

## REQUEST FOR PROPOSAL

### RFP 715 Mobile Food Truck/ Hot Food Conveyance Services Moorpark College Foundation

Sealed proposals must be submitted to the Moorpark College Foundation Office located on the Moorpark College campus, 7075 Campus Road, Moorpark, CA 93021 before **4:00 pm, Friday, July 16, 2015** to be considered.

The Foundation seeks mobile purveyors of hot food, prepared meals, beverages and other related food services for the Moorpark College campus. Hot food service is important for students, faculty and staff of the college. Since the closure of cafeteria services in spring 2012, our former food services from the Campus Center building has been discontinued and replaced with food vending machines. The proposed food truck/hot food purveyor locations considered may be viewed on the attached campus map.

*There is no site walk scheduled for this proposal, however if you would like to walk the campuses to view the existing vending machine placement areas, please contact Darlene Melby by **June 30** so that this can be arranged - [DMelby@vcccd.edu](mailto:DMelby@vcccd.edu).*

The selected contractor(s) will be required to provide through either portable food trucks or other movable conveyances, hot and cold food and beverages, prepared on the premises at one least one designated location on the campus within 60 days after the award of the RFP. It is the Foundation's intention to make a decision and notify the successful firm in August of 2015, allowing time for the successful firm to plan its implementation and have food and beverages soon after the award.

In order to obtain the most advantageous return on investment, pricing of products, and to ensure a commitment between the Foundation and the Contractor, the Foundation will be offering contracts to provide hot food and beverage services. As a result, the Foundation expects that the contractor will reliably offer its products, services, and prices consistent with current national and local contracts, and also consistent with other schools and colleges. This request for proposal for hot food service includes snack foods, food items such as prepared meals, sandwiches, hamburgers, hotdogs, pizza and hot beverages (coffee, tea, hot chocolate, etc.).

The term for this proposal will be for six (6) months, which can be renewable, with an appropriate termination clause for non-performance by awarded vendor.

Proposals should discuss/address all sections below in their Request for Proposal. It is highly desirable that proposals be prepared in accordance with the following outlined sections so the Foundation can easily compare proposals, although it is not required to be exactly in this order so long as all information is provided and clear. Provide as much information about your business and your trucks, service, products, and guarantees that you think will assist the Foundation in evaluating your business's ability to perform this contract.

**Questions about the RFP must be submitted in writing by e-mail to [DMelby@vcccd.edu](mailto:DMelby@vcccd.edu) and must be submitted no later than July 1, 2015.** Answers to questions will be posted to the Foundation website.

## **Existing Vending and Beverage Service Information**

There is a dedicated area of vending machines located in the Campus Center which provides sandwiches, salads, fruit and cold beverages. There are vending machines throughout the campus that sell cold beverages and snacks throughout campus. The cafeteria area is open from 8:00 AM to 9:00 PM. The Bookstore also sells cold sandwiches, drinks, and snacks. Any hot food vendor would have to co-exist with existing vending and bookstore sale operations on campus. The sale of beverages in the bookstores and stock of the coolers is a not part of this RFP.

## **RFP Required Information**

### **Section 1: Contractor Information**

Contractor should provide a company profile. Information should include but is not limited to the following:

- Company ownership. If incorporated, the state in which the company is incorporated and the date of incorporation.
- Location of the company offices
- Listing of frequent locations of your food trucks, time and duration of stay.
- Copies of business permits to operate within the County of Ventura, including Health and Safety permits, Safe Pour Permits, etc.
- Listing and description of any and all code violations within the last 12 months, and proof of their resolution.
- Length of time contractor has been in business providing the services described.

### **Section 2: Vehicles**

Describe and list the type, size (dimensions), and weight of trucks to be used in the RFP response. The contractor is responsible for all costs related to equipment purchase, installation and maintenance, including vandalism and theft. The Contractor shall carry all appropriate permits for operating such vehicle, including auto liability insurance. The vehicle(s) shall not exceed the weight and size limitations set by the Moorpark College campus (60' 72,000 lbs. GVW, must be self-contained); and must be able and willing to locate on campus in compliance with all County health requirements of access to running water and restroom facilities. Vehicle repair and/or maintenance must be done off-site. No dumping of gray water or black water on-site. The vehicle must be removed daily and will not have any overnight privileges.

- A. Contractor will be responsible for all repairs, upkeep, cleaning and maintenance of vehicles and any other equipment it provides for use on College property. The contractor must ensure that a food truck(s) is present and available each day that is agreed to by contract and in working order. The contractor shall supply electrical cords and food-grade hoses necessary to the proper operation of the food truck/vehicle.
- B. The Foundation prefers that the vendors will accept cash and debit or credit card payments.
- C. The College shall furnish, at a cost covered by the lease fees to the Foundation, the electrical power and potable water\* necessary for the operation of the food truck or vehicle. A projection of the maximum annual electrical cost and maximum aggregate annual electrical consumption per machine shall be included in the proposal. The College shall take reasonable measures, consistent with the College mission, to avoid power loss and to restore power if, and when, a power outage occurs. The contractor shall provide the electrical requirements (voltage, amperage, phasing, and plug type) requirements for running the food truck/vehicle equipment, along with an estimate of plugged-in hours per week in their proposal. Running on self-generated power, with the exception of solar generated power, is not permitted on campus. Excessive power consumption or faulty equipment

that causes electrical breakers to fail must be replaced with equipment that will operate on the specified electrical requirements.

- D. The contractor's vehicles must have the Contractors' company name visible. Drivers shall obey all speed limits, traffic laws and be mindful of students walking on the campus. Maximum speed on any non-posted area of campus is 10 MPH.

#### **Section 4: Service**

- A. The contractor shall maintain the area immediately around the food truck or vehicle to ensure that it is clean and free of debris that would attract vermin. The college will be responsible for custodial and grounds services in those areas adjacent to and surrounding the truck area.
- B. The Foundation is interested in having a healthy variety of food and beverages available to the college's students; please include these details in your proposal. The Contractor may provide a plan to assist the Foundation to promote educate and advertise the healthy food and beverages available and their benefits, including the use of social media to advertise location, times of operation, etc.
- C. Neither the Foundation nor the college assumes any responsibility for the Contractor's products, service, prices, or sales. The Foundation serves as a conduit for the Contractor to sell its goods to students, faculty, and staff on the Moorpark College campus, and makes no guarantees regarding level of sales, profits, or receptiveness to product offerings.
- D. The successful Contractor shall not have the right to sell, assign, or transfer any rights or duties under this contract without the specific written consent of the Foundation. If your firm plans on using any sub-contractor, you must clearly indicate this intent within the documents submitted. Under no circumstances will the Foundation accept a check from a subcontractor.

#### **Section 5: Fees & Pricing**

The Foundation will charge a flat rate of \$600.00 per month per location to a maximum of two locations on campus to the Contractor based upon which includes an estimate of the costs of maintaining and supporting the presence of the food truck or vehicle on the Moorpark College campus through the use of water, electricity, custodial staff, etc.

- A. Checks shall be made payable to the Moorpark College Foundation and delivered/mailed to the attention of **Fiscal Services, at 7075 Campus Road, Moorpark, CA 93021**. Fees will be due every Two (2) months after an initial Two (2) month deposit at the time of contract execution.

#### **Section 5: INSURANCE**

The selected proposer shall provide the following minimum insurance:

- 1. A Worker's Compensation insurance policy covering all employees and subcontractors of the selected proposer.
- 2. Comprehensive General and Automobile Liability Insurance of \$2,000,000 combined single limit Bodily Injury and Property Damage.
- 3. All insurance policies shall name the Moorpark Community College Foundation and the Ventura County Community College District as additional insured.

**Section 7: Evaluation Criteria**

The Foundation will review and evaluate proposals which meet the requirements noted herein. The Foundation reserves the right to determine acceptability and equivalency of items or services proposed. Key areas of evaluation are as follows:

- A. Ability and experience in handling an account similar to the needs of Moorpark College
- B. Proposed location and number of food trucks or similar vehicles
- C. Proposed days and hours of operation
- D. Variety and types of hot food and beverage items
- E. References
- F. Demonstrated knowledge of and compliance with local health code ordinances
- G. Pricing of vending products

**Section 7: Suggested Attachments**

- Answers to supplemental questions
- Copies of menus with prices
- Copies of local reviews, if any from blogs, news media, Facebook, etc.
- Reference List (at least 5 business references)
- Proof of Insurance (with endorsement)
- Health Permits
- References

**Exhibits:**

- A) Student and Faculty Population and Demographic of the District
- B) Current school schedule showing any breaks or service dates for classes.
- C) Campus map showing desired possible locations for food trucks/vehicles.

**REQUEST FOR PROPOSAL**  
**Food Truck/Portable Hot Food Conveyance Services**  
**Moorpark College Foundation**

**Supplemental Questions** (Include this sheet with your Proposal)

1. How many years experience do you or your firm have with the business of food trucks and hot meals? Where have you operated in the last two (2) years?

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2. Has your firm's been cited for health code violations within the last 12 months? \_\_\_\_Yes \_\_\_\_No  
If yes, please state the total number of violations and explain the circumstances:

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3. Have you provided food services to other colleges in the area? How have you addressed their special needs?

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4. What types of healthy food and choice drink options will be offered?

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5. Have you provided food services to other colleges or city/county facilities in the area? If not, please list any city or county events where your service has been available in the past 2 years.

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6. Please list the Name and Address of your Commissary:

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7. Do you have a scheduled 'route' of stops for sales at established locations? If so please list below or attach additional pages or website information.

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**Name of Firm:**

**Initials:**

**Date:**

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