



**BEACH CITIES HEALTH DISTRICT
REQUEST FOR QUALIFICATIONS & PROPOSAL (RFQP)
CAFÉ OPERATOR 514 NORTH PROSPECT AVENUE BUILDING
REDONDO BEACH, CA 90277**

Issue Date: July 20, 2017

Proposal Due Date: August 11, 2017

Proposals Directed To: Beach Cities Health District

Proposal Contact: Leslie Dickey, e-mail address: leslie.dickey@bchd.org

Number of Proposal Copies: 1

In compliance with this Request for Qualifications & Proposal (RFQP) and to all conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed response or as mutually agreed upon by subsequent negotiation. By signature hereto, Respondent certifies that all representations and certifications contained in its response are complete and accurate as required.

Name and Address of Café Operator:

Name:

Signature:

Title:

Date:

Phone #:

Federal Emp. ID#

Fax #:

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SECTION 1: GENERAL INFORMATION

1.1 Purpose

The intent of this Request for Qualifications & Proposal ("RFQP") is to identify a Café Operator (Respondent) who can provide services consistent with the scope of work described in this document, to Beach Cities Health District, a public agency that serves the cities of Hermosa Beach, Manhattan Beach and Redondo Beach.

Respondent must adhere to rigid performance standards that are mission critical to our facility's success. This document will provide Respondents with the information necessary to prepare and submit responses for consideration of their service. Respondents responding to this RFQP are expected to provide Beach Cities Health District (hereafter referred to as BCHD) with the information and evidence necessary to enable the evaluation of the information in expectation of a contract award in a manner that best serves BCHD. BCHD has the right to use any and all ideas presented in any response to this RFQP. BCHD reserves the right to award a contract based solely on what it considers to provide the greatest long-term benefit to BCHD and the best quality of service to the community and customers.

1.2 Beach Cities Health District Overview

The Beach Cities Health District (BCHD) is a dynamic public health agency serving the 120,000 residents of Hermosa Beach, Manhattan Beach and Redondo Beach through a wide range of innovative health and wellness programs that promote healthy lifestyles, physical health and fitness, and emotional balance. The organization strives to develop programs and services that meet our mission:

To enhance individual and community well being in the cities of Hermosa Beach, Manhattan Beach, and Redondo Beach through a broad array of innovative health services, collaborative partnerships, and community programs.

A tax-free public agency, BCHD spends over \$10 million annually in service provisions to the residents.

1.3 Contact Point and Issuing Office

The sole point of contact for questions or additional information is:

Leslie Dickey
Beach Cities Health District
514 North Prospect Avenue
First Floor
Redondo Beach, CA 90277
leslie.dickey@bchd.org

All responses to this RFQP must be delivered in writing to the office shown above, sealed and plainly marked in the lower left-hand corner "Project No. Café Operator 514-JULY-2017". All questions and requests for additional information must be in writing and received through the point of contact shown above (email is acceptable).

SECTION 2: SCOPE OF SERVICES

2.1 Scope of Work

BCHD is seeking the services of a Café Operator to operate the café in the first floor of the building at 514 North Prospect Avenue in Redondo Beach. The Café seats approximately 60 people. Hours of operation will be Monday through Friday (excepting BCHD holidays) from 8:30 A.M to 3:30 P.M. The Café Operator must currently be a Blue Zones Restaurant in order to respond to this RFQP.

Working with BCHD, the Café Operator will provide healthy, fresh food prepared elsewhere for sale in the BCHD café. BCHD will construct and pay for any necessary physical alterations required to re-open the Café by the Los Angeles County Health Department and the City of Redondo Beach. The successful Respondent will take out the required operating permit and pay any operating fees other than the fees related to plan check and construction.

The Café Operator will be responsible for operating the Café, providing a cashier and any other help needed to operate the Café and will keep the Café clean and in compliance with the Health Department permit. The Café Operator will provide the necessary equipment to accept cash, credit & debit cards and will provide a monthly report with an accurate accounting of the daily revenues. This accounting report will be due to BCHD by the 10th day of the following month.

The Café Operator will propose a revenue sharing program with BCHD (for example, the Café Operator may propose to pay 5% or any other amount of the monthly revenues to BCHD) in their response to this RFQP. The Café Operator will pay BCHD \$100 per month for the rental of the Café space. Utility charges will be paid for by BCHD.

SECTION 3: PROPOSAL FORMAT AND CONTENTS

To be considered, Respondent shall submit a complete response to this Request for Qualifications & Proposal (RFQP) using the format outlined below.

3.1 Letter of Transmittal

Respondent's proposal shall include a brief letter of transmittal signed by an individual or individuals authorized to bind the prospective Cafe Operator contractually.

3.2 Qualifications and Experience of Café Operator

Respondent shall provide information on their business, applicable certificates of recognition, and other pertinent information that demonstrates their qualifications to operate the Café. Information on education, training, certification, awards, etc. for individual employees of the Respondent may be supplied.

Café Operator shall have a minimum of 1year experience operating a Blue Zones restaurant. Café Operator may propose an initial term length (for example, 3 years) to operate the BCHD Café.

3.3 Insurance Requirements

Respondents shall include in their response a copy of their current Public/General Liability insurance certificate. The successful respondent will provide a certificate indicating that Beach Cities Health District is named as an additional insured.

Respondent shall also provide and maintain an insurance certificate indicating Worker's Compensation is provided per California Requirements

SECTION 4: SUMMARY OF KEY DATES

4.1 Key Dates

The following dates are shown for informational and planning purposes only. BCHD reserves the right to change any of the dates.

Public Notice – RFQP issued	July 20, 2017
RFQP responses due by 3:00 P.M. on	August 11, 2017
Responses reviewed	August 2017
Interviews conducted (if required)	September 2017
Board Approval	September 2017

Commence Café services when the operating permit is issued by the Health Department.

SECTION 5: CRITERIA FOR EVALUATION OF PROPOSALS

5.1 Evaluation Criteria & Award Notice

BCHD staff will review the responses. Responses will be received and evaluated on the understanding that the Respondent accepts full responsibility for, and will be contractually bound by, all statements made within the proposal and by sales and/or technical representatives. This responsibility extends to verbal sales commitments, vendor literature and claims of the capacity and ability of the proposed Respondent and its representatives to meet the specified scope of service requirements contained in this RFQP.

The evaluation of Responses will include, but may not be limited to, the items listed in this RFQP. Additional significant consideration will be given to the quality and comprehensiveness of each Respondents response to this RFQP and to the Revenue sharing schedule submitted.

BCHD reserves the right to accept responses in whole or in part, and to negotiate with any Respondent in any manner necessary to serve the best interests of BCHD.

Respondents may be strictly held to the terms submitted in their responses as maximums, but may be modified as required depending upon aspects of the services which may be determined by BCHD to be unnecessary, or aspects for which BCHD decides to assume the responsibility. The response submitted by any successful Respondent, and accepted by BCHD whether in whole or in part, will become part of the contract awarded as a result of this RFQP and the Respondent will be expected to sign a contract with BCHD, consistent with the RFQP, and such contract may include additional terms and conditions.

BCHD reserves the right to withdraw or cancel this RFQP at its own discretion. BCHD also reserves the right to reject any and all responses resulting from this solicitation. BCHD reserves the right to obtain any information from any lawful source regarding past business history and practices and the ability of Respondent to operate a Café that BCHD has a right to expect from Respondent with a good reputation. Such information may be taken into consideration in evaluating the responses.

All notices and communications regarding this RFQP will solely be conducted through the Respondents point of contact listed in their response and the BCHD contact person identified in this document. Awards will follow the timeline outlined in Section 4.1.