Request for Proposal

Food Service at Mountain Lake Biological Station
(Pembroke, Giles County, Virginia)

January 13, 2011

A VASCUPP Member Institution
Issued by
Procurement Services
Charlottesville, Virginia
I. GENERAL INFORMATION

Request for Proposal (“RFP”) name: Food Service at Mountain Lake Biological Station

RFP number: #KC011311

Issue date: January 13, 2011

Brief background: The University of Virginia’s (“University”) Mountain Lake Biological Station (“MLBS”) is a residential research field station at the top of Salt Pond Mountain in the Southern Appalachian (Pembroke, Giles County, Virginia). MLBS was established in 1928 as a branch of the University’s Biology Department for research and advanced field training. From May to August, MLBS supports 25-80 students, researches, and faculty members.

MLBS has an operational commercial kitchen facility with included equipment, cookware, trays, tableware, and flat ware. A general inventory is attached as well as photographs of the food service facility (see Attachment 3, Jefferson Dining Hall general inventory and pictures). The address for the MLBS is; 240 Salt Pond Circle, Pembroke, VA 24136.

Brief description and goal of RFP: The University seeks a qualified firm(s) to provide; seasonal (summer) food service, which consists of breakfast, lunch, dinner, and an evening snack, seven days per week for approximately 12 weeks, for approximately 25-80 people, for the MLBS. The 2011 summer season runs from May 15, 2011 through July 30, 2011 (with additional time as needed by the Selected Firm for set up and closing processes).

Pre-proposal Conference: An optional pre-proposal conference will be held on Monday, January 31, 2011 at 10:30 a.m. (weather and road conditions permitting). The agenda for this meeting will provide firsthand experience traveling to location, onsite tour of facilities, review scope of services, and questions and answers. To register for meeting contact Kevin Crabtree (kc5yc@virginia.edu), by 3:00 p.m., January 24, 2011. Provide Kevin with the names, titles, and contact information of those attending. Note this step is important in case a meeting cancellation notice needs to be sent out. Meeting cancellation notice may be sent on the morning of the meeting – so check email before attending.

The purpose of the pre-proposal conference is to allow potential interested parties an opportunity to present questions and obtain clarification relative to any facet of this RFP. While attendance at this conference will not be a prerequisite to submitting a proposal, interested parties who intend to submit a proposal are strongly encouraged to attend. Bring a copy of the solicitation with you. If the on-site pre-proposal meeting is cancelled because of weather and road safety concerns, it will be rescheduled at a date and time to be determined.

Proposal Due Date: 3:00 p.m. Monday, February 7, 2011

Proposals may be sent via email or mail using the contact information in the box below. If sending by mail, provide four copies of each proposal. The University reserves the right to reject proposals received after the stated due date and time.

Negotiations and Oral Presentations: Negotiations, if needed, will be held on the weeks of February 14th and / or 21st, 2011. These negotiations may be conducted via email, phone, in person, or a
combination of all. Oral Presentations, if needed, would consist of the Selection Committee arranging for a taste testing with the final potential vendor(s), date and time to be determined.

**Expected Award Date:** March 7, 2011

**Term of Agreement:** The term of a resulting Agreement or Purchase Order (“PO”) will be for one year, with the ability to renew on the same or similar terms and conditions, for six additional one-year periods if mutually agreeable to the University and the Selected Firm(s). The Selected Firm(s) and the University will mutually agree at least 180 days prior to each renewal period whether to renew the terms of the Agreement.

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**REFER ALL QUESTIONS TO THE ISSUING OFFICE:**

UNIVERSITY OF VIRGINIA  
Department of Procurement Services  
1001 North Emmet St, Carruthers Hall  
P.O. Box 400202  
Charlottesville, VA 22904-4202  
Attention: Kevin Crabtree  
Phone: 434-924-4219  
Fax: 434-982-2690  
Email: kc5yc@virginia.edu

**NOTE 1:** If RFP proposal is sent U.S. Postal Service, use the P. O. Box. The University does not take responsibility for lost or misdirected mail.

**NOTE 2:** During the RFP process, all communication must be directed to the buyer listed above, with the exception of issues directly related to SWAM business and SWAM subcontracting opportunities. Such SWAM issues may be alternately directed to Bill Cooper, the University’s Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu. Any failure to adhere to this requirement may result in the rejection of the firm’s proposal or cancellation of the RFP.
This Request for Proposal (RFP) has been posted on Procurement Services web site for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: [http://www.procurement.virginia.edu/pagerfp](http://www.procurement.virginia.edu/pagerfp). It is the firm’s responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. We encourage you to check the web site frequently for any changes prior to the due date. Call (434) 924-1346 if you have trouble accessing the RFP from the web. For questions about the content of the RFP, contact the buyer listed above. Additional information can be found on Procurement Services web site: [http://www.procurement.virginia.edu](http://www.procurement.virginia.edu).

For ease of reference, each firm or individual receiving this RFP is referred to as a “firm” and the firm or individual selected to provide services for the University is referred to as the “Selected Firm.” This RFP states the instructions for submitting proposals and the procedure and criteria by which a firm may be selected.

II. SCOPE OF GOODS & SERVICES

The University seeks qualified firm(s) to provide; seasonal (summer) high quality food service, which consists of breakfast, lunch, dinner, and an evening snack, seven days per week for approximately 12 weeks, for approximately 25-80 people, for the MLBS. The 2011 summer season runs from May 15, 2011 through July 30, 2011 (with additional time as needed by the Selected Firm for set up and closing processes). The Selected Firm will be responsible for providing all food needed along with managing all other aspects of kitchen and dining operations, such as, but not limited to:

A. General Goods and Services will include:
   1. Provide all appropriate and required health inspections.
   2. Create and provide all menu planning (with the University having the final approval of menus). Menu should provide a variety of food options for each meal. Menu should have food options for vegetarians, vegans, and be able to accommodate other long-term or periodic and specific food needs (allergies, special diets, etc.) without impacting entire menu.
   3. Assess food needs and make estimates of food and supply requirements.
   4. Procure (at the expense of the Selected Firm) all needed food.
   5. Oversee and prepare daily meals.
   6. Sanitize daily the designated areas of the facility (i.e. foodservice facility, dining areas).
   7. Supervise food service support staff (employees of Selected Firm).

*Note - The University will be responsible for the dining hall facility and furniture, repair of all University owned equipment, utilities, janitorial supplies, paper goods, waste removal, and pest control. The Selected Firm will be responsible for reimbursing the University for Damage to, or disappearance of, University property caused by or resulting from the Selected Firm’s services.

B. Customer Service will include:
   1. Provide an account manager specifically assigned to manage the University’s account. This individual will be the main contact for all University issues beyond those of which are typically handled by food service workers on site, such as, but not limited to, the following; quality matters, payment and billing questions, etc.
   2. Return phone calls and emails from the University within three business hours.
C. Reporting may include:

After season has ended, provide a report that shows:
1. Summary of University complaints and Selected Firm(s) corrective actions.
2. Other reports and information as requested by the University.

III. BASIS OF SELECTION

Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to, price. The University will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:

1. The firm’s plan to provide the University with the Goods and Services as described in the Scope of Good and Services section;
2. The firm’s experience in providing Goods and Services similar to those described in this RFP, to include the firm’s references from clients;
3. The firm’s price proposal; and
4. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or the firm’s plan for utilization of SWAM businesses. For more information about SWAM and the University’s SWAM plan, please see the letter at Attachment 1 and refer to the following site: www.procurement.virginia.edu/main/publicpostings/rrp/SWAMplan.pdf

Note 1: A 10% minimum weight will be given to this criterion in evaluating proposals.

IV. CONTENTS OF PROPOSAL

Proposals will be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis will be on completeness and clarity of content, and will be organized in the order in which the requirements are presented in the RFP.

Unnecessarily elaborate brochures and other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the firms’ lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

Firms will provide the following information:

1. A brief history of the firm and its experience, qualifications and success in providing the type of product requested.
2. A detailed description of how the Firm plans on meeting the requirements detailed in Section II, specifically addressing; example menus, staffing plan, logistics & supply chain, and quality control. Proposals will be formatted in such a way to address each of the above specifications in a line-by-line process.
3. The Firm’s timeline required for pre season set-up and for post season close down.
4. The firm’s proposed price / fee for providing the Goods and Services. Pricing proposal should include all fees associated with the firm’s proposal that the University would be responsible to pay. The University will not be responsible for any other fees unless detailed in the executed agreement. **Firms should submit an aggressively economical proposal – as pricing will be a significant determining factor in which firms will be selected for negotiations and taste testing.**
5. At least three references where similar goods and services have been provided. Include the name of the firm / organization, the complete mailing address, and the name of the contact person with their telephone number and email address.

6. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or how the firm intends to utilize SWAM firms in regards to this particular procurement.

7. Provide a list of institutions of higher education with which the firm has signed a term contract.

8. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at: [https://vascupp.org/](https://vascupp.org/)

9. Complete and return the information requested in Attachment 2, Firm Information.

10. Provide, if any, the addresses of all locations in which food preparation work will be done prior to being sent and served at the MLBS. The firm will need to confirm that each location which is involved with preparing food for the University has all permits and / or licenses required in association with a catering / food service operation. And that the firm is in compliance with all of the requirements of the local governing body concerning sanitation and health.

11. List all Virginia Department of Health “Critical Violations” for the calendar year 2010.

**NOTE:** Virginia Freedom of Information Act

Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections of this section prior to or upon submission of its proposal, and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. A firm may not request that its entire proposal be treated as a trade secret or proprietary information. Nor may a firm request that its pricing be treated as a trade secret or proprietary information, or otherwise be deemed confidential.

**V. TERMS AND CONDITIONS**

This solicitation and any subsequent award are subject to:

A. The Selected Firm registering as a vendor with the University of Virginia. [https://www.procurement.virginia.edu/pagevendorregistrationform](https://www.procurement.virginia.edu/pagevendorregistrationform)

B. Unless otherwise deemed appropriate by the University, the Selected Firm(s) will enroll in one of the University approved methods for receipt of electronic payments. Accordingly, the Selected Firm agrees to accept Bank of America’s ("BoA") ePayables® method of electronic payment or BoA’s PayMode® method of electronic payment.


E. The University’s Preferred Contractual Provisions:

**Note:** Unless a firm *expressly and specifically states its exception* to any of the Preferred Provisions in its written proposal, then the proposal from the firm will automatically be deemed to include those Provisions.

F. The University's Procedure for Resolution of Contractual Claims

G. Insurance
Listed below is the insurance the Selected Firm must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm construe these minimum required limits to be their limit of liability to the University. The Selected Firm will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A- financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm satisfies the insurance requirements of the University. The Selected Firm may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.

**Commercial General Liability:**
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence and an aggregate limit of not less than $3,000,000 that includes products liability, to include coverage for:

- [X] Premises/Operations
- [X] Products/Completed Operations
- [X] Contractual
- [X] Independent Contractors
- [X] Personal Injury
- [X] Additional Insured*

**Automobile Insurance:**
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $750,000 per accident with the following coverages for vehicles operated by their employees.

- [X] Owned, Hired, and Non-Owned Automobiles

**Umbrella/Excess Liability:**
The Selected Firm, and any subcontractor, will maintain excess liability coverage of at least $1,000,000 per occurrence that provides coverage uniform with the underlying general liability insurance.

*Additional Insured:
The University will be named as an Additional Insured, and the proper name is: "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees, and agents."

H. Responding firm(s) must include in their proposals all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after their proposal has been submitted.
Greetings:

The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. An important part of our procurement program involves our commitment to doing business with small, women-and minority-owned (SWAM) businesses. As one of our most important vendors, we look to you to help us achieve this objective.

We conduct substantial business with small firms. We have been less effective in securing long-term business relationships with minority-and women-owned businesses. We are determined to improve our record.

I seek your assistance in two areas. First, to the extent practical, I ask that you involve small, women-and minority-owned businesses in the delivery of services you provide to UVa. Second, I seek your help in reporting your results through our quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

This effort is important to us. We depend on you in so many ways – this is another way that we can partner with your company to make things better.

Sincerely,

Leonard W. Sandridge
Executive Vice President and Chief Operating Officer

LWS:dr

Madison Hall · Post Office Box 400228 · Charlottesville, Virginia 22904-4228
**Attachment 2**

**Firm Information**

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<tr>
<th><strong>Full Legal Name</strong> <em>(Company name as it appears with your Federal Taxpayer Number):</em></th>
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<tbody>
<tr>
<td>Address:</td>
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<tr>
<td>Telephone Number: FAX Number:</td>
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<tr>
<td>Web Address: Email Address:</td>
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<td>DUNS Number:</td>
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**SWAM Information:**
Is your firm certified with the Commonwealth of Virginia’s Department of Minority Business Enterprises (DMBE): ☐ Yes ☐ No

| Minority-Owned Business: ☐ Yes ☐ No |
| Women-Owned Business: ☐ Yes ☐ No    |
| Small-Owned Business: ☐ Yes ☐ No    |

Is your firm registered as a vendor in the Commonwealth of Virginia’s e-procurement system (eVA)? ☐ Yes ☐ No

**Point of Contact for this Proposal:**
Name: 
Address: 

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<thead>
<tr>
<th>Office No.</th>
<th>Mobile No.</th>
<th>FAX No.</th>
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<td>Email Address:</td>
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Attachment 3
Jefferson Dining Hall general inventory and pictures

- Interior seating for >72, external seating for ~28
- Four pan steam table / serving line, 16’ long
- One microwave
- One Hobart AM Select one rack dish sanitizer w/ various glass, dish and flat racks
- Bunn model S coffee maker
- 6’ x 2’ Cambro Versa food bar w/ end tables and slide rails
- Hobart floor mixer model 200
- New TurboAir three door reach-in refrigerator 29” x 59” x 76” inside dimensions
- Vulcan range with six burners, one griddle, two baking compartments
- Toastmaster deep-fryer
- Two well dish caddy
- Three sink pot washing station with two extensions
- Thesco walk-in 9’6” x 4’8” x 6’ 10” interior
- Victory reach-in freezer modelt AF-72-S3
- Scotsman CME250AE-1A ice machine
- Gibson upright HD commercial freezer
- Master-Bilt reach-in freezer model KM328808
- One portable soup well
- Two each dish rack roll-away caddies
- One roll away bowl caddy
- One ice tea dispenser
- One large SS thermos urn (~ four gal)
- Two plastic drink coolers (~ four gal)
- Heat lamp
- Cereal dispenser
- Trays & service for ~80
- Numerous baker sheets, stock pots, skillets, long-handled SS spoons, tongs, funnels, whisks, etc.
- Numerous steam table pans, deep and shallow, full, ½ and ¼ sized
- One marmite can
- 3 SS prep tables, 5’ x 2’
Dish Station

Pantry Back Door
Pantry Reach in

Pantry
Pot wash

Reach in
Cambro Versa Food bar