REQUEST FOR PROPOSALS
FOOD CATERING TRUCK SERVICE OPERATOR
COUNTY OPERATIONS CENTER - ANNEX
September 14, 2012

I. BACKGROUND

A. PROJECT DESCRIPTION

The County of San Diego is seeking proposals for the exclusive operation of a food catering truck at the County Operations Center - Annex ("COC Annex") in Kearny Mesa. The COC Annex is located at 5201 Ruffin Road, San Diego, California 92123.

The selected proposer will provide quality food service for the approximately 100 County employees located at the COC - Annex. The Kearny Mesa location offers many potential customers including County employees, temporary employees, members of the public conducting business at the COC Annex, and other nearby workers. The selected proposer should have experience and the capability to serve a variety of hot and cold food options, sandwiches, bakery goods, soft drinks and other items typically found on the menu of food catering trucks. The food catering truck service operator shall have exclusive use of a designated food catering truck parking area and at a minimum serve breakfast and lunch from 7:00 a.m. to 3:00 p.m. Monday through Friday.

B. COUNTY GOALS FOR FACILITY

The goals of the County in issuing this Request for Proposals include the following:

- To ensure a quality food service program with reasonable prices at COC Annex
- To offer the best quality customer service to both the public and the employees at the COC Annex.

C. PRE-PROPOSAL MEETING

To obtain more detailed information regarding this opportunity, interested parties are encouraged to meet with County staff at the site on Thursday, September 20, 2012 at 2:00 p.m. The meeting will be held outside at the tables on the northwest side of the COC Annex.

D. DELIVERY OF PROPOSALS

Responses to this request for proposals are due no later than 5:00 p.m. on Friday, September 28, 2012. Late proposals are not accepted and will be returned unopened. Please deliver three (3) copies of your proposal to:

County of San Diego
Real Estate Services Division
Attention: Laura Freitas, Real Property Agent
5560 Overland Avenue
Suite 410
San Diego, California 92123-1204

Questions or requests for clarifications to the Request for Proposal should be submitted to Laura Freitas in writing via mail or facsimile number at 858-694-2369. Responses to inquiries will be submitted to all proposers. No other person should be contacted with regard to questions or clarifications specific to this project.

E. PROPOSED SCHEDULE

Issue Request for Proposal (RFP)	September 14, 2012
Pre-response tour of COC Annex	September 20, 2012
Proposals due to the Real Estate Services Division	September 28, 2012
Completion of proposal evaluations	October 5, 2012
Select operator	October 8, 2012
Complete negotiations	October 12, 2012
Commence operations	October 15,2013

F. WITHDRAWAL

The County reserves the right to withdraw this Request for Proposals at any time without prior notice. The County also reserves the right to accept or reject any and all proposals for any reason.

G. APPROVAL OF LICENSE AGREEMENT

The provisions outlined in this Request for Proposals are non-binding. A binding agreement will not be created until/unless the license agreement contemplated by this Request for Proposals is fully executed by the selected proposer and the County. The County is not bound by the terms of any license agreement contemplated by this Request for Proposals until it has been fully executed.

II. SPECIAL TERMS AND CONDITIONS

A. OPERATIONS

The selected proposer must have a wide range of experience in the operation of this type of mobile food service. Proposer's should be prepared to provide the County with appropriate references and the addresses of past and present food service operated by the proposer.

B. MAINTENANCE/JANITORIAL SERVICE

The County will provide a designated parking space for the food catering truck to park. The County will be responsible for parking lot maintenance including repairs to structural components of the space. The selected proposer will be

responsible for housekeeping maintenance and emptying trash containers at the space. The selected proposer will be expected to keep the food preparation and serving areas clean, sanitary and free from refuse and debris at all times in order to comply with health department food service standards.

C. MAINTENANCE/FIXTURES AND EQUIPMENT

The County owns and is responsible for maintaining site. The selected proposer shall be responsible for providing and maintaining any small wares and equipment required by their operation.

D. FINANCIAL OBJECTIVES

The County's objective is to select a proposer with the financial capability to operate a food catering truck service at the COC Annex with no County subsidy, other than utilities and maintenance that may be required. The selected proposer must have the demonstrated ability to operate a food service program in a major governmental or private sector facility and must have the financial capacity to ensure uninterrupted service delivery to the public and the employees who patronize the facility.

III. GENERAL TERMS AND CONDITIONS

A. TERM OF LICENSEAGREEMENT

The term will be for 1-year or until the site is closed by the County.

B. HOURS OF OPERATION

At a minimum, the business shall be open on County workdays from 7:00 a.m. to 3:00 p.m.

C. INSURANCE

The selected proposer shall provide the following minimum insurance:

1. A Worker's Compensation insurance policy covering all employees and subcontractors of the selected proposer.

2. Comprehensive General and Automobile Liability Insurance of $2,000,000 combined single limit Bodily Injury and Property Damage.

3. All insurance policies shall name the County of San Diego as additional insured.

D. UTILITIES

County will be responsible for the cost of the sewer, water, gas, and electricity serving the license area. The County is committed to energy conservation and recycling the selected proposer is expected to cooperate with reasonable conservation practices.

E. ASSIGMENT AND SUBLEASING

The selected proposer shall not assign the license agreement.

F. CATERING

The selected proposer may use the premises for offsite catering for County of San Diego functions only.

IV. MINIMUM PERFORMANCE STANDARDS

The Minimum Performance Standards are as follows:

CUSTOMER SERVICE

Customer Service Surveys - The selected proposer shall conduct an ongoing customer survey and report the results to the County on a quarterly basis. In an annual meeting with the County, the selected proposer shall demonstrate that perceptions and comments from the surveys have been addressed. The selected proposer shall make every effort to ensure the following minimum performance standards are met:

1. Provide an appetizing and diverse menu.
2. Maintain clean and sanitary equipment and serving areas.
3. Select a staff of cordial employees.
4. Provide a pleasant and attractive seating environment.
5. Provide fair and reasonable prices.

V. OPERATOR EVALUATION AND SELECTION

Written proposals will be evaluated by a selection committee designated by the County. Responses to this Request for Proposals should address all the Minimum Performance Standards outlined in Section IV above. The selection committee will use the following criteria in evaluating the proposals:

A. OPERATIONS

1. The proposed menu with pricing.
2. A list of other food items to be provided.
3. The proposer's customer service experience.
4. The proposer's food service marketing experience.
5. The ability of the proposer to provide food for special events at the COC Annex.
6. The ability of the proposer to abide by the County Recycling Program.

B. MAINTENANCE

The proposer's experience in providing kitchen and food service area cleaning services required for daily maintenance to be performed by the proposer in order to comply with health department food service standards. The proposer will be responsible for housekeeping maintenance and trash removal.

C. FINANCIAL

1. Experience in bookkeeping and auditing financial data related to food service operations.
2. Demonstrated ability to pay monthly rent (if any) in accordance with license agreement.
3. Approximate investment the proposer would make in kitchen small wares and other equipment.
4. The dollar amount (if any) that the County would be required to invest to implement the proposal.
5. The amount of rent (if any) the proposer is willing to pay the County for use of the space.

D. OTHER CRITERIA

The County of San Diego strongly encourages each proposal to include a significant portion of "Healthy Choice" options such as items that include a variety of fresh fruits, vegetables and other foods. These foods should be nutrient dense, high in fiber and protein and low in simple carbohydrates and fat. The ingredient and nutrition information of each menu option shall be visibility posted for consumer education when available. The selected operator shall work with the County's Health and Human Services Agency to have nutrition promotion materials and signage such as, but not limited to point of purchase signage that encourages healthy eating.

During the competitive selection process, strong preference will be give to proposals that include a procurement method that provides preference to locally grown and/or produced products when feasible. Additionally, the operator shall maintain a list of items that are being offered at the facility from growers and producers that are within San Diego County and 25 miles beyond the County's boarders, excluding Mexico.

VI. NEGOTIATIONS

After the final recommendation of the most qualified proposer by the selection committee, a license agreement will be negotiated and prepared that incorporates operational items and performance standard items based upon the response to the Request for Proposals, written responses to the proposer's written questions concerning the Request for Proposals, selection committee input, and the proposer's submitted proposal. If a license agreement cannot be negotiated, the County may, at its sole discretion, begin negotiations with other responsible proposers and terminate negotiations with the previously selected proposer.

The proposer's will be notified of the decision of the County's selection committee. It is the duty of each proposer to request any clarifying information from the County as it pertains to this Request for Proposals. Any clarifications provided by the County will be provided to all proposer's. All proposals must be signed by an authorized officer/employee with the authority to bind the entity submitting a proposal.

VII. PROPRIETARY INFORMATION

All response documents become the property of the County and subject to the Public Records Act requirements set forth in California Government Code Section 6250 and following. Information provided will be kept confidential to the extent permitted by law.

VIII. CLAIMS AGAINST THE COUNTY

Proposer, and its respective officers, agents, employees or representatives, shall have no claims whatsoever against the County or any of its respective officials, agents, or employees arising out of or relating to this Request for Proposals or these procedures (other than those arising under a license agreement with your organization in accordance with the terms of the license).

ADDENDUM:

1. The County of San Diego strongly encourages each proposal to include a significant portion of "Healthy Choice" options such as items that include a variety of fresh fruits, vegetables and other foods. These foods should be nutrient dense, high in fiber and protein and low in simple carbohydrates and fat. The ingredient and nutrition information of each menu option shall be visibility posted for consumer education when available. Operator shall work with The County of San Diego Health and Human Services Agency to have nutrition promotion materials and signage such as, but not limited to point of purchase signage that encourages healthy eating.

   During the competitive selection process, strong preference will be give to proposals that include a procurement method that provides preference to locally grown and/or produced products when feasible. Additionally, the operator shall maintain a list of items that are being offered at the facility from growers and producers that are within San Diego County and 25 miles beyond the County's boarders, excluding Mexico.

2. Respondent shall not use Stryrofoam packaging materials for "to go" and prepackaged food items. Packaging used shall conform to the City of San Diego recycling requirements and must be compostable or recyclable food service ware. Compostable products include: Coated and uncoated paper or other natural fiber products as well as plant-based plastic like products that are clearly labeled as "compostable" recyclable products include: aluminum foil and plastic tabs and lids marked recyclable.