

**CITY OF FEDERAL WAY
REQUEST FOR PROPOSALS
CITY HALL ESPRESSO CART**

I. PURPOSE OF REQUEST.

The City of Federal Way (“City”) is requesting proposals for the purpose of selecting a firm to operate an espresso cart in its City Hall main lobby. The City’s needs are outlined in the following Request for Proposal (“RFP”).

II. TIME SCHEDULE.

The City will follow the following timetable, which should result in a selection of a firm by June 8, 2005.

Issue RFP	May 5, 2005
Mandatory Pre-Proposal Meeting	May 17, 2005
Deadline for Submittal of Proposals	May 24, 2005
Preliminary Selection of Firm	June 8, 2005
Notify Firm Chosen	June 10, 2005

III. INSTRUCTIONS TO PROPOSERS.

A. All proposals should be sent to:

Jeri-Lynn Clark
Management Services Department
City of Federal Way
33325 8th Ave S.
P.O. Box 9718
Federal Way, WA 98063-9718
(253) 835-2526

B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: “RFP – Espresso Cart”

C. All proposals must be received by May 24, 12:00 p.m., at which time they will be opened. Three (3) copies of the RFP must be presented. No faxed or telephone proposals will be accepted.

D. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the

City is desirable whenever practicable. Use of both side of paper sheets for any submittals to the City is desirable whenever practicable.

E. The Assistant City Manager Derek Matheson or his representative, Management Intern Jordan Wheeler, will notify the firm selected by June 10, 2005.

F. All proposals must include the following information:

§ A summary of the firm's experience providing similar services.

§ The names of individuals who will be working on the project and their areas of responsibility, to the extent known at the time of proposal.

§ A list of products the firm plans to sell and services the firm plans to provide, along with a price for each product and service.

§ A list of espresso cart facilities, machines, and equipment proposed for City Hall. Such facilities, machines, and equipment must fit in the space provided. Firms will have an opportunity to view the space at a mandatory pre-proposal meeting.

§ A proposed monthly pro-forma budget for the City Hall espresso cart.

§ The actual percentage and an estimated dollar amount of the firm's Gross Monthly Revenue, excluding state sales tax, the firm proposes to remit to the City. The term "Gross Monthly Revenue" means the total amount charged by firm, its employees, agents, or licensees, for all goods and merchandise sold or services performed, whether for cash or other consideration or on credit, and regardless of collections, including but not limited to orders taken at the espresso cart but filled elsewhere and orders taken elsewhere but filled at the espresso cart.

§ Customer, supplier, and landlord letters of references, as applicable.

IV. **SELECTION CRITERIA.**

<u>Factor</u>	<u>Weight Given</u>
a. Responsiveness of the written proposal to the purpose and scope of service.	25%
b. <u>Percentage</u> of the firm's Gross Monthly Revenue, excluding state sales tax, the firm proposes to remit to the City.	35%

c. Quality of the products proposed to be sold	25%
d. Ability and history of successfully providing services of this type, meeting projected deadlines and experience in similar work.	15%
Total Criteria Weight	100%

Each proposal will be independently evaluated on factors a through d.

V. TERMS AND CONDITIONS.

- A. No firm may submit a proposal unless a representative attends a mandatory pre-proposal meeting scheduled for 12:00 p.m. May 17, 2005.
- B. The City may ask firms to provide samples of their products at a later date.
- C. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- D. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- E. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- F. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- G. The contract resulting from acceptance of a proposal by the city shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.
- H. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

VI. SCOPE OF SERVICES.

- A. The firm selected will operate an espresso cart in the lobby of Federal Way City Hall, 33325 8th Avenue South, Federal Way, Washington, in a manner consistent with the accepted practices for other similar services, performed to the City's satisfaction, within the time period prescribed by the City and pursuant to the direction of the City Manager or his designee. Expected hours of operation are Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays. The City may require extended hours for City Council meetings on the first and third Tuesdays of every month, Federal Way School Board meetings on the second and fourth Tuesdays of every month, and other large gatherings.
- B. The firm selected will be expected to enter into an agreement for concessionaire services, similar to the standard agreement for parks concessionaire services attached hereto as "Exhibit A". The firm will be expected begin operations within ___ weeks from the execution of an agreement with the City.

VII. COMPENSATION

- A. Please present detailed information on the firm's proposed fee schedule for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. In addition, please provide a statement outlining how concessionaire will document and report revenues and expenditures. Please detail the percentage of gross revenue to be paid to the City. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- B. In the event of a contract award, proposers shall be required to submit an itemized statement in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, and the gross monthly revenue. (The term "Gross Monthly Revenue" shall mean the total amount charged by the vendor, its employees, agent, or licensees, for all goods and merchandise sold or services performed, whether for cash or other consideration or credit, and regardless of collections, including but not limited to orders taken at the espresso cart site but filled elsewhere and orders taken elsewhere but filled at the cart site.)
- C. Leasehold excise tax payment (current rate 12.84%). The leasehold excise tax payment is of the percentage of gross revenue paid to the City, not of the concessionaire's gross earnings.

VIII. PUBLICATION.

Name of Publication:

Dates:

Seattle Daily Journal of Commerce
The Federal Way Mirror
City of Federal Way
www.cityoffederalway.com

May 5, 2005 & May 11, 2005
May 7, 2005 & May 14, 2005
May 5, 2005 – May 24, 2005

Attachments:

1. Agreement for City Hall Concessionaire Services

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