

Request for Proposals

Café Counter & Catering Opportunity at Catholic Relief Services World Headquarters, Baltimore, MD

Issued: June 12, 2019

I. Introduction

Catholic Relief Services (“CRS”) is seeking written proposals from interested parties (“vendors”) for a long-term lease of the 8th Floor café within our World Headquarters building (“HQ”). The selected vendor would be responsible for the operation of a daily breakfast and lunch counter. In addition, they would also have the opportunity to serve as one of HQ’s primary caterers for meetings and events.

The opportunity is open to all interested / qualified vendors, however preference will be given to small businesses in the CRS neighborhood.

This is a new venue / service at CRS. No on-site café has previously existed.

II. Description of Project

CRS HQ is located at 228 West Lexington Street, Baltimore, MD 21201. There are approximately 400 staff in the building each day Monday through Friday. The café counter would be expected to serve approximately 100 staff people per day.

The site of the meal counter would be on the 8th Floor in HQ’s newly designed café space. (See attached diagram)

There are no food preparation / cooking facilities in the building. Therefore, all food must be prepared off-site and brought to HQ packaged and labeled or served as catered food.

Amenities include dedicated warming drawers, microwaves, refrigeration, coffee makers, ice maker, display cases, and a handwashing sink. Any other needed equipment not included in the list of amenities must be provided by the vendor

The vendor would supply and maintain a point-of-sale and manage all cash and credit transactions related to its sales.

The chosen vendors would need to provide all cutlery, cups, dinnerware, napkins, and condiments associated with any products sold.

The vendor would be responsible for providing ongoing coffee service and prepared breakfast and lunch items Monday through Friday between the hours of 8am and 2pm (except during designated holidays or building closures) and the space must always be staffed by at least one person during these hours.

The vendor would be free to set the prices and the menu, although there must always be vegetarian, vegan, and gluten-free options available.

The vendor would be responsible for keeping the designated space clean and safe.

The vendor would be solely responsible for proper licensing, insurance, and certifications required by Baltimore or any other relevant regulatory agency.

We envision use of the space would be free of charge to the vendor and all profits from sales would go to the vendor. However, there will be no additional financial subsidies provided.

Finally, the chosen vendor will be provided the opportunity to offer catering for other in-building meetings and events, including breakfast, lunch, dinner, snacks, and appetizers for everything from small meetings to large events such as conferences and receptions.

Services would be for CRS employees (and their official guests) only. Due to security and other issues, the general public would not have access to this CRS-specific café.

III. Intent of Offering

CRS is seeking proposals from vendors for a long-term lease of the 8th Floor HQ café in order to:

- a) Provide in-house meal service to CRS HQ staff and visitors
- b) Support a Baltimore-based vendor and keep revenue inside of the city
- c) Build a long-term relationship between a vendor and CRS HQ

IV. Proposal Content & Submission Requirements

All proposals must be received by CRS no later than **July 19th, 2019**

All proposals should be submitted electronically via an attachment in an email. The email should go to Shawn Mood (shawn.mood@crs.org) and Janeé Franklin (janeefranklin@crs.org).

If that is not possible, proposal should be mailed or delivered to:

Catholic Relief Services
c/o Janeé Franklin
228 W. Lexington Street, 3rd Floor
Baltimore, MD 21201

All proposals must contain, at a minimum, the following information in the order indicated:

1. Narrative Project description
2. Sample menu items with prices
3. Catering menu with prices
4. Any additional terms of operation if applicable
5. Names of vendor owner and employees
6. Copy of Food Provider License
7. Copy of records of financial revenue from the past 12 months
8. References (not required, but may be submitted)

Vendors may request a tour of the CRS facility before bidding by contacting Charles Dimling (charles.dimling@crs.org) and Janeé Franklin (janeefranklin@crs.org).

V. Contract Terms and Conditions

The selected vendor will enter into a formal agreement with CRS, to be determined.

VI. Award Procedures

In making a vendor selection, CRS will consider the vendor's formal RFP response, but may collect and utilize other sources of information useful in evaluating the capabilities of the vendor, including input from any member business associations and online reviews.

All proposals submitted in response to this RFP must be e-mailed, mailed, or hand-delivered. No faxed proposals will be accepted. Proposals or unsolicited amendments to proposals arriving after the Closing date and time will not be accepted.

Vendors may be required to meet with CRS at a mutually convenient time for purposes of clarifying their proposal prior to final approval. All such meetings will be arranged by CRS. CRS may also submit written comments regarding the proposed project to vendors, to which vendors will be required to provide written responses within ten (10) working days.

All requests for information (RFI) related to the RFP, the preparation of the proposal, or the property shall be in writing. All responses to the RFI shall be provided by CRS in writing and delivered to vendors via email at least five (5) working days prior to the Closing date.

If a vendor is selected, CRS will contact them via email or phone to inform them of the decision. Furthermore, CRS will send a copy of the contract, which will include the terms and conditions

under which CRS will negotiate with the selected vendor, the requirements and deadlines for commencing and completing said negotiations, and the terms and conditions under which CRS will consider entering into a lease of the property. No fees will be charged. If the negotiations have not been completed with ten (10) working days, then CRS may select another vendor. However, CRS, in its sole discretion, may extend this time if they find that negotiations are going satisfactorily. Should the parties fail to agree upon terms and conditions for the lease, CRS may cancel negotiations with the first selected vendor and proceed to negotiate with the next acceptable vendor, re-solicit for new proposals, or abandon the RFP process altogether.

VII. Evaluation Criteria

Proposals shall be evaluated based on, but not limited to, the following criteria:

- The scope, quality, and degree to which the vendor's proposal addresses the RFPs goals, intents, and terms of offering
- The vendors ability to provide or obtain sufficient financial resources to start and maintain the café counter
- Vendor capacity to conduct both regular business plus café counter and catering at CRS
- Menu quality (includes variety, prices, and options for vegetarians, vegans, and gluten-free people)
- The quality of online and in-person reviews of the vendor
- Vendor's previous experience operating similar endeavors (e.g. booths, pop-up stands, food trucks for at least 100 people)
- *Special consideration will be given to women/minority-owned vendors located within 2 miles of CRS HQ*

VIII. Attachments & Contact Info

Please direct any questions to:

Shawn Mood, Executive Vice President, HR

410-234-3187

Shawn.mood@crs.org

OR

Janeé Franklin, Community Engagement Specialist, HR

410-525-5987

Janeefranklin@crs.org

Exhibit 1- Site Map

Copyright © 2019 by Arris, a Design Studio, Inc.
 PROJECT NO. 427-0118
 SCALE 1/8" = 1'-0"
 DRAWING CATHOLIC RELIEF SERVICES
 8TH FLOOR
 Design Studio, Inc.
 111 West Street, Suite 300
 Boston, MA 02107
 415.752.0717
 DATE 06/04/2019
 DRAWN BY JAH
 SHEET SK-1

