

Jefferson County Parks and Recreation Request for Proposal
Jefferson County Community Center
235 Sam Michaels Lane
Shenandoah Junction, WV 25442

Introduction

Jefferson County Parks and Recreation Commission (JCPRC) is seeking proposals from qualified Restaurateurs to operate and maintain a restaurant at Jefferson County Community Center located at Sam Michaels Park in Shenandoah Junction, WV.

The existing commercial kitchen is approximately 300 square feet and includes a small storage room. Commercial equipment includes the following:

- Hood
- (1) Fryer
- Flat Top Grill
- Hotdog Roller
- 3 Bin Sink
- Handwashing Sink
- Refrigerator
- Freezer
- 2 Burner Portable Electric Cooktop
- Access to Ice Machine
- Stainless Prep Table

Café style seating is in the lobby area consisting of (4) high top tables, (2) low top tables and 24 compatible chairs.

Scope of Service

JCPRC currently operates the kitchen area at the Jefferson County Community Center. Upon review and evaluation of the proposals submitted, it is the intent of JCPRC to select a restaurateur to operate and maintain a restaurant at this location as outline in the RFP. The selected restaurateur shall be required to sign JCPRC's kitchen lease.

Lessee may apply for an extension of an additional one (1) year term; however, any such extension will be subject to approval of the JCPRC and shall be at the JCPRC's sole discretion. Lessee shall apply for extension no later than three (3) months prior to the end of the lease agreement term then in effect.

JCPRC desires a first-class standard of quality food and beverage service, and cleanliness of the premises equal to similar operations in Jefferson County, at comparable prices, and in accordance with all applicable health, sanitary, and safety requirements which may apply to the operation of a public restaurant facility. At a minimum, a monthly Maintenance Inspection will be held in order to assure that the facility remains compliant with the terms and conditions of the lease; however, JCPRC reserves the right to inspect more often.

Selection Process Timeframe

The RFP will be available on the JCPRC website (www.jcprc.org) to any interested offeror. Any question submitted in writing shall be submitted to Jennifer Myers, JCPRC Director at jmyers@jcprc.org no later than June 17, 2019. JCPRC reserves the right to waive any irregularities and to reject any or all proposals. JCPRC also reserves the right to accept the proposal as a whole or any items listed in the RFP.

MANDATORY

Deadline for submitting questions in writing: No later than June 17, 2019.

Date Proposals Due: 12:00PM ET, Friday, June 21, 2019

Proposals shall be available for public inspection after the lease award; However, proprietary or confidential information marked as such in each proposal shall not be disclosed without prior written consent of the Lessee. It is the responsibility of the Lessee to identify any information deemed proprietary or confidential. Upon submission, all proposals become the property of the Commission and are subject to public record laws.

If a proposal contains proprietary information, the Proposer shall include a cover letter indication such information. In addition, any information in which the proposer considers proprietary MUST be clearly marked "proprietary" next to the relevant part of the text for it to be treated as such.

Proposal Format

Vendor/Lessee is required to sign a copy of the JCPRC Restaurant Lease. Lessee shall be required to adhere to all terms of the lease and it is the responsibility of all Proposers to familiarize themselves with the lease, included as part of this RFP, and proposal shall be consistent and comply with the terms of the lease. Proposals shall include, but are not limited to, the following information:

a) Base Rent

The term of the Lease Agreement shall be for a period of one year, beginning July 1, 2019 for operating a restaurant facility. The lease shall terminate on June 30, 2020 and Lessee shall deliver and surrender the premises on or before June 30, 2020 to JCPRC in a clean and sanitary condition less ordinary wear and tear. Lessee may apply for an extension of an additional one (1) year term; however, any such extension will be subject to approval of JCPRC and shall be at JCPRC's sole discretion. Lessee shall apply for an extension no later than three (3) months prior to the end of the lease agreement in effect.

Restaurateurs submitting proposals for the lease of the restaurant shall anticipate July 1, 2019 occupancy date and shall include, but not be limited to, the following financial information:

The rent shall become due and payable on the 1st of the month once the restaurant is open for business on year one.

Lessee may apply for an extension of an additional one (1) year term; however, any such extension will be subject to approval of JCPRC and shall be at JCPRC's sole discretion; Lessee shall apply for extension no later than three (3) months prior to the end of the lease agreement in effect.

b) Name of Restaurant

Lessee shall submit proposed name for the restaurant; however, JCPRC reserve the right for final approval of naming of restaurant. Upon execution of a lease, Lessee will comply with all trademark and copyright laws during the Lease.

c) Operational and Design Concept

A detailed description of the operation and design concept should be clearly stated in the proposal, including, but not limited to the following:

- The type of menu items to be offered, including whether there will be separate breakfast items offered
- The type of equipment to be used in its preparation
- The way the food will be offered for sale and served
- Any special themes or amenities to be offered to enhance the patron eating experience for interior dining
- Any use and/or special themes or amenities to be offered to enhance the patrons eating experience for the outdoor dining
- Pricing policy
- Employee handbook
- Advertising and marketing strategy
- Proposed hours of operation

In accordance with the restaurant lease, Lessee shall be responsible for the maintenance and operation of the restaurant. Any changes to the types of food to be served, hours of operation, including any changes and/or deviations from those hours and implementation of the proposed reserves the right to review and approve the menu, restaurant name, and all public advertising and promotional literature /campaign(s).

Qualification and Evaluation of Proposals

Proposals will be evaluated and independently scored based upon, but not limited to, the following factors, listed in order of importance:

- 1) **Cost/Price**
- 2) **Experience**
- 3) **Project Approach**
- 4) **Past Performance**
- 5) **Capacity**
- 6) **Local Preference**

JCPRC will determine the best value based upon these criteria and recommend the selection of Lessee.

Upon completion of the evaluation of the proposals, JCPRC reserves the right to short list proposed restaurateurs(s) and request an interview of those short listed. JCPRC may request additional information from one or more Lessee's after the submission the initial proposals in order to clarify,

confirm, or properly evaluate any proposals. Lessee may be asked to provide and oral discussion of the proposal. The presentation shall be limited to the subject matter part of the proposal response and shall be limited to a clarification, explanation, or more extensive description of the proposal. Answers from the oral discussion may be reflected in a revised score for the submitted proposal due to a better understanding of a specific proposal evaluation item.

Lessee is required to sign a copy of JCPRC's lease, which is attached. JCPRC also reserves the right to reject all proposals that do not adequately meet its intended quality, which cannot meet the schedule, or are not within the JCPRC's anticipated budget. JCPRC reserves the right to waive any irregularities and to reject any or all charges including, but not limited to, deliveries, taxes, and duties of any kind levied by federal, state, municipal, or other governmental authority which either party is required to pay with respect to services covered under this agreement including property taxes applicable. There is no expressed or implied obligation for JCPRC to reimburse responding Lessee for any expenses incurred in preparing the proposals submitted for consideration.

Failure to fully comply with the requirements in the RFP may result in the rejection of the proposal. Proposer's may include any additional information that may be beneficial to your proposal.

Criteria for Selecting based on Qualifications

Lessee Representations

Each Lessee by submitting proposals represents that:

1. The Lessee has read and understands this solicitation and lease (including all Attachments in the RFP and Lease) and that its offer is made in accordance therewith.
2. The Lessee has reviewed the solicitation, has become familiar with the local conditions under which the service is to be performed, and has correlated personal observations with the requirements of the proposed Lease Documents.
3. The Lessee is qualified to provide the services required under this solicitation and, if awarded the Lease, will do so in a professional, timely manner using successful Lessee's skill and attention.

Basis of Award and Evaluation Criteria

The award determination shall be based on technical and price factors. Following the deadline for submittal of proposals, a selection committee will review, analyze and rank all submittals based on their response to the information requested. If desired, the selection committee may short list the number of qualified Lessee. JCPRC reserves the discretion to determine the number of Vendor(s)/Lessee(s) that will be on the short list.

JCPRC reserves the right to reject any or all submittals and to waive defects, technicalities, and/or irregularities in any submittal. JCPRC reserves the right to finalize a lease based on all factors involved in the written qualifications submittal without further discussion or interviews.

Each response to this Request for Proposal will be subject to the same review and assessment process. Submittals will be evaluated on the basis of the Proposal's technical capability and experience. All

Vendor/Lessee submitting qualifications must provide at a minimum, their expertise and capabilities as they relate to the Factors 1 through 5, with regard to the work outlined by the RFP.

The distinction between corporate experience and past performance is corporate experience pertains to the types of work and volume of work completed by a Lessee that is comparable to the types of work covered by this requirement, in terms of scope and complexity. Past performance relates to how well a Lessee has performed.

Less will be evaluated on Factors 1 through 5

Basis of Evaluation Criteria for each Factor

Factor 1 – Corporate Experience

Basis of Evaluation: The responding institution will be evaluated in order to determine if its company has demonstrated the necessary corporate experience to meet JCPRC's needs.

Factor and Solicitation Submittal Requirements:

1. Proposals shall identify the qualified, knowledgeable contact person who will be the point person for the entire project. Proposals shall also provide a statement of the Vendor/Lessee commitment that the identified individual(s) will be involved throughout the entire project and must address, at a minimum, the organizational strength and stability of the responding firm.
2. Provide documentation of the firm's capability and experience which includes:
 - a. Demonstration of Lessee ability's ability to perform the indicated services
 - b. Description of previous work
 - c. Responsiveness and compliance with the items listed in request for proposal
3. Experience and qualifications of the proposer, including financial capability and experience with similar and comparable operation
 - a. Provide a profit/loss statement for existing operations

Factor 2 – Project Approach and Performance Differentiators

Basis of Evaluation: The Lessee may be rated higher during evaluations if their proposal meets and/or exceeds the following items:

- Capability to provide products, equipment and services
- Provide supplies, product, equipment and services
- Timely response to requests for support

Factor 3 – Past Performance

Basis of Evaluation: The degree to which past performance evaluations and all other past performance information reviewed (i.e., performance recognition documents and information obtained for any other source) reflects a trend of satisfactory and/or outstanding level performance, considering:

- Successful completion of tasks
- Timely product delivery
- Quality products and services
- Cooperativeness and teamwork at all levels (managers, procurement office, auditors, etc.)
- References

In addition to the above, JCPRC may review any other sources of evaluation information of past performance. Other sources may include, but are not limited to, inquiries of Lessee representative(s)