

**NEW HANOVER COUNTY
REQUEST FOR QUALIFICATIONS
OPERATOR FOR CAFÉ AT JUDICIAL COMPLEX**



COUNTY COMMISSIONERS

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Section 1 – Advertisement

**NEW HANOVER COUNTY
REQUEST FOR QUALIFICATIONS
OPERATOR OF CAFÉ AT JUDICIAL COMPLEX**

Qualification Statements addressed to Lena Butler, Purchasing Supervisor, 230 Government Center Drive, Suite 165, Wilmington, NC 28401 and marked “**RFQ- OPERATOR FOR CAFÉ AT JUDICIAL COMPLEX**” or emailed to butler@nhcgov.com will be accepted until **4:00 P.M. EST, Friday, November 16, 2018.**

New Hanover County (NHC) is accepting Qualification Statement for the operation if a café at the Judicial Complex. The café is intended to provide daily food service to Judicial complex patrons and employees.

A Non-Mandatory Pre-Submittal Meeting and Walk Through will be held at the site located at 316 Princess Street, Wilmington, NC 28401 at **10:00 am on Wednesday, November 7, 2018.**

Instructions for submitting bids and complete requirements and information may be obtained by visiting the County’s website at <https://www.nhcgov.com/business-nhc/bids>.

New Hanover County reserves the right to accept or reject any or all Bids and to make the Award which will be in the best interest of the County.

Released: Friday, November 2, 2018

Section 2 – General Information

2.1 – Schedule

Date	Action
Friday, November 2, 2018	RFQ issued.
Wednesday, November 7, 2018 @ 10 AM EST	Non-mandatory Meeting and Walkthrough
Wednesday, November 9, 2018 @ 5:00 PM EST	Deadline for questions
Tuesday, November 13, 2018	Questions will be answered via written addendum.
Friday, November 16, 2018, 4:00 p.m.	Deadline for receipt of Qualification Statements

2.2 – Introduction

New Hanover County is seeking proposals for the operation of a café at the Judicial Complex. The café is intended to provide daily food service to judicial complex patrons and employees.

2.3 – Café Goals

Provide friendly service and quality food and beverages at a reasonable price.

Operate the café in a manner consistent with New Hanover County’s best management practices for health, cleanliness, maintenance, safety, and sanitation.

2.4 – Description of the Facility

The floor plan and commercial kitchen equipment list is included with this RFQ. (See attachment A for complete details).

The entire café area is 920 sq. ft.

Approximately 210 full time employees work at the Judicial Complex. The daily average number of visitors to the facility is 700.

New Hanover County will provide utilities (electric, water, basic complimentary Wi-Fi connection). Operator to provide, at own expense, direct telephone and/or internet connection. Security will be provided by New Hanover County. The café has separate locked doors to which the operator will be provided keys. The operator will have access to janitorial closet/janitorial sink in the café.

Café operator will only have access to Judicial Building during normal operating hours (Monday – Friday 8:00 AM – 5:00 PM for operations and deliveries). It is expected that the minimum daily operating hours of the café would be 7:30am – 3pm Monday through Friday. It is the expectation that the café would serve hot and cold breakfast and lunch options. Healthy options, daily specials, and high quality coffee are desired.

Café operator shall be responsible for maintenance of kitchen equipment. New Hanover County Property Management will coordinate with operator to do a quarterly inspection of café and equipment.

Café operator will be responsible for obtaining health department permit. Café operator shall procure all necessary operating permits and licenses required by law, and will conform to all city and state health and fire codes, and Federal OSHA standards.

Café operator shall be responsible for all janitorial services to entire leased area. Operator will be responsible to empty trash into provided dumpster.

Café operator can bring in additional equipment with prior approval from New Hanover County Property Management Facilities Project Manager. The operator shall be responsible for funding additional wiring connections to the junction boxes.

Alcohol is prohibited.

Café operator's employees working within the judicial building are subject to working in high security areas governed by the US Department of Justice's Criminal Justice Information Services (CJIS) Security Policy and therefore requires successfully passing a more stringent criminal background check provided by the New Hanover County Sheriff's Office. Café operator shall be responsible for training employees in security requirements of the County and shall be responsible for the enforcement of the same. Café operator shall have criminal background checks and drug screening of all applicants prior to employment. Café operator and employees shall display identification at all times.

2.5 – Financial Arrangement

Lease term is three years with a fixed monthly rate subject to an annual CPI increase (capped at 3% per year). Either party may terminate lease agreement with thirty (30) days written notice for any reason.

2.6 – Insurance Requirements

Proposer shall maintain Commercial General Liability (CGL) and if necessary, Commercial Umbrella Liability (CUL) insurance with a total limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location or the general aggregate shall be twice the required limit. County, its officers, officials, agents, and employees are to be covered as additional insureds under the CGL.

Proposer shall maintain Business or Personal Auto Liability and, if necessary, Commercial Umbrella Liability (CUL) insurance with a limit of not less than \$1,000,000 each accident.

Proposer shall maintain Worker's Compensation as required by the General Statutes of the State of North Carolina and Employer's Liability Insurance.

The Employer's Liability, and if necessary, CUL insurance shall not be less than \$1,000,000 each accident for bodily injury by accident, \$1,000,000 each employee for bodily injury by disease, and \$1,000,000 policy limit.

2.7 – Proposal Requirements

Please include the following items with your submittal. A selection committee will review each item and assign points based upon your ability to satisfactorily meet the requirements set out in the above requirements. Points available for each element are listed next to each item.

Proposal Components:

- Include menu for the café. **20 points**
- Include menu prices for the café. **20 points**
- Provide proposed fixed monthly rental rate for first year of lease. **20 points**
- Provide operating hours for the café. **20 points**
- Provide information on owner, operator, number of years in business. **10 points**
- Locally sourced, local products available in the menu. **5 points**
- Provide staffing plan for the café. **5 points**

2.8 – Pre-Submittal Meeting and Walk Through

Non-Mandatory Pre-Submittal Meeting and Walk Through will be held at the site located at 316 Princess Street, Wilmington, NC 28401 at **10:00 am on Wednesday, November 7, 2018**.

2.9– Questions

Questions concerning this solicitation should be directed to the Lena Butler, Purchasing Supervisor at lbutler@nhcgov.com. Questions will be received until **Wednesday, November 9, 2018 at 5:00 PM EST**. An addendum summarizing all questions and answers will be posted to the County's website. Bidders who have notified the County of their intent to submit a proposal along with the email address will be sent the addendum upon posting.

2.10 – Communication

Proposers may not have communications, verbal or otherwise, concerning this RFQ with any personnel or boards from New Hanover County, other than the person listed in this section which

is Lena Butler, Purchasing Supervisor. If any vendor attempts any unauthorized communication, the bid may be rejected.

2.11 – Intent to Submit

All Proposers who intend to submit a proposal on this project should send an email to lbutler@nhcgov.com including pertinent contact information. This will ensure that you receive any addenda issued for this RFB; if applicable.

2.12 - Cost of Preparation of Response

Costs incurred by prospective Proposers in the preparation of the response to this Request for Qualifications are the responsibility of the Proposer and will not be reimbursed by The County.

2.13 – Proposal Submittal Deadline

Proposers are instructed to submit their Statement of Qualifications in a sealed envelope clearly marked “**RFQ- OPERATOR FOR CAFÉ AT JUDICIAL COMPLEX**” and mail to:

New Hanover County
Attn: Lena Butler, Purchasing Supervisor
230 Government Center Drive, Suite 165
Wilmington, NC 28403

OR

Submit your proposal via email to lbutler@nhcgov.com. Be sure to include **RFQ- OPERATOR FOR CAFÉ AT JUDICIAL COMPLEX**” in the subject line.

2.14 – Ownership of Documents

All proposals and accompanying documentation will become the property of New Hanover County at the time the proposals are opened and as such will not be returned to the Proposer.

2.15 - Trade Secret Confidentiality

Upon receipt of your proposal by New Hanover County, your proposal is considered a public record except for material which qualifies as "trade secret" under N.C. General Statute 132-1.2. After opening, your proposal will be provided to County staff and others who participate in the evaluation process, and to members of the general public who submit public records requests.

2.16 - Withdrawal of Proposals

Proposers may withdraw or withdraw and resubmit their bid at any time prior to the closing time for receipt of bids. NO proposal may be withdrawn after the scheduled closing time for receipt of proposals for a period of ninety (90) days.

2.17 - Equal Opportunity

The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

The Proposer agrees not to discriminate against any employees or applicant for employment because of physical or mental handicap in regard to any position for which the employees or applicant is qualified. The Proposer agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices.

Pursuant to GS 143-48, New Hanover County encourages small, minority, physically handicapped, and women firms to submit bids in response to this RFB.

2.18- Indemnity

The successful Proposer shall indemnify and hold the County, its agents and employees, harmless against any and all claims, demands, causes of action, or other liability, including attorney fees, on account of personal injuries or death or on account of property damages arising out of or relating to the work to be performed by the Successful Proposer hereunder, resulting from the negligence of or the willful act or omission of the Proposer, his agents, employees and subcontractors.

2.19 – E-Verify

Pursuant to Session Law 2013-418, Contractor shall fully comply with the U.S. Department of Homeland Security employee legal status E-Verify requirements for itself and all its subcontractors. County requires an affidavit attesting to Contractor's compliance. Violation of the provision, unless timely cured, shall constitute a breach of contract.

2.20 - Addendum

The RFQ package constitutes the entire set of instructions to the bidder. The County shall not be responsible for any other instructions, verbal or written, made by anyone. Any changes to the specifications will be in the form of an Addendum which will be sent to all known Proposers who notified the Purchasing Supervisor of their intent to submit a proposal and posted on the County's website.

You may visit our website at <http://www.nhcgov.com/Finance/Pages/CurrentBids.aspx> to check for the issuance of any addenda before submitting your proposal.

2.21 - Compliance with Bid Requirements

Failure to comply with these provisions or any other provisions of the General Statutes of North Carolina will result in rejection of bid/bid.

2.22 – Federal Uniform Guidance

If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable): Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland “Anti-Kickback” Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2CFR § 200.324).

2.23 - Right to Reject Bids

New Hanover County reserves the right to accept or reject any or all bids and to make the award which will be most advantageous to the County.