

VALLEY HOSPITAL ASSOCIATION dba MAT-SU HEALTH FOUNDATION (MSHF)

REQUEST FOR PROPOSALS

Cafe Concession for MSHF Building

- 1. Date of Issue:** 5.23.22
- 2. Deadline to submit questions on the RFP** 6.10.22 @ 4:00 p.m.
- 3. Deadline to Submit Proposals** 6.24.22 @ 4:00 p.m.
- 4. Award to Successful Firm** 7.1.22

The Mat-Su Health Foundation (MSHF) is requesting proposals from qualified vendors to operate a cafe concession in the MSHF Building located at 777 Crusey Street in Wasilla, Alaska. This is an excellent opportunity for a small business to gain space in a modern, busy multi-tenant office building in the center of Wasilla. Monthly rent is negotiable and on a sliding scale based on sales. The selected vendor will offer non-alcoholic hot and cold beverages, breakfast, lunch and snack items.

Qualified, interested parties must submit a completed proposal, along with signed cover letter, electronically by 4:00 PM, Alaska Time, 6.24.22, to:

Mat-Su Health Foundation
Attn: Andy Romano
777 N Crusey Street Suite A201
Wasilla, AK 99654
aromano@healthymatsu.org

I. About Mat-Su Health Foundation

The Mat-Su Health Foundation (MSHF) is the official business name of Valley Hospital Association, Inc., which shares ownership in Mat-Su Regional Medical Center (MSRMC). In this capacity, the MSHF board members and representatives actively participate in the governance of Mat-Su’s community hospital and protect the community’s interest in this important healthcare asset through board oversight. The MSHF invests its share of Mat-Su Regional’s profits into charitable works that improve the health and wellness of Alaskans living in Mat-Su.

- Vision:** A community where all persons have the opportunity for a healthy life
- Mission:** To Improve the Health and Wellness of Alaskans Living in the Mat-Su
- Values:** Prevention, Access, Wellness, Fairness, Leadership, Collaboration

Definitions

- Health – Complete physical, mental and social well-being and not merely the absence of disease and infirmity
- Wellness – A healthy balance of the mind, body and spirit that results in an overall feeling of well-being
- Wellbeing – A good or satisfying condition of existence; a state characterized by health, happiness and prosperity (Quality of Life)

II. Scope of Work

MSHF is seeking proposals from qualified vendors to operate a café concession in the MSHF Building located at 777 Crusey Street in Wasilla, Alaska. The selected vendor will offer non-alcoholic hot and cold beverages, breakfast, lunch and snack items.

- 1) It is the intent of this RFP to have a successful Vendor enter into a General Services Contract with MSHF

to provide services as outlined herein beginning August 1, 2022. This proposal covers an initial contract period from the date of award through December 31, 2024, followed by three (3) annual options for renewal.

- 2) **Site Tour:** It is recommended that interested parties schedule a site tour of the facility and café area prior to submitting a response to this RFP.

Contact Andy Romano, aromano@healthymatsu.org or 907-373-2808, to schedule a site tour.

- 3) **Food and Beverage**

In the cafe, MSHF desires varied and appealing, healthy hot and cold beverages, breakfast, lunch and snack items with a basic, reasonably priced menu. In addition, Vendor may propose enhanced meal/menu options for consideration, especially in the lunch timeframe of 11:00 AM to 2:00 PM.

The Vendor may have access to catering opportunities for events held in tenant spaces.

- 4) **Physical Plant**

The functionally equipped cafe and dining areas (indoor) are located on the first floor of the building, within public access space. The cafe is approximately 206 sq Ft and is equipped with limited commercial food service equipment that is owned by MSHF, **Appendix A** on page 6 of this RFP. The Vendor will be required to maintain the MSHF provided equipment at its cost. Dining area tables, chairs, and lighting will remain the property of MSHF. The Vendor will be responsible for the sanitation and cleanliness of the concession area and dining areas at their expense, including the daily removal of all trash. The Vendor will also be required to provide any additional furnishings, appliances, and tenant improvements that it requires to conduct business. Any such additions will be subject to approval by MSHF. MSHF shall provide at its sole cost all utilities to include electrical, water, trash disposal. Maintenance and expenses related to grease traps and other equipment will be the responsibility of the vendor.

All signage for promotion of cafe concessions will be the responsibility of the Vendor and will require approval by MSHF. MSHF and the Vendor will agree upon co-branding standards if applicable.

Vendor will provide waste removal service for concession production and service at its sole expense. Trash removal from public dining areas will be the responsibility of MSHF.

- 5) **Customer Service**

MSHF strives to serve all people in a manner that ensures their safety in an atmosphere of courtesy, respect, and service excellence. The Vendor must have a service philosophy and demonstrated service history that mirrors this tenet. Vendor shall provide a sufficient number of staff and management personnel to ensure quick and efficient services in keeping with this philosophy.

- 6) **Additional Elements**

MSHF is seeking to establish a rich and varied partnership through this RFP. Vendors are encouraged to submit additional food service, programmatic, and promotional ideas that will enhance MSHF's offerings to the public. Examples may include but are not limited to: coffee cart service for employees and patrons; organic produce options; sustainability proposals, staff incentives, delivery service to building tenants, etc.

- 7) **Business Requirements**

The Vendor will be responsible for obtaining and maintaining the necessary permits and licenses as required by the State of Alaska, the Matanuska-Susitna Borough and the City of Wasilla.

The vendor will be required to provide quarterly reports to MSHF on its sales.

The Vendor will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property described and used in connection with this contract.

III. Proposal Requirements

Vendors are asked to fill in and submit the Proposal form located in **Appendix B** on pages 7 and 8 of this RFP.

IV. SELECTION AND EVALUATION

Proposal review will not be based on discrimination due to the race, religion, color, national origin, gender, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror. The MSHF reserves the right to amend, withdraw, and/or cancel this RFP. The MSHF reserves the right, without qualification, to reject any or all proposals to this RFP at any time prior to contract execution. The MSHF reserves the right to request or obtain additional information about any and all submittals. All proposals become the property of the MSHF.

Proposal Evaluation Criteria

An evaluation committee will judge the merit of proposals received in accordance with the general criteria defined within this invitation. The following criteria will be taken into consideration when making evaluations of proposals. This list is not intended to be exhaustive:

1. The ability to meet or exceed the requirements defined in the RFP, including range of services.
2. Experience, qualifications, financial ability, and references.
3. Proposed work plan including staffing and hours of operation.
4. Contingency staffing to ensure continuity of operations.
5. Core and enhanced menu options and additional elements.
6. Reporting ability, process, and format.
7. Completeness of proposal.

VII. Additional Instructions

Contract Terms

Contractual terms applicable to Vendor and any and all subcontractor(s) will include but are not limited to the following:

- Not-to-exceed price for these services.
- Business Tax Registration and Business License requirements.
- Liability insurance requirements.
- Errors and Omissions liability insurance requirements.
- Workers Compensation insurance requirements.
- Scope of Work.
- Schedule of Fees.
- Identification of Key personnel.
- No substitution of key personnel without prior written approval by the MSHF.
- Daily Penalty for failure to operate on established days or within established business hours.

Right of Rejection

Offerors must comply with all of the terms of the RFP, and all applicable local, state, and federal laws, codes, and regulations. MSHF may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of MSHF. If an offeror does, MSHF may find the proposal to be a non-responsive counter-offer and reject the proposal. Minor informalities that do not affect responsiveness and/or change the meaning/scope of the RFP may be waived by MSHF.

MSHF reserves the right to refrain from making an award if it determines that to be in its best interest.

MSHF Not Responsible for Preparation Costs

MSHF will not pay any cost associated with preparation, submittal or presentation of any proposal.

Disclosure of Proposal Contents

All proposals and other material submitted become the property of MSHF and may be returned only at MSHF's option. All proposal information will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing and that MSHF agrees, in writing, to do so. Material considered confidential by the offeror must be clearly identified, and the offeror must include a brief statement that sets out the reasons for confidentiality.

Offeror's Certification

By signature on the proposal, offerors certify that they comply with:

- (a) the laws of the State of Alaska;
- (b) the applicable portion of the Federal Civil Rights Act of 1964;
- (c) the Equal Opportunity Act and the regulations issued thereunder by the federal government;
- (d) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- (e) all terms and conditions set out in this RFP and;
- (f) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury; and
- (g) that the offers will remain open and valid for at least 30 days.

By signature on the proposal, offerors also certify that programs, services, and activities provided to the general public under the resulting contract conform to the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with (a) through (g) of this paragraph, MSHF reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

Conflict of Interest

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict. MSHF reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. MSHF's determination regarding any questions of conflict of interest shall be final.

Discussions with Offerors

MSHF will answer questions pertaining to this RFP via email submitted prior to 4pm 04.12.22. The answers to these questions will be made available to all applicants if they communicate by this date that they are interested in submitting a proposal. Additionally, the MSHF may conduct discussions with offerors in order to determine if a proposal is reasonably susceptible for award. Such discussions between the offeror and MSHF staff are permitted to clarify uncertainties or eliminate confusion concerning the contents of a proposal and which do not result in a material or substantive change to the proposal.

MSHF may also conduct discussions with offerors for the purpose of ensuring full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by MSHF. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by MSHF. If modifications are made as a result of these discussions, they will be put in writing. Following discussions, MSHF may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact MSHF prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal should be reduced to writing by the offeror.

Alaska Business License and Other Required Licenses

At the time the proposals are opened, all offerors must hold a valid Alaska business license and any necessary applicable professional licenses required by Alaska Statute. Offerors must submit evidence of a valid Alaska business license with the proposal. An offeror's failure to submit this evidence with the proposal will cause their proposal to be determined non-responsive.

Appendix A: Equipment Provided by MSHF

Avantco DLC47-HC-S 47" Stainless Steel Curved Glass Refrigerated Deli Case
Item #: 178DLC47HCS



Scotsman CU50GA-1A 14 7/8" Air Cooled Undercounter Full Size Cube Ice Machine - 65 lb.
Item #: 720CU50GA1



Marvel Low Profile 4.6-cu ft Counter Depth Refrigerator



Thermador WD30JP 30-Inch Traditional Warming Drawer



Appendix B

Proposal for Cafe Concession in MSHF Building

1. **FIRM NAME** _____
2. **ADDRESS** _____

3. **PHONE** _____
4. **FAX** _____
5. **EMAIL AND WEBSITE** _____
6. **CONTACT** _____

I. Vendor Background and Experience.

Please briefly describe your experience and qualifications to operate a cafe in the Mat-Su Health Foundation building. Include number of years in business, number of employees, current and previous location(s) and brief description of operations plan including staffing, suppliers, a proposed menu and information of reports you will use to document sales data.

II. Statement of minimum qualifications:

The signer further certifies that (please initial):

- a. _____The Company has carefully examined all instructions, requirements, specifications, and terms and conditions of the RFP for which this proposal is submitted. The company understands all instructions, requirements, specifications, and terms and conditions of the RFP, and hereby offers and proposes to furnish the goods and services described herein at the prices, fees, and/or rates identified in this proposal, in accordance with the instructions, requirements, specifications, and terms and conditions of the RFP.
- b. This proposal is a valid and irrevocable offer that will not be revoked and shall remain open for the MSHF's acceptance for a period of ninety (90) calendar days from the proposal due date.
- c. _____The Company is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances governing business practices.
- d. _____All statements, information, and representations prepared and submitted in this proposal are current, complete, true, and accurate.
- e. _____Submission of this proposal indicates the signer's acceptance of the evaluation technique and that some subjective judgments may be made by the MSHF as part of the evaluation.
- f. _____Obtaining and maintaining the necessary permits and licenses as required by the State of Alaska, the Matanuska-Susitna Borough and the City of Wasilla.
- g. _____Evidence of worker compensation insurance, general liability insurance (\$1,000,000.00) and fidelity bonding insurance (minimum \$100,000.00).
- h. _____There have been no claims, litigation, or other issues filed or pending against our company in the past 5 years except as listed below.

Authorized Signature

Date