**\*\*IMPORTANT NOTICE\*\***

* Vendors interested in receiving the RFP, if one should be issued, shall submit the following required documents via e-mail to [gina.temporal@acgov.org](mailto:gina.temporal@acgov.org).
  1. A cover letter signed by an officer of the company including business name and physical address, with contact name, telephone number, mailing and email address of the contact person.
  2. Fresh Start Cafe Questionnaire (Exhibit A) as attached, completed and signed.
* **All questions regarding this document should be directed to:**

Gina Temporal, Lead Procurement & Contracts Specialist

Alameda County, GSA-Procurement & Support Services

1401 Lakeside Drive, Suite 907

Oakland, CA 94612

Phone: (510) 208-9606

Fax: (510) 208-9626

E-mail: [gina.temporal@acgov.org](http://gsaspoint.acgov.org/bletters/purchbl/BID%20DOCUMENTs/gina.temporal@acgov.org)

COUNTY OF ALAMEDA

REQUEST FOR information No. 901388

**for**

Fresh Start Cafés

**Any Request for Proposal (RFP) issued as a result of this Request for Information (RFI) will be issued electronically via e-mail. Please immediately update the County Contact noted below of any e-mail address changes. This RFI and any RFP issued as a result of this RFI will be posted on the General Services Agency Current Contracting Opportunities website located at:** [**http://www.acgov.org/gsa\_app/gsa/purchasing/bid\_content/contractopportunities.jsp**](http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp)**.**

**Please visit the website for further information regarding this project, or contact the person listed below.**

**Contact Person: Gina Temporal, Lead Procurement & Contracts Specialist**

**Phone Number: (510) 208-9606**

**E-mail Address:** [**gina.temporal@acgov.org**](mailto:gina.temporal@acgov.org)

To vendors registered or certified in the Small Local Emerging Business vendor database: Please maintain correct and accurate e-mail address information to ensure receipt of future RFIs.

**RFI RESPONSE DUE**

by

**2:00 p.m.**

on

**October 21, 2015**

Description: Description: branding.jpgAlameda County is committed to reducing environmental impacts across our entire supply chain.

If printing this document, please print only what you need, print double-sided, and use recycled-content paper.

1. **INTENT**

The intent of this Request for Information (RFI) is to seek information concerning the operation and managing of cafés at different locations throughout the County.

The County intends to release a Request for Proposal (RFP) and award a three-year contract (with option to renew) to the bidder(s) selected as the most responsible bidder(s) whose response conforms to the RFP and meets the County’s requirements.

The County of Alameda does not guarantee that a subsequent RFP will be issued. Should an RFP be issued, the terms and conditions described in this RFI are not guaranteed to remain exactly the same.

1. **SCOPE/background**

The General Services Agency and New Beginnings of Alameda County are seeking a café operator(s) to manage and operate up to seven different Fresh Start Cafés located in Alameda County. These seven cafés located throughout Alameda County will operate under the Fresh Start Café name and will be a part of New Beginnings, a County of Alameda program developed for at-risk youth. (For more information, visit <http://www.acgov.org/newbeginnings/>)

The Fresh Start Café concept seeks to offer youth from two at-risk populations—those aging out of the foster care system and those with experience on Probation—positive work experience to give them training and confidence as they transition into adulthood and independence.

Promising youth are selected to intern at the Fresh Start Cafés and are paid an hourly stipend. Participants receive on-the-job training in customer service, effective work habits, and other core job skills.

Cafés shall offer a healthy, affordable variety of food and beverages. Contractor shall meet the requirements for providing healthy food options that are in alignment with the Alameda County Nutrition and Physical Activity Policy. For more information on Healthy Food and Beverage Criteria: <http://www.acgov.org/wellness/documents/Healthy_Food_and_Beverage_Criteria.pdf>.

1. **VENDOR QUALIFICATION CRITERIA**

Vendor minimum qualification criteria include, but are not limited, to the following:

* + - 1. Bidder shall be regularly and continuously engaged in the business of providing food services, catering, or restaurant management services for at least three years;
      2. Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this RFP.

1. **Site descriptions**
2. Alameda County Clerk-Recorder’s Office

Address: 1106 Madison, Oakland, CA 94612

1. Existing space within the first floor lobby of the Alameda County Clerk-Recorder’s Office, as designated on the attached Exhibit B. No separate storage space exists at this location.
2. Service Type: Cart for grab-and-go food items and no on-site prep.
3. Castro Valley Library

Address: 3600 Norbridge Avenue, Castro Valley, CA 94546

1. Existing space within the Castro Valley Library, as designated on the attached Exhibit C. Very limited separate storage space exists at this location.

1. Service Type: Café for grab-and-go food items and minimal capacity for on-site prep.
2. County Administration Building

Address: 1221 Oak St., Oakland, CA 94612

1. Existing space within the first floor of the County Administration Building, as designated on the attached Exhibit D. No separate storage space exists at this location.
2. Service Type: Cart for grab-and-go food items and no on-site prep.
3. Eden Area Multi-Service Center

Address: 24100 Amador, Hayward, CA 94544

1. Existing space within the first floor of the Eden Area Multi-Service Center, as designated on the attached Exhibit E. Storage space exists within the designated space shown on Exhibit E.
2. Service Type: Full Service café.
3. Jackson Street Building

Address: 1111 Jackson St., Oakland, CA 94612

1. Existing space within the first floor of the Jackson Street Building, as designated on the attached Exhibit F. No separate storage space exists at this location.
2. Service Type: Café for grab-and-go food items and with minimal capacity for on-site prep.
3. Rene C. Davidson Courthouse - Oakland

Address: 1225 Fallon St., Oakland, CA 94612

1. Existing space within the first floor of the Rene C. Davidson Courthouse, as designated on the attached Exhibit G. No separate storage space exists at this location.
2. Service Type: Cart for grab-and-go food items and no on-site prep.
3. San Lorenzo Library

Address: 395 Paseo Grande, San Lorenzo, CA 94580

1. Existing space within the first floor of the San Lorenzo Library, as designated on the attached Exhibit H. Limited storage space exists at this location.
2. Service Type: Café for grab-and-go food items and with minimal capacity on-site prep.
3. **COUNTY PROVISIONS**
4. [Small Local Emerging Business Program](http://acgov.org/auditor/sleb/overview.htm): The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County’s purchase of goods and services.

As a result of the County’s commitment to advance the economic opportunities of these businesses, **Bidders must meet the County’s Small and Emerging Locally Owned Business requirements in order to be considered for the contract award.** These requirements can be found online at:

<http://acgov.org/auditor/sleb/overview.htm>

For purposes of this RFI, applicable industries include, but are not limited to, the following NAICS Code(s): 722310 and 722320.

A small business is defined by the [United States Small Business Administration](http://www.sba.gov/) (SBA) as having no more than the number of employees or average annual gross receipts over the last three years required per SBA standards based on the small business's appropriate NAICS code.

An emerging business is defined by the County as having either annual gross receipts of less than one-half (1/2) that of a small business OR having less than one-half (1/2) the number of employees AND that has been in business less than five years.

1. [First Source Program](http://acgov.org/auditor/sleb/sourceprogram.htm): Information regarding the County’s First Source Program can be found online at:

<http://acgov.org/auditor/sleb/sourceprogram.htm>.

1. **COUNTY CONTACTS**

Questions regarding this RFI must be submitted in writing to:

Gina Temporal, Lead Procurement & Contracts Specialist

Alameda County, GSA-Procurement & Support Services

1401 Lakeside Drive, Suite 907

Oakland, CA 94612

Phone: (510) 208-9606

Fax: (510) 208-9626

E-mail: [gina.temporal@acgov.org](mailto:gina.temporal@acgov.org)

1. **ESTIMATED CALENDAR OF EVENTS:**

|  |  |
| --- | --- |
| Event | **Date** |
| Request for Interest (RFI) Issued | October 6, 2015 |
| RFI Response Due | October 21, 2015 |
| Request for Proposal (RFP) Issued | November 13, 2015 |
| RFP Response Due | December 29, 2015 |
| Award Date | March 31, 2016 |
| Contract Start Date | April 1, 2016 |

**Note:** Dates indicated are approximate.

1. **REQUEST FOR INTEREST RESPONSE FORMAT**

Alameda County GSA-Procurement & Support Services intends to issue an RFP in order to establish a contract for the above-referenced service in the near future.

1. Vendors interested in receiving the RFP, if one should be issued, shall submit the following required documents in a PDF via e-mail to [gina.temporal@acgov.org](mailto:gina.temporal@acgov.org) by **2:00 p.m. on, October 21, 2015.**

The subject of the e-mail must read:

* ***PLEASE ADD TO VENDOR LIST – RFI No. 901388***

The body of the e-mail must contain the following:

* + A cover letter signed by an officer of the company including business name and physical address, with contact name, telephone number, mailing and e-mail address of the contact person.
  + Fresh Start Cafe Questionnaire (Exhibit A) as attached, completed and signed.

1. In addition, the County encourages any **new vendors that are local to Alameda County** to register and be added to the County SLEB database. More information on how to register can be found on the County’s website at: <http://acgov.org/auditor/sleb/newvendor.htm>.
2. Both local and non-local can subscribe to any or all Contracting Opportunities Categories and/or Calendar of Events for automatic updates. Subscribers will receive an e-mail announcing when the latest information has been updated on our website. More information on how to [Get e-mail updates when this information changes.](http://acgov.org/gsa/purchasing/esubscribe.htm) [Subscribe](http://acgov.org/gsa/purchasing/esubscribe.htm) can be found on the County’s website at: <http://acgov.org/gsa/purchasing/esubscribe.htm>.

**EXHIBIT A**

**Fresh Start Café Services Questionnaire**

**RFP No. 901388 – Fresh Start Cafés**

**Part 1: Vendor Contact Information**

Official Name of Bidder:

Street Address Line 1:

City:  State:  Zip Code:

Webpage:

Type of Entity / Organizational Structure (check one):

Corporation  Joint Venture

Limited Liability Partnership  Partnership

Limited Liability Corporation  Non-Profit / Church

Other:

Federal Tax Identification Number:

Primary Contact Information:

Name / Title:

Telephone Number:  Fax Number:

E-mail Address:

**SIGNATURE:**

Name and Title of Signer:

Dated this  day of  20

**Part 2: Questions**

1. Based on the information provided under “Site Descriptions” (Section D, page 4), do you consider the County’s basic café requirements operationally feasible for each location?

Please indicate “yes” or “no” and elaborate.

* + 1. Alameda County Clerk-Recorder’s Office:
    2. Castro Valley Library:
    3. County Administration Building:
    4. Eden Area Multi-Service Center:
    5. Jackson Street Building:
    6. Rene C. Davidson Courthouse:
    7. San Lorenzo Library:

1. Do you have any suggestions on what is the most practicable way to provide food service within the space and specify what level of service is appropriate at each location?
2. Alameda County Clerk-Recorder’s Office:
3. Castro Valley Library:
4. County Administration Building:
5. Eden Area Multi-Service Center:
6. Jackson Street Building:
7. Rene C. Davidson Courthouse:
8. San Lorenzo Library:
9. Given the physical limitations of each site, what would you need to make operation and management of the cafés a successful economic venture?

1. If multiple locations within the same geographic proximity were combined into a bid bundle, would you bid on that bundle? Would this be your preference (as opposed to bidding on all seven (7) sites? Please explain.

1. Would you support a workforce program for at-risk youth as described under Section B Scope/Background of this RFI (page 3)? Please explain.

1. If a workforce program were mandatory, would you bid?

1. Would you bid if there was a non-mandatory good faith effort workforce program that seeks to employ at-risk youth or adults? Please explain.

1. Have you partnered with food service training programs in the past? If yes, please explain your experience.

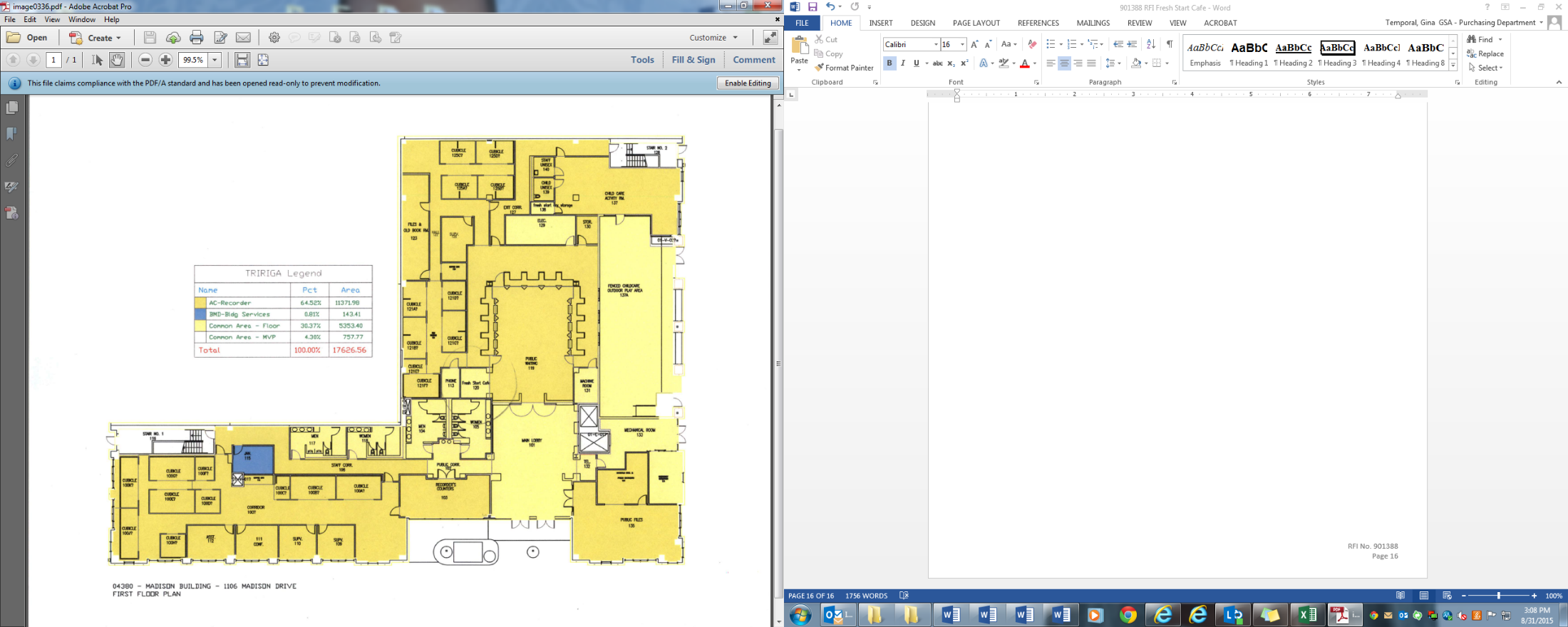
1. Are you able to provide all food service equipment as necessary at each location? Please explain.

1. How do you provide positive customer satisfaction in your current business? Please explain and include any customer reviews or comments.

**EXHIBIT B**

**Alameda County Clerk-Recorder’s Office Floor Plan**

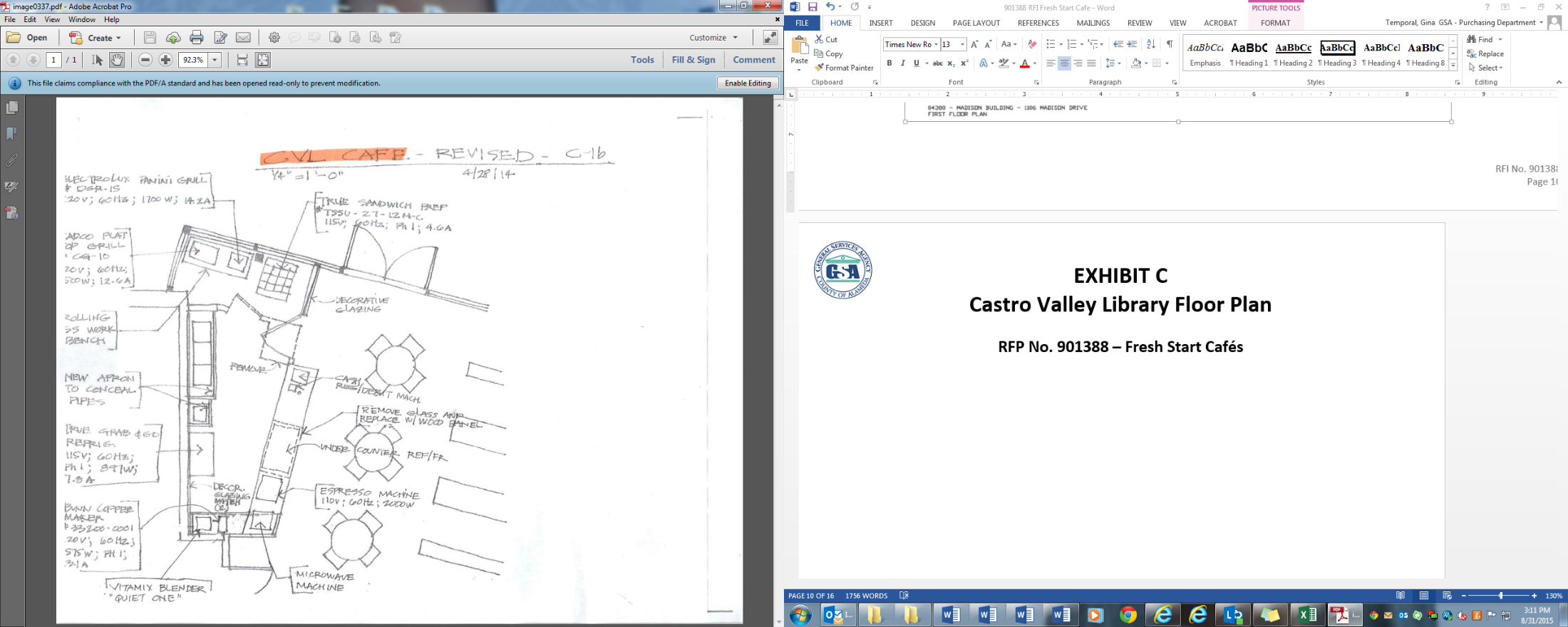
**RFP No. 901388 – Fresh Start Cafés**



**EXHIBIT C**

**Castro Valley Library Floor Plan**

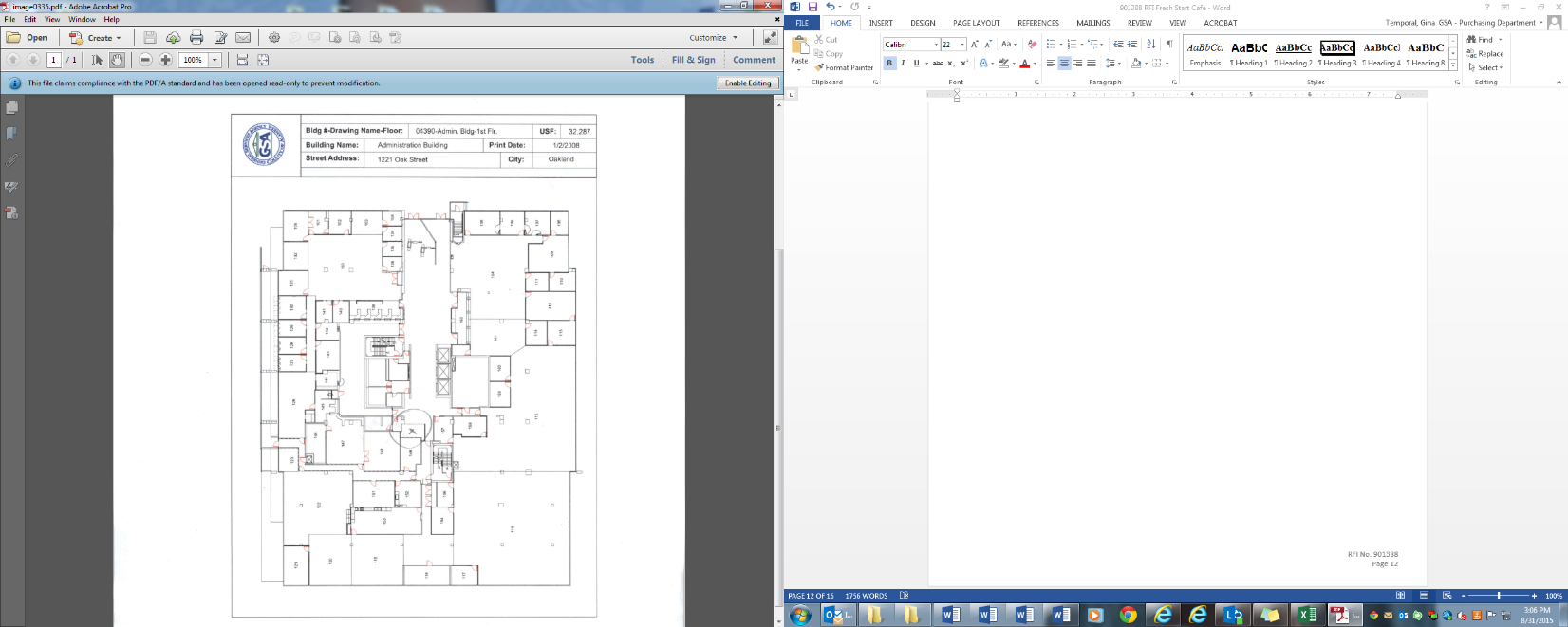
**RFP No. 901388 – Fresh Start Cafés**



**EXHIBIT D**

**County Administration Building Floor Plan**

**RFP No. 901388 – Fresh Start Cafés**



**EXHIBIT E**

**Eden Area Multi-Service Center Floor Plan**

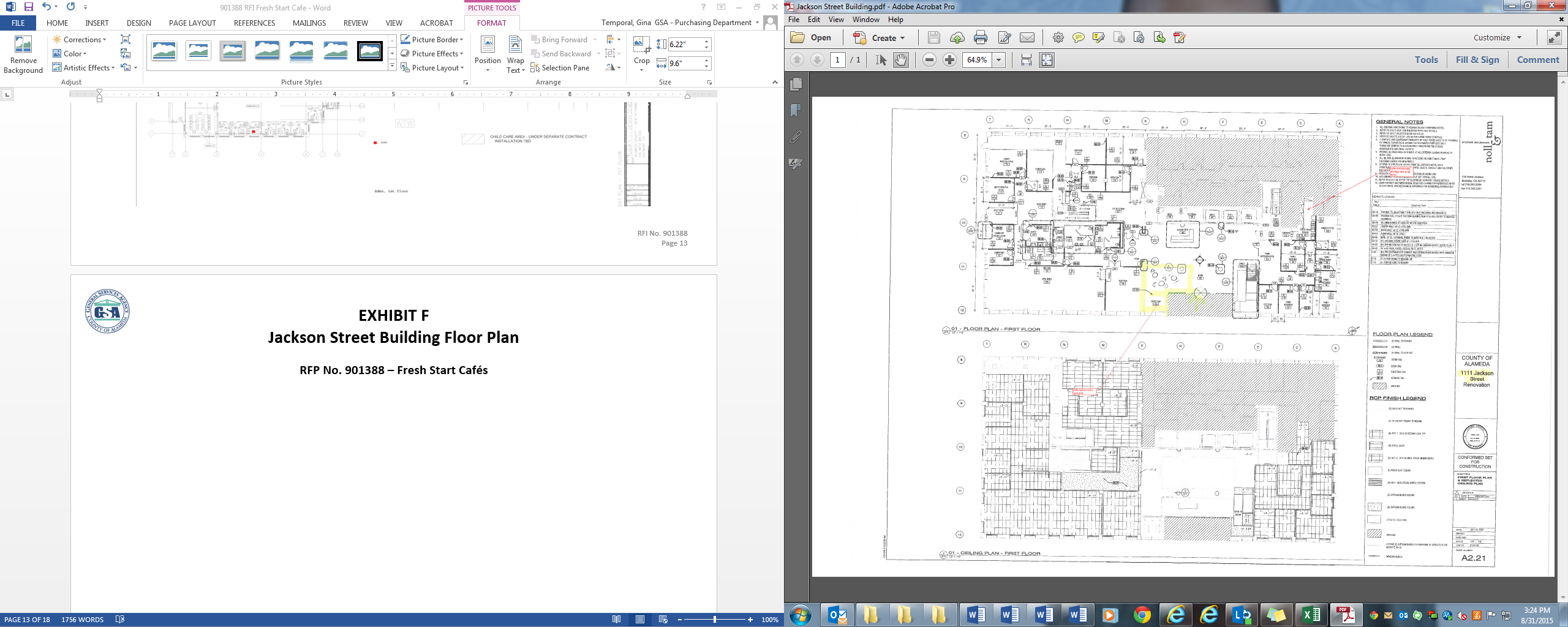
**RFP No. 901388 – Fresh Start Cafés**



**EXHIBIT F**

**Jackson Street Building Floor Plan**

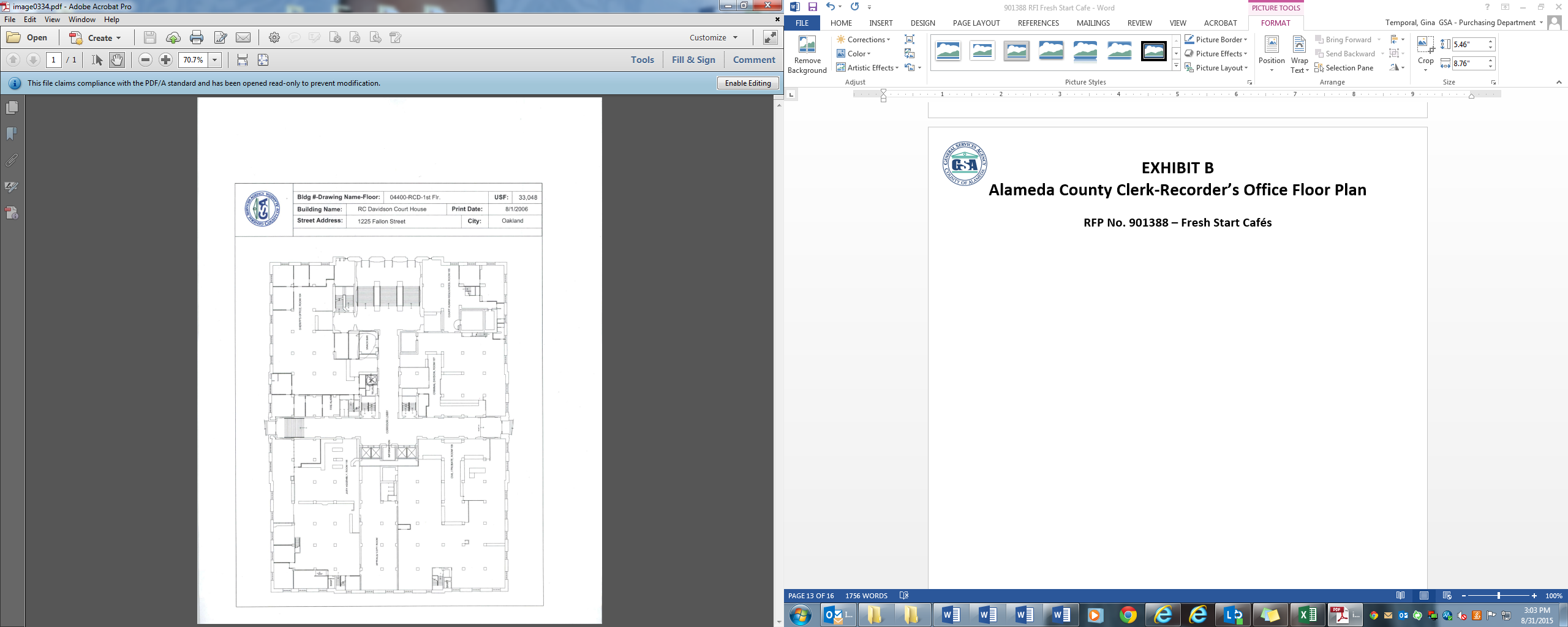
**RFP No. 901388 – Fresh Start Cafés**



**EXHIBIT G**

**Rene C. Davidson Courthouse Floor Plan**

**RFP No. 901388 – Fresh Start Cafés**



**EXHIBIT H**

**San Lorenzo Floor Plan**

**RFP No. 901388 – Fresh Start Cafés**

