

RML Concession Service Proposals

Issue Date: Friday, September 30, 2011

Due Date: Monday, October 31, 2011

The National Institutes of Health is accepting proposals from qualified vendors to install and operate a self-contained concession service at Rocky Mountain Laboratories (RML), in Room A101 of Building A, located at 903 South 4th Street, Hamilton, MT.

The deadline for submitting a proposal is October 31, 2011.

Background

Rocky Mountain Laboratories provides state-of-the-art biomedical research for the National Institute of Allergy and Infectious Diseases. Approximately 450 employees and contractors work at RML. The only beverage and food items available on campus are soda and snack items provided through vending machines.

NIH is accepting proposals from qualified vendors to provide a coffee, beverage and light snack service at RML. RML will provide 118 square feet of space to the vendor who is selected for the service. Utilities, including heat, electricity and water will be furnished and paid for by the National Institutes of Health (NIH). The contractor will charge RML staff local market rates for food and beverages. No other compensation for services will be provided.

Scope of Work

Provide all labor, materials, equipment and supervision to install, operate and maintain a self contained concession service at RML.

Terms:

The successful vendor will be required to sign a use agreement to provide services for a minimum of twelve months. The agreement will define the relationship between NIH and the vendor.

Approximately 30 days after notice of award, the vendor shall organize the business, procure necessary equipment and have a complete organization ready to begin full operation as provided herein.

Vendor will supply all labor, materials, supplies and equipment for the services provided.

Vendor must be willing to offer a range of hot and cold drinks, espresso and other refreshments; **excluding soda and other items provided in vending machines.** Vendor must be willing to offer some food items, as specified in the vendor's response to this request for proposals.

Desired Menu /Concept Requirements

- Menu should include standard coffee bar beverages
- Menu should include snack and light fare items (these items will need to be pre-prepared off site as the space provided is not a licensed commercial kitchen)
- Food should be available in convenient , environmentally friendly "to go" packaging
- Menu offerings shall be of high quality and offer good value to the customers

Non-Permitted Menu/Concepts

- Alcoholic beverages
- Cigarettes or tobacco products of any kind.
- Items already sold in campus vending machines
- Food must be prepared off-site; space provided is a non-commercial kitchen space

The successful vendor will assume all responsibility for damage caused by the vendor to the RML facility and will be responsible for the cost of repair of damage.

The Government shall not in any way be liable if the contractor incurs a loss. The contractor is given the right to retain all realized profits in the facility.

Availability of Utilities

The vendor will be furnished with the following utility services: electricity, potable water, sewage service, and refuse collection.

1. Utilities specified above will be furnished at no cost to the Vendor.
2. Point of Sales system will be provided by the Vendor; prior approval of Vendor's proposed system by RML's Office of Cyber Infrastructure and Computational Biology will need to be obtained before installation. A phone line will be provided by the Government, and can only be used for local or toll-free calls.

Responsibilities of the Vendor

The vendor shall provide prompt, efficient, and courteous service, and avoid undue interference with the operation of buildings in which services are provided. Licenses and permits shall be obtained as required by State and local authorities, and all applicable building, health, sanitary, and other regulations and laws shall be observed. The vendor shall employ sufficient and suitable personnel, secure and maintain insurance, maintain records, submit reports, and observe other contract requirements, all to be specifically set forth in the agreement. The vendor shall pay each and every fee, cost, or other charge incident to or resulting from operations under the agreement. Reasonable care shall be exercised in the use of space and Government-owned equipment and, upon agreement termination, the vendor will yield such space and equipment in as good condition as when received, less

normal wear and tear. This excludes damage or destruction beyond the contractor's control and not due to the vendor's fault or negligence.

The vendor and employee(s) working for the vendor must pass a Special Agency Check (SAC –a fingerprint check) and turn in all forms associated with a National Agency Check with Written Inquiries (NACI) background investigation prior to being granted access to RML. In addition, the vendor and employees working for the vendor will be required to comply with the requirements of Homeland Security Presidential Directive 12 (Policy for a common identification standard for Federal employees and contractors), which includes the completion and favorable adjudication of the NACI background investigation. If vendor or its employee(s) are not eligible for favorable adjudication then access to the RML campus will be revoked for the employee(s) unable to obtain favorable adjudication.

Proposal Format:

In submitting this proposal each vendor acknowledges that the Government shall not be liable to any person for costs incurred with or in connection with preparing of proposal response. Nothing in this Request for Proposal or in subsequent negotiations creates any vested rights in any person.

Proposals not following the outline below will be considered incomplete and deemed non-responsive by NIH and the review committee.

Proposal Outline

- Cover Letter – (Limit to 2 pages or less).
- Work plan – Include hours of operation, staffing plan, proposed menu of services, products, product sources and suppliers (i.e. Sysco, organic, free trade, etc.), product pricing, design of space, proposed equipment, anticipated number of days from Notice to Proceed that contractor can be operational
- Requested Facility Modifications – Specify reasonable facility modifications that you are requesting the Government to complete.
- Sketch of equipment layout (a floor plan is attached to this request for proposal)
- Business Format – Describe current or anticipated business entity form.
- Resume for owner(s) and key employees performing the work.
- Description of current or prior experience related to similar services specified in this proposal.
- Projected 3-year P&L and Balance Sheet for services to be provided in this proposal
- References (three only – and specific to the services to be provided)

Evaluation

Evaluation of proposals will be the first of three factors that NIH will evaluate: Proposal Evaluation, Interview Scoring, and Product Sample Scoring. Proposals submitted will be evaluated as follows:

- Work Plan (maximum points - 25)
- Business Format (maximum points - 5)
- Resume(s) (maximum points - 10)

- Description of current or prior experience (maximum points - 10)
- Projected 3-year P&L and Balance Sheet (maximum points – 10)
- References (maximum points - 5)

The three vendors scoring the highest point totals, based on these criteria, will be invited to interviews with the selection committee. The final factor will include a product evaluation.

It is the policy of NIH to not discriminate against any person with regards to race, color, religion, sex, age, national origin, marital status, or physical or mental disability.

Submittal

Ten (10) copies of the proposal are due at the RML prior to 4:30 p.m. on October 31, 2011. Proposals may be hand delivered, emailed, mailed or delivered by courier. Confidentiality of unsealed proposals cannot be assured.

Please submit all proposals to:

Kristine Schmitt
Rocky Mountain Laboratories
903 South 4th Street
Hamilton, MT 59840
Email: kschmitt@niaid.nih.gov

Evaluations of proposals will be performed by a committee of individuals selected by RML. The proposals will be scored and ranked based on this committee's evaluations. Interviews with highest ranking proposals may be held at the discretion of the committee.

The person or organization with the highest overall ranking may be invited to enter into an agreement for providing concession stand services at the RML site. In the event that an agreement cannot be reached, the second highest ranked proposer may be contacted for negotiation. The NIH reserves the right to award an agreement with the highest ranking firm without further discussion. The NIH reserves the right to reject all proposals.

Please submit all questions in writing to Kristine Schmitt via email at: kschmitt@niaid.nih.gov. All questions and answers will be shared in writing to all the competitors.

Attachments:

1. Floor Plan of Space
2. Photos of Current Space