

City of Fort Wayne
Thomas C. Henry, Mayor
Purchasing Department
REQUEST FOR PROPOSAL

Request for Proposal (RFP) Information

RFP#4357
Description..... **Operation and Management of Park Foundation Promenade Park Cafe**
Pre-bid meeting date..... **Wednesday, November 14, 2018 at 11:00 a.m. (following pre-bid at the Botanical) - MANDATORY**
Pre-bid location.....**202 W. Superior Street, Fort Wayne, IN**
RFP Due Date **Monday, November 26, 2018 at 11:00 a.m.**
Any and all questions are required to be in writing and submitted via email to the following address: mitch.sheppard@cityoffortwayne.org

All questions must be submitted by November 20, 2018 at 5:00 p.m.
Questions and answers will be documented and sent via email to all vendors who have registered to participate in this RFP.

Bid packet delivered to:
City of Fort Wayne
Purchasing Department
200 East Berry Street, Ste 490
Fort Wayne, Indiana 46802-1804

Information Resources:
Purchasing:
Gayle Cooper Telephone: 260) 427-1376 E-mail: gayle.cooper@cityoffortwayne.org

Mitch Sheppard Telephone: (260) 427-6441 E-mail: mitch.sheppard@cityoffortwayne.org

Instructions for Bidders

1. Fax proposals and emails will not be accepted for this RFP.
2. Proposals received after the posted RFP Due Date above will not be accepted.
3. **Vendor must submit one (1) original and six (6) copies of the proposal are required and (1) true and accurate PDF file (flash drive or CD) of the proposal is required. Three ring binders are NOT requested. We prefer paper copies to be bound simply with a binder clip.**
4. To ensure proper identification of your response, the RFP number should be written on the lower left corner of your bid packet envelope.
5. Proposal F.O.B. (Freight on Board) Destination if applicable.
6. If Bidder/Proposer has any proprietary information that cannot be disclosed, the proprietary information should be submitted as a separate package. Bidder/Proposer must understand

that all information submitted is subject to public records request after award is made. If proprietary information is requested, bidder/proposer will be contacted and given an opportunity to defend its position that the information is proprietary.

7. Include Vendor Submission page as the first page of proposal.
8. If you are not willing to accept a split award (partial order), your submission must include the statement: "Bidding all or none.
9. Clearly detail in writing any deviation to the stated specifications or terms and conditions (Request for Proposals only)

Documents Required

The following documents must be completed, endorsed, and submitted with each bid. Failure to complete and return all documents requested will make your bid incomplete, and will result in rejection of your bid by the City of Fort Wayne.

Document(s) required with each proposal:

1. Vendor Submission Form
2. Vendor Disclosure Form (Conflict of Interest)
3. **Non-Collusion Affidavit**
4. Specifications/Price Page

Document(s) required of awarded bidder:

1. Certificate of Insurance: Awarded bidders will be required to submit a Certificate of Insurance. The Certificate must list City of Fort Wayne, its Divisions and Subsidiaries as a Certificate Holder with 30-day notification of cancellation or non-renewal. Bidders are required to meet minimum Insurance Requirements according to the following schedule:
 - a. *Commodities and Non-Construction Services*: Automobile Liability \$1,000,000 minimum per occurrence; General Liability \$1,000,000 minimum per occurrence; Aggregates \$1,000,000 minimum per occurrence; Products Liability \$1,000,000 minimum per occurrence; Completed Operations Liability \$1,000,000 minimum per occurrence; Workmen's Compensation per statutory limits.
 - b. *Construction Services*: Automobile Liability \$1,000,000 minimum per occurrence; General Liability \$1,000,000 minimum per occurrence and \$2,000,000 general aggregate; Products Liability \$1,000,000 minimum per occurrence; Completed Operations Liability \$1,000,000 minimum per occurrence; Workmen's Compensation per statutory limits.
2. Service Agreement
3. Contribution Statement by a Business Entity

Notice to Bidders

1. The legal document, "Standard Terms & Conditions," may be obtained on the City's website at: Cityoffortwayne.org, Finance & Administration, Purchasing, and Standard Terms.
2. Cash discounts: Bidders are encouraged to offer discounts for expedited payment of invoices rendered under this contract. Cash discounts will be taken as earned by the City. Cash discounts will not be considered in the bid evaluation.
3. The City of Fort Wayne has the right and option to terminate the agreement upon thirty days written notice.

4. Quantities indicated are estimates only. City reserves the right to buy additional units of commodity specified at the quoted price.
5. Any waiver of the specifications in Requests for Bids or Proposals is void unless a formal addendum is sent from the Purchasing Department.
6. Approved Equivalents: Unless an item is indicated “No Substitute”, special brands, when named, are intended to describe the standard of quality, performance or use desired. Equivalent items will be considered by the City, provided that the Bidder/Proposer specifies the brand and model, and provides all descriptive literature, independent test results, product samples, etc. to enable the City to evaluate the proposed “equivalent”. The decision of the City as to what items are equivalent shall be final and conclusive. If the City elects to purchase a brand represented by the Bidder/Proposer to be an “equivalent”, the City’s acceptance of the item will be conditioned on the City’s inspection and testing after receipt. If, in the sole judgment of the City, the item is determined not to be an equivalent, the item shall be returned at the Bidder/Proposer’s expense and the contract canceled without any liability whatsoever to the City. When a brand name or level of quality is not stated by the Bidder/Proposer, it is understood the offer is exactly as specified. If more than one brand name is specified, Bidder/Proposer must clearly indicate the brand and model/part number being bid/proposed.
7. Contractor shall understand and comply with the City of Fort Wayne Drug Policy as listed on the City of Fort Wayne website at: www.cityoffortwayne.org, Finance and Administration, Purchasing, Drug Policy.
8. Indiana Business Preference: If Bidder wants to claim local preference per Indiana Code 5-22-15-20.5, Bidder must indicate Indiana Business status as part of their Bid. No claims for local preference will be allowed by Owner after Proposal opening.
9. Indiana Legal Employment: Pursuant to IC 22-5-1.7, Vendors shall enroll in and verify the work eligibility status of all newly hired employees through the E-Verify Program. As a condition of being awarded any contract, the successful Bidder shall execute the E-Verify Affidavit, affirming that the Vendor does not knowingly employ an unauthorized alien and further affirming that Vendor has enrolled in and is participating in the E-Verify Program.
10. All equipment which runs on electricity will carry the energy star rating whenever possible. Computer equipment, etc., may be selected because it meets this specification over competitors that do not.
11. The owner reserves the right to waive any and all formalities and informalities or to reject any and all proposals. The Owner shall accept proposals which, in his judgment, are in his own best interests. Proposals received after the time set are rejected.
12. All expenses incurred in the preparation of a response to this Proposal shall be borne by the bidder.
13. All submitted proposals shall become the property of the City of Fort Wayne.
14. The City is exempt from the payment of state sales and federal taxes.
15. The City reserves the right to reject any proposals. The City’s intent is to award to the lowest responsive, responsible bidder.
16. The names of the vendors that submitted proposals will be read publicly in the Purchasing Conference Room located in Suite 490 of Citizen’s Square, 200 E. Berry Street, Fort Wayne, Indiana 46802.
17. Mercury Free Specification
Bidders must offer mercury-free alternatives to all products which contain intentionally added mercury (mercury added products) where such alternatives exist. Should such alternatives not be available, bidders must submit with their response a list of products without mercury-free alternatives and an explanation of why alternatives are not available. City reserves the right to reject any and all bids that do

not provide mercury-free alternatives or an adequate explanation which city deems acceptable.

City of Fort Wayne
Thomas C. Henry, Mayor
Purchasing Department
200 East Berry Street, Ste. 490
Fort Wayne, Indiana 46802-1804
Telephone (260) 427-1376 Fax (260) 427-1393

Proposal Registration

Complete and fax this document to (260) 427-1393 or email to gayle.cooper@cityoffortwayne.org to register your company for this proposal. Registration allows the Purchasing Department to notify you of any possible changes to the proposal package that may affect your response.

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Company Information	
Company Name	
Street Address	
City, State, ZIP Code	
Telephone	
Fax	
Contact Person	
E-mail Address	

Signature: _____ Printed Name: _____
(Authorized Representative)

Title: _____ Date: _____

City of Fort Wayne
Thomas C. Henry, Mayor
Purchasing Department
200 East Berry Street, Ste. 490
Fort Wayne, Indiana 46802-1804
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Vendor Submission

RFP#4357
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Sealed proposals should be delivered to the Purchasing Department at the address specified above up to **11:00 a.m.** on or before the opening date. Sealed proposals may be opened publicly at **11:01 a.m.** in the Purchasing Conference Room. **No proposals will be accepted after 11:00 a.m. for any reason whatsoever.**

By mutual agreement between the City of Fort Wayne and the supplier, the contract period may be extended for an additional like or lesser time period. However, the agreement to extend must be completed in written form at the original price and under the original conditions governing the contract.

Prompt payment discounts will be allowed as follows: _____% if paid within _____ days.

This Request for Proposal is issued to establish a contract to supply the City of Fort Wayne with a commodity or service in accordance with accompanying specifications. The execution hereof by the bidder is acceptance of all terms and conditions herein and in that regard the bidder agrees to be bound by same and be bound to the amount of the bid for a period of ninety (90) days.

Company: _____

Signature: _____ Printed Name: _____
(Authorized Representative)

Title: _____ Date: _____

Vendor Disclosure

CITY OF FORT WAYNE, INDIANA

(Vendor Name)

VENDOR DISCLOSURE STATEMENT RELATING TO:

1. FINANCIAL INTERESTS;
2. POTENTIAL CONFLICTS OF INTEREST;
3. CURRENT AND PENDING CONTRACTS OR PROCUREMENTS

Vendors desiring to enter into certain contracts with the City of Fort Wayne, Indiana (the "City") shall disclose their financial interests, potential conflicts of interest and current and pending contract or procurement information as set forth below.

The following disclosures by Vendors are required for all contracts with annual payments by the City in the amount of \$50,000 or more. Vendors shall disclose their financial interests, potential conflicts of interest and other contract and procurement information identified in Sections 1, 2 and 3 below as a prerequisite for consideration for a contract awarded by the City. This Disclosure Statement must be completed and submitted together with the Vendor's contract, bid, proposal or offer.

A publicly traded entity may submit its current 10K disclosure filing in satisfaction of the disclosure requirements set forth in Sections 1 and 2 below.

Section 1: Disclosure of Financial Interest in Vendor

a. If any individuals have either of the following financial interests in Vendor (or its parent), please check all that apply and provide their names and addresses (attach additional pages as necessary):

(i) Equity ownership exceeding 5%

(ii) Distributable income share exceeding 5%

(iii) Not Applicable (If N/A, go to Section 2)

Name: _____ Name: _____

Address: _____ Address: _____

b. For each individual listed in Section 1a. show his/her type of equity ownership:

sole proprietorship stock

partnership interest units (LLC)

other explain) _____

c. For each individual listed in Section 1a. show the percentage of ownership interest in Vendor (or its parent): ownership interest:

Name: _____ %
Name: _____ %

Section 2: Disclosure of Potential Conflicts of Interest (not applicable for vendors who file a 10K)

For each individual listed in Section 1a. check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe using space under applicable subsection (attach additional pages as necessary):

- a. City employment, currently or in the previous 3 years, including contractual employment for services: Yes ___ No ___

- b. City employment of "Member of Immediate Family" (defined herein as: *Spouse, Child, Step Child, Parent or Step Parent, Father-in-law or Mother-in-law, Brother or Sister, Step Brother or Step Sister, Half Brother or Half Sister, Brother-in-law or Sister-in-law, Son-in-law or Daughter-in-law, Grandparent or Step Grandparent, Grandparent or Step Grandparent of Spouse, Grandchild*)

Including contractual employment for services in the previous 3 years:

Yes ___ No ___

- c. Relationship to Member of Immediate Family holding elective City office currently or in the previous 3 years: Yes ___ No ___

- c. Relationship to Member of Immediate Family holding appointive City office currently or in the previous 3 years:

Yes ___ No ___

Section 3: DISCLOSURE OF OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION

- a. Does Vendor have current contracts (including leases) with the City?

Yes ___ No ___

If "Yes", identify each current contract with descriptive information including purchase order or contract reference number, contract date and City contact below (attach additional pages as necessary).

- b. Does Vendor have **pending** contracts (including leases), bids, proposals, or other pending procurement relationship with the City?

Yes ___ No ___

If "Yes", identify each pending matter with descriptive information including bid or project number, contract date and City contact using space below (attach additional pages as necessary).

- c. Does vendor have any existing employees that are also employed by the City of Fort Wayne?

Yes ___ No ___

If "Yes", provide the employee's name, current position held at vendor, and employment payment terms (hourly, salaried, commissioned, etc.).

Name / Position / Payment Terms: _____

Name / Position / Payment Terms: _____

Name / Position / Payment Terms: _____

- d. Does vendor's representative, agent, broker, dealer or distributor (if applicable) have any existing employees that are also employed by the City of Fort Wayne? For each instance, please provide the name of the representative, agent, broker, dealer or distributor; the name of the City employee, and the payment terms (hourly, salaried, commissioned, etc.).

e. **Company / Name / Payment / Terms:**

Company / Name / Payment / Terms:

Section 4: CERTIFICATION OF DISCLOSURES

In connection with the disclosures contained in Sections 1, 2 and 3 Vendor hereby certifies that, except as described in attached Schedule A:

- a. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, been debarred, suspended, proposed for debarment declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;
- b. No officer or director of Vendor (or its parent) or individual listed in Section 1a. is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offense;
- c. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, had one or more public transactions (federal, state or local) terminated for cause or default;
- d. No officer or director of Vendor (or its parent) or individual listed in Section 1a. has, within the five (5) year period preceding the date of this Disclosure Statement, been convicted, adjudged guilty, or found liable in any criminal or civil action instituted by the City, the federal or state government or any other unit of local government; and
- e. Neither Vendor, nor its parent, nor any affiliated entity of Vendor, or any of their respective officers, directors, or individuals listed in Section 1a. is barred from contracting with any unit of any federal, state or local government as a result of engaging in or being convicted of: (i) bid-rigging; (ii) bid-rotating; or (iii) any similar federal or state offense that contains the same elements as the offense of bid-rigging or bid-rotating
- f. Pursuant to IC 5-22-16.5, Vendor hereby certifies they do NOT provide \$20 million dollars or more in goods or services to the energy sector of Iran. Vendor also certifies it is not a financial institution that extends \$20 million dollars or more in credit that will provide goods or services to the energy sector of Iran or extends \$20 million dollars or more in credit to a person identified on the list as a person engaging in investment activities in Iran.

The disclosures contained Sections 1, 2 and 3 and the foregoing Certifications are submitted by

(Name of Vendor)

Address

()

Telephone

E-Mail Address

The individual authorized to sign on behalf of Vendor represents that he/she: (a) is fully informed regarding the matters pertaining to Vendor and its business; (b) has adequate knowledge to make the above representations and disclosures concerning Vendor; and (c) certifies that the foregoing representations and disclosures are true and accurate to the best of his/her knowledge and belief.

Name (Printed) _____ Title _____

Signature _____ Date _____

NOTE: FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR DOCUMENTATION MAY RESULT IN YOUR CONTRACT, OFFER, BID OR PROPOSAL BEING DISQUALIFIED FROM CONSIDERATION.

Non-Collusion Affidavit

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID ARE TRUE AND CORRECT.

Dated this ___ day of _____, _____

(Name of Organization)

(Title of Person Signing)

(Signature)

ACKNOWLEDGEMENT

STATE OF _____)

) ss

COUNTY OF _____)

Before me, a Notary Public personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this _____ day of _____, _____.

Notary Public Signature

My Commission Expires: _____

CONTRIBUTION STATEMENT BY A BUSINESS ENTITY

I, _____, under the penalties of perjury, affirm and state as follows:

1. I am over the age of eighteen (18) years old.
2. I am an officer or party of the below named company/firm, a business entity within the meaning of Section 37.28 of the Fort Wayne Municipal Code of Ordinances (the "City Code").
3. As an officer or party of the below named company/firm, I am authorized to execute this *Contribution Statement by a Business Entity* on behalf of said business entity.
4. Since January 1, 2018, neither the below named company/firm, nor any of its covered principals, partners, officers, subsidiaries, or other individuals as defined in Section 37.28 has made a contribution to any City of Fort Wayne candidate or holder of public office, whether directly or indirectly by contribution to such candidate's or holder of public office's campaign committee, a City or Allen County party committee or a political action committee that regularly engages in the support of municipal elections and/or municipal parties in the City of Fort Wayne, which would prohibit the City of Fort Wayne from negotiating or entering into a contract with the below named company/firm under Section 37.28 of the City Code.
5. This *Contribution Statement by a Business Entity* is made pursuant to Section 37.28 of the City Code to support approval of a contract between the City of Fort Wayne, Indiana and the below named company/firm.

Company/Firm

Date

By: _____

Printed: _____

Title: _____

Request for Proposal

Park Foundation Promenade Park Café

Instructions for Proposers:

The City of Fort Wayne is seeking vendors to provide food and beverage service for sale at its café within Promenade Park. Responsive proposers will provide written proposal with answers to all of the following questions.

General Conditions:

The Purchasing Department will receive sealed proposals at Citizens Square, 200 E Berry Street, Suite 490, Fort Wayne, IN until 11:00 a.m. on (DATE) for providing the operation and management of Park Foundation Promenade Park Cafe.

The Fort Wayne Parks and Recreation Department reserves the right to accept/reject any or all proposals, which in its judgment will be in the best interest of the public. Proposals will be evaluated on financial return, services offered, credentials, experience, and current operations. The Department reserves the right to negotiate, after proposals are opened, with any potential vendor/s if deemed necessary. A copy of the proposed contract(s) is available upon request.

Contact for questions: Mitch Sheppard (260) 427-6441

It is the intent of the Fort Wayne Parks and Recreation Department to select the best proposal and enter into a contract, with possibility of renewal for multiple years. Key provisions of the contract will include:

1. The Board of Park Commissioners reserves the right to review and approve all menus and prices.
2. Concessionaire must comply with all local, state, and federal regulations, including labor laws, health rules, and all licenses and permits.
3. All necessary equipment/appliances will be owned and maintained by the concessionaire.
4. The concessionaire will be responsible to keep the designated concession/restaurant area as well as the attached dining garden clean and orderly.
5. A guaranteed minimum number of hours of service must be provided.

Proposed Project/Service

The Fort Wayne Parks and Recreation Department requests proposals from qualified individuals and companies to provide high quality coffee, beverage, beer, wine, and light food service in its premier Promenade Park facility. The café is located at 312 North Harrison Street in downtown Fort Wayne and is a division of the Fort Wayne Parks and Recreation Department.

The selected concessionaire will receive privileged status entitling concessionaire to serve as one of a very select group of caterers who will be invited to serve food and beverage for rental parties in the Park Foundation Compass Pavilion. In addition, concessionaire will have the opportunity to receive exclusive status as the alcoholic beverage provider for all special events, public and private taking place outdoors within Promenade Park – The Fort Wayne Parks and Recreation Department reserves pouring rights for all activities within the contract.

Please Provide Written Answers to the Following Questions:

1. Menu

Please describe the menu of beverages and food you propose to offer including prices. The Department reserves the right to request product sampling as part of bid acceptance.

2. Hours of Operation

Please list your proposed hours and dates of operation.

3. Experience and Background

Please describe your experience, background, and training in the coffee/bar/food service business. List the locations of current outlets, cafes/restaurants and dates of establishment. Describe your customer service philosophy, employee recruitment and training program, approach to quality control, policy for cash handling, emergency procedures, and on-site staffing plan.

Please describe your ability/plans to offer:

- changing daily specials*
- fresh, seasonal, gourmet menu offerings, also if some items are vegan, sugar-free, gluten-free*
- child-friendly menu options*
- economical options and price points*
- timely service; quick lunch service*
- commitment to using recyclable products/service ware*
- staff uniforms*

If proposing beer/wine sales – detail your experience in that area specifically.

Feel free to include advertising and promotional materials or staff training materials.

4. Style

Please describe the style/aesthetics/theme of the business you desire to operate at the Pavilion.

5. Ownership/Management

List the current location(s) of other establishments you operate. List the names of the:

- Business owner

- Business manager and/or Site Management

-Include copies of current Board of Health and Excise Permits

-List the proposed Rental Fee offered per month (build-out in lieu of rent will be considered)

-If build-out is proposed, please submit preliminary design concept for build-out

Description of Area

Located within the stunning new glass and limestone pavilion constructed at the river's edge in downtown Fort Wayne, the Parks and Recreation Department has constructed a high-end, intimate, and attractive space for the purveyance of food and beverage. The café space is complemented by a gorgeous dining garden and unparalleled views of the river, downtown skyline, and premier new park. The area is unfinished and lends itself to a wide array of design possibilities – design and build out to be supplied by the Concessionaire.

- **Square Footage = 807**
- **Electrical**
 - 7 – 110V outlets on individual 20 amp circuits
 - 2 – 110V outlets on a shared 20 amp circuit
- **Natural Gas Service**
 - 1 – ½" Gas Line
- **Can be Fully Accessible to the Pavilion Main Room, or Completely Separate**

FW Parks and Recreation Provides the following Utilities

- Electric Service
- Heating & Cooling
- Water & Sewer
- WIFI

FW Parks and Recreation Provides the following Services

- Trash Removal
- Snow Removal

- Clean Restrooms for Customers & Staff (supplies will be available for concessionaire to restock if needed)
- Transfer of two-way excise license

- **Marketing Assistance**
 - Space will be provided for vendor-supplied exterior signage, pending architectural review by the Parks Department

 - Marketing opportunities from the Fort Wayne Parks and Recreation Department include:
 - Inclusion in Fun Times publication (80,000 circulation, distributed four times per year)
 - press releases
 - Ads
 - email blasts
 - Facebook/Twitter
 - web sites
 - mentions in fliers/newsletters
 - Co-op coupon offers

- **Operational Considerations**
 - Food and beverage service is intended to be cash and carry, customer seating is provided in:
 - The outdoor dining garden, specifically for café service
 - Inside the café per providers design
 - Throughout the Park

SELECTION CRITERIA EVALUATION FORM

A	B	C	D	E
EVALUATION CRITERIA	WEIGHT 1 - 10	ABILITY, COMPETENCE, OR EXPERIENCE LEVEL 0, 1, 3, 6 and 9	SCORE	COMMENTS
Vendor meets minimum legal requirements of proposal	Yes/No Any proposal not meeting this requirement will be disqualified			
Financial Benefit – Competitive Ranking of rental amount offered	3			
Menu – Provision for beer/wine service	7			
Menu – offers quality and variety of appropriate items for sale	10			
Menu/Price – menu items are priced competitively	7			
Hours of Operation – vendor will provide consistent service and convenient hours of operation	9			
Experience and Background – vendor demonstrates strong experience in operating a successful business.	9			
Experience and Background – vendor’s customer service philosophy aligns with the Park Department’s goals and policies	7			
Experience and Background – vendor understands and proposes an aesthetic, pleasing environment	7			
Experience and Background – vendor demonstrates environmental ethics for both themselves and their customers, e.g. practicing recycling, using “green” materials	7			
Buy Indiana-for purposes of firm selection, firms that comply with the City’s Buy Indiana requirements will receive a 5% increase in total score	Complies-total score will be increase by 5%			
MAXIMUM POSSIBLE SCORE: 708		TOTAL:		% _____

Column B times Column C = Score. WEIGHT = how important we feel each Selection Criterion is to the contract. Values range from 1 through 10. 1 = low, 10 = high.

VENDOR ABILITY, COMPETENCE, OR EXPERIENCE LEVEL = How well this vendor meets the Selection Criteria. Values are: 0 does not meet criterion, 1 is Low, 3 is Fair, 6 is Good, 9 is Excellent.

APPENDIX A
CAFÉ SCHEMATIC AND RENDERING



