintain all programs of insurance required to operate the establishments.
- d. Vendor/company must have a minimum of three (3) years' experience operating a snack bar in entities similar to Court. If the company has been in business less than three (3) years it may still qualify if the company's principal(s) personally meet the minimum years of experience from a previous organization providing the same services to the satisfaction of the Court at its discretion.
  - i. Vendor must provide all necessary equipment to make the facilities fully operational.
  - ii. The selected Vendor must have all equipment installed and ready for operation at the location within three (3) months from execution of contract.
  - iii. Vendor must have experience and the capability to serve prepackaged and cold food items.
  - iv. Vendor must provide fair and reasonable prices.
  - v. Vendor shall be responsible for maintaining and cleaning the establishments, including the daily disposal of trash and garbage cans to the appropriate area.

- vi. Vendor must be ready to sell food per the times designated by the Court.

#### 4.0 TIMELINE FOR THIS RFP

The Court has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the Court.

EVENT	DATE
RFP issued	June 14, 2019
Deadline for questions	July 5, 2019
Questions and answers posted	July 12, 2019
Pre-proposal Site Visit ( <b>Mandatory</b> )	July 16, 2019 at 10:00am
Latest date and time proposal may be submitted	August 2, 2019 no later than 4:00 PM
Evaluation of proposals (estimate only)	August 5-8, 2019
Notice of Intent to Award (estimate only)	August 9, 2019
Negotiations and execution of contract (estimate only)	August 12, 2019
Contract start date (estimate only)	September 1, 2019
Contract end date (estimate only)	August 31, 2023

#### 5.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation. External attachment found on the website where RFP is posted.
Attachment 2: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal. External attachment found on the website where RFP is posted.
Attachment 3: List of Court Holidays	This lists the Courts Observed Holidays when the Café will be closed. External attachment found on the website where RFP is posted.
Attachment 4: JC Revocable License for use of Rental Property	External attachment found on the website where RFP is posted.
Attachment 5: ECHOJ Café Space	This form provides the layout of the ECHOJ Café Space. External attachment found on the website where RFP is posted.
Attachment 6: Questions and Answers Form	External attachment found on the website where RFP is posted.
Attachment 7: As Built Mechanical Plumbing Plans	External attachment found on the website where RFP is posted.

## 6.0 WALK THROUGH

The Court will hold a walk through on the date identified in the timeline above. The pre-proposal conference will be held at the Court’s offices at 5151 Gleason Drive, Dublin, CA 94568. Submit **RSVP** of attendance via email to [bidquestions@alameda.courts.ca.gov](mailto:bidquestions@alameda.courts.ca.gov) by **July 12, 2019**.

Attendance at the pre-proposal conference is **MANDATORY**. Each Proposer must be certain to check in at the pre-proposal conference, as the attendance list will be used to ascertain compliance with this requirement. The Court will reject a proposal from any Proposer who did not attend the pre-proposal conference.

## 7.0 SUBMISSIONS OF PROPOSALS

7.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.

- 7.2 The Proposer must submit **one (1) original and three (3) copies** of the technical proposal AND an electronic version of the entire proposal on **USB memory stick/flash drive**. The files must be in PDF, Word, or Excel formats. The original must be signed by an authorized representative of the Proposer. The original technical proposal (and the copies thereof) must be submitted to the Court in a single sealed envelope, separate from the cost proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.
- 7.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:
- Finance & Facilities Division  
**Attn: Procurement Unit**  
1225 Fallon Street, Room 210  
Oakland, CA 94612
- 7.4 Late proposals will not be accepted.
- 7.5 Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax or email.

## 9.0 PROPOSAL CONTENTS

- 9.1 Technical Proposal. The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.
- a. A narrative background of the bidder's ability and experience in providing concession or other food experience. Bidder must currently operate or have a minimum of 3+ years of experience operating a delicatessen type food business.
  - b. Provide a list of related job experience with the most recent first including 1) name of the business, 2) length of the business or job description when employed by the business, and 3) reason for leaving the business or closure of business.
  - c. A minimum of three (3) references in the last three (3) years; of those, two (2) must be relevant to a food operation. Please include name of contact, business name, and telephone number.
  - d. A detailed proposed menu and price for food and drink items. (Due to court security, no glass or metal-ware is permitted to be served to the public.)

- e. An explanation of routine cleaning and preventative maintenance schedule intended to assure an attractive appearance for all equipment and prevent operating problems.
- f. Provide detailed methods to ensure safe handling of food and drinks.
- g. Describe business plan of ensuring the court café is open during all court business days and staff member work schedules.
- h. Resumes of additional staff members.
- i. Copies of the Proposer's (and any subcontractors') current business license and food safety certifications.
- j. A list and explanation of additional equipment to be provided by bidder.

**NOTE:** It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code.

## 10.0 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the Court reserves the right to negotiate extensions to this period.

## 11.0 EVALUATION OF PROPOSALS

11.1 At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

The Court will evaluate the proposals on a 100 point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal.

If a contract will be awarded, the Court will post an intent to award notice at <http://www.alameda.courts.ca.gov/Pages.aspx/Contract-Opportunities>.

CRITERION	MAXIMUM NUMBER OF POINTS
<i>Quality of work plan submitted</i>	30
<i>Experience on similar assignments</i>	30

<b>CRITERION</b>	<b>MAXIMUM NUMBER OF POINTS</b>
<i>Cost (Product pricing)</i>	<i>30</i>
<i>Business License and Certifications</i>	<i>10</i>

### 11.2 Criterion Details

- a. Quality of work plan submitted: Section 9.1 (e – h & j)
- b. Experience on similar assignments: Section 9.1 (a – c)
- c. Cost: Section 9.1 (d)
- d. Business License and Certifications: Section 9.1 (i)

## 12.0 INTERVIEWS

The Court may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the Court’s offices. The Court will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The Court will notify eligible Proposers regarding interview arrangements.

## 13.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

**PROPOSALS ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE AND RULE 10.500 OF THE CALIFORNIA RULES OF COURT.** The Court will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the Court’s right to disclose information in the proposal, or (b) requiring the Court to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

## 14.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see [www.courts.ca.gov/documents/jbcl-manual.pdf](http://www.courts.ca.gov/documents/jbcl-manual.pdf)). Failure of a Proposer to comply



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with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The deadline for the Court to receive a solicitation specifications protest is the proposal due date. Protests should be sent to:

Laura Stine  
Superior Court of California, County of Alameda  
1225 Fallon Street, Room 210  
Oakland, CA 94612

The deadline to submit an Award Protest is five (5) business days after the Court posts the intent to award. Protests should be sent to:

Laura Stine  
Superior Court of California, County of Alameda  
1225 Fallon Street, Room 210  
Oakland, CA 94612