

**NOTICE TO BIDDERS:
Coffee Shop/Lunch Services Requests for Proposals (RFP)
for Minnehaha County Administrative Building**

Minnehaha County seeks formal proposals for food service for the Coffee/Lunch Shop located within the Minnehaha County Administrative Building at 415 N Dakota Avenue.

Sealed proposals will be received by the Minnehaha County Auditor's Office, 415 N Dakota Avenue, Sioux Falls, South Dakota 57104 no later than July 31 at 10:30am. Additional instructional are contained in the RFP which shall be carefully followed by proposers.

The Coffee Shop/Lunch Services RFP has been placed on file at the Minnehaha County Auditor's Office. The RFP is also available at the Minnehaha County website www.minnehahacounty.org/.

The Minnehaha County Commission reserves the right to reject any or all proposals, wave any irregularities deemed advantageous to the County and make awards as deemed to be in the best interest of the County.

Robert Litz
Minnehaha County Auditor

PUBLISH:

- Argus Leader: Monday, July 17, 2017 and July 24, 2017
- Dell Rapids Tribune: Wednesday, July 19, 2017
- Brandon Valley Challenger: Wednesday, July 19, 2017

REQUEST FOR PROPOSALS

TITLE: Request for Proposals to Provide Food Service at the Coffee/Lunch Shop in the Minnehaha County Administrative Building.

TIMEFRAME:

- RFP permission to publish July 11, 2017
- RFP's due July 31, 2017 by 10 A.M.
 - Minnehaha County Auditor, 415 N Dakota Avenue, Sioux Falls, South Dakota 57104
- Selection by August 11, 2017
- Operational date of August 28, 2017

SUMMARY:

Minnehaha County seeks a food service vendor to provide coffee and lunch services to employees and visitors to the Minnehaha County campus. This includes employees, jurors, and others in the building on business with Minnehaha County or the Circuit Court.

Minnehaha County has historically provided space within the Administrative Building for a coffee/lunch shop. The space is located on the north end of the first floor at 415 N Dakota Avenue, Sioux Falls, South Dakota. Square footage for preparation and service is 265 square feet. The area for tables/chairs/vending machines is 440 square feet. Minnehaha County will provide the space and utilities for a \$1/year lease, recognizing that these cost savings will be reflected in the pricing of items.

The space does not have commercial venting and thus, food prep must be done either off-site or with limited appliances. A triple sink is provided. Refrigerators, freezers, microwaves, roasters, crock-pots, and other appliances are the responsibility of the vendor to provide. Food safety and health inspections are the responsibility of the lessee. Cash register would be the responsibility of the lessee. Some dry storage space is available but is limited.

Minnehaha County is desirous of having a variety of items, along with healthy items such as salads, available. Service should be provided, at minimum, from 8am to 2pm. The current vendor estimates they serve an average of 70 people for lunch, which is impacted by time of year, weather, and jury pools. Lunch times for staff range from 30 to 60 minutes, depending upon their department. Lunch would need to be available beginning at 10:30 am and until 1:30 pm. The lunch menu is available to employees through the county intranet.

Minnehaha County provides the tables and chairs for customers. The current vending machines will remain as these are available until 5pm, and later for custodial staff. There are three beverage machines and one candy machine.

The pricing of items should be determined such that escalation or price increases would not be needed within 12 months.

Any vendors wishing to submit a proposal are encouraged to tour the space. This can be arranged by contacting Melinda Storley, Minnehaha County Commission Assistant at 605/367-4206.

The selected vendor will be expected to enter into an agreement with Minnehaha County. The final agreement will be determined through negotiations between the vendor and Minnehaha County.

REQUIREMENTS FOR SUBMISSION OF PROPOSALS:

Six copies of the proposal must be received at the Minnehaha County Auditor's Office, 415 N Dakota Avenue, Sioux Falls, no later than 10am, Monday, July 31, 2017.

The proposal shall include the following:

- 1) Name, address, phone number and email of the vendor.
- 2) Experience and history of providing food service. Please include relevant experience. If you have provided food service in the past five years, copies of past health food inspections.
- 3) Name of key personnel for this project. Ability to ensure service five days a week.
- 4) Availability to begin providing food service.
- 5) Sample list of items and costs:
 - a. Coffee
 - b. Snacks/breakfast items
 - c. Lunch. Please include a two week menu.
- 6) Narrative of how you would incorporate healthy choices into menus and selection.
- 7) Please describe food preparation, if you will prepare off-site or on-site.
- 8) Anticipated cost increases for future years.
- 9) Three references who can speak to your ability to provide this service. Please include their name, title, and daytime contact information.

EVALUATION AND AWARD FACTORS:

An employee committee will review all proposals. The committee will evaluate proposals based on the following criteria:

- 1) Experience in providing food service in a limited space and appliance environment. Food preparation off-site will also be considered.
- 2) Variety of items, including fresh, healthy items.
- 3) Cost of items.
- 4) References.

Upon review of all proposals, the committee will identify a limited number of vendors to invite in for an interview. Following these interviews, the committee will rank the proposals and make a recommendation to the Minnehaha County Commission which will award a contract to the selected vendor.

Questions regarding this RFP should be directed to the Minnehaha County Commission Office, 415 N Dakota Avenue, Sioux Falls, 605/367-4206.

Minnehaha County reserves the right to reject any or all proposals.