



October 10, 2022

**REQUEST FOR PROPOSALS  
COUNTY OF ALAMEDA  
CAFÉ SERVICES**

The County of Alameda is seeking vendors to lease and operate retail café sites at two downtown Oakland locations.

It is the intent of this Request for Proposal (RFP) to identify qualified operators for two retail locations located inside County facilities.

The County intends to award License Agreement(s) to the bidder(s) selected as the most responsible bidder(s) whose response conforms to the RFP and meets the County's requirements. County of Alameda General Services Agency – Real Property Management (GSA) is managing this RFP, and all questions or comments should be directed to GSA at the contact information provided below.

**SCOPE**

The County of Alameda owns properties that are optimal locations for small retail stores. It is the County's intention to license these locations to vendors who benefit from the location and will provide the County employees and visitors with convenient and competitively-priced fast serve food, beverages and convenience items. Bidder will pay a monthly license fee for use of the space.

**BIDDER QUALIFICATIONS**

**1. Permit to Operate**

- a. Contractor must have the ability to obtain a permit to operate through Alameda County Environmental Health based on proposed service type: fixed facility or mobile food unit .
- b. Contractor shall successfully obtain permit to operate within 120 days of contract start date and/or provide a plan of action.
- c. The permit to operate shall be conspicuously displayed while conducting business.
- d. Contractor cannot operate without a permit at any time. Contractor shall immediately stop conducting business if permit is revoked or suspended for any reason. Contractor may not resume services until the permit has been reinstated/renewed.

e. The rental fee begins upon contract start date, not the date on which the permit to operate is obtained. The County will not reasonably withhold the right to do business.

## 2. Food Safety Certification Training

a. Employees and interns working for the Contractor are all required to complete the Food Safety Certification training and obtain a certificate of completion prior to working at a County facility.

b. The Food Safety Certification training must be completed through an accredited program certifier.

c. Certificates of completion shall be made available to the County upon request.

## 3. Employment Requirements for Contractor Employees

a. Contractor shall complete fingerprinting on employees who will be entering County facilities, or having contact through their work with Contractor with the youth. Acceptable locations to obtain fingerprinting includes the following:

LiveScan; or Other fingerprinting verification service that is certified with the California Department of Justice.

b. Contractor will be required to have personnel subject to rejection or termination of assignment to County facilities, based on the results of fingerprinting. Applicants with a criminal record related to violence or child abuse, will not be considered suitable for assignment at County facilities and shall not be allowed on the premises.

c. Contractor shall be responsible for financing and arranging the fingerprinting.

## 4. Food and Beverage Service

a. Contractor shall offer a variety of healthy and affordable food and beverages options to the youth, staff, community members, and the general public who access County facilities. For more information on Alameda County's Healthy Food and Beverage Criteria: [http://www.acgov.org/wellness/documents/Healthy\\_Food\\_and\\_Beverage\\_Criteria.pdf](http://www.acgov.org/wellness/documents/Healthy_Food_and_Beverage_Criteria.pdf).

b. Prices shall be competitive regarding product offered and customer base.

c. Contractor shall provide aesthetically pleasing food including a variety of seasonal fruits and vegetables, organically produced when practicable.

d. Contractor shall not sell cigarettes, other tobacco products, or alcoholic beverages or products on County premises.

## 5. Food Preparation:

a. Contractor will be responsible for supply of all food prepared and sold at the café. It is anticipated that much of the food preparation will be done offsite as most sites do not include a commercial kitchen.

6. Supplies and Furnishings:

a. Any furnishings and equipment necessary to provide the permitted services shall be the sole responsibility of the Contractor, pending County approval; and

b. Contractor shall maintain the café, equipment and the adjacent areas in a safe, clean, neat, orderly condition, compliant with health code standards.

7. Improvements and Repairs:

a. Contractor shall make no improvements or alterations of any kind to the premises without the prior approval of the County;

b. Any approved improvements or alterations shall be made at the sole expense of Contractor and become property of the County of Alameda unless otherwise agreed upon by all parties;

c. Improvements not approved by the County, but otherwise installed, may be removed by County at Contractor's expense; and

d. County may, at its discretion, install, at Contractor's sole cost, additional circuits, outlets or lines, reasonably required by Contractor.

8. Hours of Operation:

a. Contractor must be available to provide food and beverage as appropriate for County staff, clients and the surrounding community. It is recommended that the Café be open for a minimum of 25 hours per week. Hours for catering and staff special events in the Café space will be negotiated. See Section D – Site Descriptions, for site specific operating hours.

9. Café Grounds:

a. Contractor will be responsible for all sanitation of food preparation/ handling areas.

b. Contractor shall maintain the café, its equipment and the adjacent eating areas in a safe, clean, neat, orderly condition, compliant with health code standard during business hours.

**Bidders must respond with proposals for both of the proposed properties.**

**Bidders must include the attached form as part of their response.**

GSA will screen all proposals and will make the final decision. Unless otherwise directed, please maintain all communications with GSA only.

All responses to this RFP must be in writing and received via U.S. Mail or other courier service no later than 3PM on Monday, October 17th, at GSA-Real Property Department:

Yolanda McCormack  
Real Estate Projects Manager  
1401 Lakeside Drive, 6<sup>th</sup> Floor  
Oakland, California 94612-4305  
[yolanda.mccormack@acgov.org](mailto:yolanda.mccormack@acgov.org)

Facsimile proposals will not be accepted. If you have any questions prior to the deadline, please contact Yolanda McCormack at (510) 508-5507.

The issuance of this RFP does not constitute a license award, or any type of commitment or obligation on the part of the County. The County shall not pay or be responsible for any costs incurred in the preparation and submission of responses. The County reserves the right to reject all responses, and no part of this RFP shall be interpreted as an obligation on the part of the County to proceed with the project. You must also understand that no action that binds the County is in effect until the required County approval process is completed, including approval by the County Board of Supervisors at a public hearing.

Sincerely,

Yolanda McCormack  
Real Estate Projects Manager

cc: Thomas McKimmy, Strategic Facilities Capital Planning Manager  
Rachel Johnson, Real Property Program Manager

EXHIBIT A  
Sites

LOCATION #1 County Administration Building: 1221 Oak St., Oakland, CA 94612

1. Existing space within the first floor of the County Administration Building. No separate storage space exists at this location.
2. Service Type: Cart for grab-and-go food items and no on-site prep.
3. County Hours of Operation: Monday – Friday: 8:30 a.m. to 4:30 p.m.



LOCATION #2 Rene C. Davidson Courthouse: 1225 Fallon St., Oakland, CA 94612

- (1) Existing space within the first floor of the Rene C. Davidson Courthouse. No separate storage space exists at this location.
- (2) Service Type: Cart for grab-and-go food items and no on-site prep.
- (3) County Hours of Operation: Monday – Friday: 8:30 a.m. to 4:30 p.m.





EXHIBIT B  
BIF FORM

BIDDER NAME(S): \_\_\_\_\_

Please discuss your prior experience running a quick serve retail store (including number of years):

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