



Request for Proposal

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

3 January 2018

#AC010318



A VASCUPP™ Member Institution
Issued by
Procurement and Supplier Diversity Services
Charlottesville, Virginia

A. GENERAL INFORMATION

Request for Proposal (RFP) Name: Food Service at Mountain Lake Biological Station

RFP Number: #AC010318

Issue Date: 3 January, 2018

Brief Description The University and its Department of Biology seeks a qualified firm to provide high quality food service seven days per week for approximately 12 weeks, for approximately 25-80 people at Mountain Lake Biological Station in Giles County, Virginia.

Preproposal Questions: Any questions concerning this RFP must be sent to the buyer listed below no later than 5:00 PM on Tuesday, November 16th in order to guarantee a timely response prior to the proposal due date.

Proposal Due Date: 3:00 PM on January 26, 2018. Firms must submit an electronic original proposal that will be received by the University by the proposal deadline. The electronic original proposal may be submitted on a thumb drive *or* submitted via electronic mail to UVA Request for Proposals pur-rfp@eservices.virginia.edu. **Email is strongly preferred.** All electronic proposal documents, whether originals or copies, should be formatted as Microsoft Word documents.

Any trade secrets or proprietary information submitted with a proposal (original or copy) for which the firm seeks protection from public disclosure must be clearly identified by the specific page and section number in the proposal and accompanied by a suitable justification requesting non-disclosure.

Negotiations: Negotiations, if needed, will be held on 19 February, 2018

Expected Award Date: 26 February, 2018

Term of Agreement: The term of a resulting Agreement or Purchase Order will be for one one-year period with the option to renew for an additional three (3) one-year periods. The Selected Firm and the University will mutually agree at least 180 days prior to each renewal period whether to renew the terms of the Agreement.

REFER ALL QUESTIONS TO THE ISSUING OFFICE:

UNIVERSITY OF VIRGINIA
Department of Procurement and Supplier Diversity Services
1001 North Emmet St, Carruthers Hall
P.O. Box 400202
Charlottesville, VA 22904-4202
Attention: Adeline Coe
Email: adc9r@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 Les Haughton, Director 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 and Supplier Diversity 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>. 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 and Supplier Diversity Services web site: <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.

B. SCOPE OF GOODS & SERVICES

Mountain Lake Biological Station ("MLBS") is a residential field station at the top of Salt Pond Mountain in the Southern Appalachian (Pembroke, Giles County, Virginia). MLBS was established in 1930 as a branch of the Biology Department of the University of Virginia for research and advanced field training. From May to August, MLBS supports 25-80 students, researchers, and faculty members.

The University and its Department of Biology seeks a qualified firm to provide high quality food service seven days per week for approximately 12 weeks, for approximately 25-80 people. This service consists of breakfast, lunch, and dinner seven days a week, and evening receptions one to two nights a week. The firm also provides service for special events and visiting groups in the spring and fall. A typical Summer Season runs from mid-May through early August (with additional time 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 Services

1. Arrange a meeting with the head cook; Selected Firm Contract Administrator, and MLBS staff prior to the start of each summer season to review the contract and expectations.
2. Provide a seasonal (summer) food service, which consists of breakfast, lunch, and dinner, seven days per week for approximately 12 weeks, for approximately 25-80 people per meal, for the MLBS. Reception refreshments will be provided two evenings per week. Refreshments will consist of one fresh baked desert tray, one vegetable with dip or fruit tray,

- and punch or similar beverage. To serve 40. Paper plates, cups, utensils, napkins will be provided.
3. Provide all appropriate and required health inspections and obtain all required permits.
 4. Create and provide all menu planning (with the University having the final approval of menus). Menus will 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 the entire menu. A vegetarian main dish will be available at all meals. Freshly prepared desserts need only be served at dinner. Light desserts (such as cookies) may be served at other meals.
 5. Provide consistent and varied (meats, cheese, bread variety, chips, beverage, cookies) “bag lunch” makings for self-packing at breakfast time for MLBS residents who need to be off the station or in the field over lunch. Material will be organized and set out for easy self-service by middle of breakfast. Foods provided will include: at least two varieties of bread or wraps, peanut butter, jelly, hummus, meats, sliced cheese, lettuce, tomato, chips, whole fruit, cookies, condiments, and bottled water. Paper products provided will include: paper bags, small zip lock bags or plastic wrap, napkins, and plastic utensils. The price for a bag meal is the same as for the dining hall meal.
 6. Pack “camping food” for MLBS groups who will be away from the station for one or more days into a cooler and/or boxes which will be provided by the MLBS. Food packed should be simple self-prepared camping meals including all needed utensils and supplies. The price will reflect the number of meals and persons involved (i.e. same rate as in-dining hall meals).
 7. Provide fresh fruit and coffee available at all times.
 8. Assess food needs and make estimates of food and supply requirements.
 9. Procure, at the expense of the Selected Firm, all needed food. Selected Firm will maintain list of stocked and staple items and will review this list with the University before and throughout summer season. Will ensure consistency in staples and stocked items and restock needed items within 24 hours.
 10. Oversee and prepare daily meals (breakfast, lunch, and dinner 7 days a week). Meal service is “all you can eat”. Two servers will work the hot serving line at all meals if staff are available and needed. Current menu will be posted on the dining hall door and at the serving line. Hours of service for each meal as follows:
 - a. Breakfast 7:30 AM – 8:00 AM
 - b. Lunch 12:00 PM – 12:30 PM
 - c. Dinner 6:00 PM – 6:30 PM
 11. Provide “late plates” for any paying guests missing a meal
 12. Provide an early self-service breakfast, prepared the night before and stored appropriately in an accessible area of the dining hall for residents to eat as early as 5:00 AM. Early breakfast will not include hot entrees or sides served during normal breakfast hours.
 13. Secure Jefferson Hall every evening by locking all doors unless University requests otherwise.
 14. Meet weekly with MLBS staff to discuss; menu details, food quality, projected headcount, and other items as determined by MLBS
 15. Provide all expendable paper goods, such as, but not limited to; napkins, paper plates. Disposable utensils, etc. Disposables will be needed during power failures and at weekly BBQ dinner.

16. Provide all condiments such as, but not limited to; salt, pepper, ketchup, mayonnaise, and other miscellaneous and customary condiments provided on dining tables.
17. Organize, maintain, and sanitize on a daily basis, or as needed, the kitchen, pantry, dining hall, and dining area of the porch. This represents the entire Jefferson Hall with the exception of the restroom.
18. Supervise food service support staff (employees of the Selected Firm)
19. Be responsible for reimbursing the University for damages to, or the disappearance of, University property caused by the Selected Firm's misuse or misplacement of said property.
20. Provide the following post season close down procedure
 - a. Removal of all food, equipment, small wares, grease, and other items brought on location by the Selected Firm within one week of the end of food service operations.
 - b. Thoroughly clean facility and all equipment used by the Selected Firm, including dining hall area. Facilities should be left in the same conditions as they were upon the start of the season.
21. Provide a report after the season has ended that shows a summary of all University complaints and corrective actions taken by the Selected Firm.
22. Obtain "Small Business" certification through the Department of Minority Business Enterprise ("DMBE"), within 90 days of this Agreement being executed.
23. Consistently provide varied salad bar items in regular rotation. Six salad bar options (in addition to greens) should be available at lunch and dinner.
24. Provide, through special arrangements with the University, special meals or special receptions as needed (eg. 4th of July, Walton Lecture). University will notify the Selected Firm of special meal or reception needs at least two weeks in advance. Case by case determination will be made regarding special or separate billing (higher or lower). A master calendar will be posted in Jefferson kitchen on which all special events will be posted.
25. Remove and dispose of grease as necessary throughout the season
26. Clean and separate recyclables and place in designated locations for weekly pickup by MLBS staff.
27. Deposit trash and food waste into dumpster for weekly pickup.

* 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 service. MLBS has an operational commercial kitchen facility with included equipment, cookware, trays, tableware, and flat ware.

B. Customer Service to 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. Effective procedures for complaint resolution.

3. Return phone calls and e mails from the University within three business hours.
- C. Environmentally friendly products, recycling, and reducing paper to include:
1. Choice of recycled products and paper whenever deemed financially feasible.
 2. Plans to reduce paper consumption.
- D. 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

C. 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 reserves the right to award to different Selected Firms to respectively provide any part of the goods and services as discussed in this RFP. If a firm is to be selected, the University will select the firm on the basis of:

1. The firm's plan to provide the University with the products as described in the Scope of Good and Services section;
2. The firm's price proposal; and
3. The firm's response template which includes the firm's experience and references, agreement to terms and conditions, and the firm's Small, Woman-owned and Minority-owned (SWAM) business 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 in Attachment 1 and refer to the following site:
www.procurement.virginia.edu/main/publicpostings/rfp/SWAMplan.pdf

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

Note 2: Any questions related to SWAM business and SWAM subcontracting opportunities can be directed to Les Haughton, Director Supplier Diversity, at (434) 924-7174 or lh7sn@virginia.edu.

D. 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. The RFP Response Template
2. A detailed description and the full specifications of the product/equipment proposed. Each firm will indicate in its proposal the firm's ability to achieve/comply with each specification. In the event that the firm wishes to propose an alternate specification that, in any way, differs from the above specifications, the firm will detail the proposed change(s) and how the proposed change would compare to the listed specification. Proposals will be formatted in such a way to address each of the above specifications in a line-by-line process.
3. A brief history of the firm and its experience, qualifications and success in providing the type of product requested.
4. The firm's proposed price / fee for providing the Goods and Services, to include shipping charges if applicable (the University's shipping terms are FOB Destination).
5. At least three references where similar goods and/or services have been provided. Include the name of the firm / organization, the complete mailing address, and the name of the contact person and telephone number.
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>
9. Complete and return the information requested in Attachment 2, Firm Information.
10. Complete and return Attachment 3, Goods and Services Summary

NOTE: Virginia Freedom of Information Act

Except as provided, once an award is announced, all proposals submitted in response to this RFP will be open to inspection by any citizen, or interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm prior to or as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act only under the following circumstances: (1) the appropriate information is clearly identified by some distinct method such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that

constitute trade secrets or proprietary information are identified; and (3) a summary page is supplied immediately following the proposal title page that includes (a) the information to be protected, (b) the section(s)/page number(s) where this information is found in the proposal, and (c) a statement why protection is necessary for each section listed. The firm must also provide a separate electronic copy of the proposal (CD, etc.) with the trade secrets and/or proprietary information redacted. *If all of these requirements are not met, then the firm's entire proposal will be available for public inspection.*

IMPORTANT: 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/fees be treated as a trade secret or proprietary information, or otherwise be deemed confidential.

E. TERMS AND CONDITIONS

This solicitation and any subsequent award is subject to:

- The Selected Firm registering as a vendor with the University of Virginia.
<https://www.procurement.virginia.edu/pagevendorregistrationform>
- 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.
- The Selected Firm registering and accepting eVA Terms and Conditions prior to award.
<http://www.eva.virginia.gov/>
- The University's Mandatory Contractual Provisions:
<http://www.procurement.virginia.edu/main/publicpostings/rfp/mandatoryprovisions.pdf>
- The University's Preferred Contractual Provisions:
<http://www.procurement.virginia.edu/main/publicpostings/rfp/preferredprovisions.pdf>

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.

- The University's Procedure for Resolution of Contractual Claims
<http://www.procurement.virginia.edu/main/publicpostings/rfp/resolution.pdf>

F. OTHER INFORMATION

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 its 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.

Comprehensive 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 with coverage for the following coverage:

- Premises/Operations Products/Completed Operations
- Contractual Independent Contractors
- Personal Injury 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 occurrence with the following coverages for vehicles operated by their employees.

- 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."

Formation of the Agreement with the Selected Firm

All proposals received will first be carefully evaluated by the University, and then the University intends to conduct negotiations with two or more firms. After negotiations have been conducted, if the University chooses to make award, the University will select the firm which, in its opinion, best meets the needs of the University. Alternately, if the University determines in writing and in its sole discretion that only one firm is fully qualified, or that one firm is clearly more

highly qualified than the others under consideration, it may decide to negotiate and award an agreement to that single firm. In either event, the University intends to execute a mutually satisfactory written agreement which will reflect and largely incorporate this RFP as reconciled with any pertinent documents, such as the proposal submitted and relevant negotiation correspondence.

Because the University may choose to negotiate and award to a single firm as discussed above, each firm must include in its written proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after the proposal is submitted.

Any firm(s) invited to negotiations should note that the University reserves the right to begin negotiations by combining the best aspects of submitted proposals from all responding firms as the basis for subsequent formation of any Agreement resulting from this RFP.

Firms should also note that, as described above, certain matters will automatically be deemed part of the proposal.

Attachment 1

Vice President for Finance's Request for Commitment

Greetings:

The University of Virginia is able to deliver excellent education, research, healthcare, and public service because the high value support from you and all our suppliers of goods and services. Thank you for sharing our commitment to excellence. As a University, we are committed to diversity within our students, our faculty and staff, and our vendors and contractors. An important part of our procurement program involves our commitment to doing business with small, women- and minority-owned (SWaM) businesses. We look to you to help us achieve this objective.

We currently have a substantial volume of activity with small firms; however, we are striving to increase the number of substantial, long-term business relationships with minority-and women-owned businesses. We need your help here.

I have two requests: First, I ask that you actively seek out opportunities to involve small, women-and minority-owned businesses as you deliver services to UVA. Our team in Procurement and Supplier Diversity Services will assist you in identifying qualified diverse business partners. Second, please report your success in this area through our quarterly subcontracting reports – this is critical in quantifying how well we are meeting our goals. The terms and conditions previously provided to your organization outlined this process.

This effort is important to the University. We truly appreciate your efforts to join us in this commitment and partnership towards excellence.

Sincerely,



Melody Bianchetto
Vice President for Finance

Attachment 2
Firm Information

Full Legal Name (*Company name as it appears with its Federal Taxpayer Number*):

Address:

Telephone Number:

FAX Number:

Web Address:

Email Address:

DUNS Number:

SWAM Information:

Is the firm certified with the Commonwealth of Virginia's Department of Small Business & Supplier Diversity (SBSD): Yes No

Minority-Owned Business: Yes No

Women-Owned Business: Yes No

Small-Owned Business: Yes No

Is the 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:

Office No.

Mobile No.

FAX No.

Email Address: