

Northern New Mexico College



REQUEST FOR PROPOSALS

RFP: #2021-002

El Rito Campus Cafeteria Services

Issue Date: Tuesday, April 13, 2021

Due Date: 4:00 p.m. MST, May 6, 2021

Office of Finance and Administration
931 Paseo de Oate
Española, NM 87532

CONTACT: Cheryl James, CPO
505.747.2162
cheryl.james@nnmc.edu

I. INTRODUCTION

A. Purpose of this Request for Proposals

The purpose of the Request for Proposal (RFP) is to solicit creative, compelling proposals, from experienced, local restaurateurs and/or caterers, to establish a contract through competitive negotiations for food services for its El Rito campus as outlined in the Scope of Work. The awarded service contract will be structured to accommodate a 90-day trial period over the course of the first semester and then for a 12-month period, with option to extend the contract on an annual basis at the same price, terms and conditions for up to three (3) additional years.

This is a Request for Proposals (RFP), not a bid process. While financial considerations are a factor, they will not be the sole determinant for this award. Within this RFP, the College intends to challenge Offerors to provide sustainable proposals that address the unique aspects of Northern's El Rito campus community while demonstrating a dedication to incorporating local food products into its menu.

Issue Date of Request for Proposal: Tuesday, April 13, 2021
Due Date of Proposal: 4:00 p.m. MST Thursday, May 6, 2021

Northern Point of Contact: Cheryl James, CPO
Email: cheryl.james@nmmc.edu
Phone: (505) 747-2162

NIGP Codes: 952-84-00 Supplemental Food Service

Proposals **must be emailed** in PDF format to the Procurement Manager by 4:00pm MST/DST May 6, 2021. Email submissions must clearly indicate that they are in response to the El Rito Campus Cafeteria Services RFP: #2021-002.

B. Background Information

Northern is a state-funded institution of higher education, managed by a five-member Board of Regents appointed by the Governor of the State of New Mexico. Northern was founded in 1909 by the New Mexico Territorial legislature with an original mission to teach English to Spanish-speaking teachers in the area. Historically, Northern has been a community/technical college, but in 2005, the college began offering four-year degree programs. Currently, Northern is an accredited, two-year and four-year degree granting institution of higher learning and offers degrees in biology, business administration, elementary education, engineering, environmental science, information technology, and nursing. The college primarily serves rural communities within a 40-mile radius of its main campus in Espanola, New Mexico; it also has a branch location in El Rito, NM that is about 30 miles north of its main campus. Northern's mission is to provide accessible, affordable, community-based learning opportunities that meet the educational, employment, and enrichment needs of our culturally diverse region.

C. Scope of Work

Goal: To provide tasty and nutritious locally produced food at reasonable prices for students, faculty, staff, and community members on the El Rito Campus

Anticipated Dates of Service:

It is anticipated that the El Rito campus will be reopened for in-person classes in August, 2021. Services requested in this RFP will be during the academic Fall and Spring semesters (August-December and January-May) for a minimum of 32 weeks per year, in addition to special events and intensive/immersive workshops (which may be 1-2 weeks at a time) held on campus throughout the calendar year.

The College is requesting the provision of meals for students/staff/faculty/guests from Thursday evening until Saturday morning as follows:

- Thursday, Dinner: 4:00pm to 6:00pm
- Friday, Breakfast: 7:00am to 9:00am
- Friday, Lunch: 11:30am to 1:30pm
- Friday, Dinner: 4:30pm to 6:30pm
- Saturday, Breakfast: 7:00am to 9:00am

Menu:

The range of dietary requirements and preferences may require a variety of options at each meal. In order to allow customers to meet their specific requirements, such as allergic reactions, each item on the menu must be accompanied with an ingredient list. A sample menu with costs for breakfast, lunch, and dinner offerings is requested (please see “Costs” below.)

Additional Services Offerings: Northern is open to additional services that could enrich the El Rito campus and community. Such options might include additional dinner hours throughout the week, a coffee shop service in the dining room, or even entertainment that does not compete with scheduled class/workshop offerings. However, vending services will not be considered in answer to this RFP.

Contract:

Given the potentially high risks in any new venture, the College anticipates leasing its commercial kitchen and cafeteria to the awarded Contractor at a minimum cost of \$1.00 annually (terms and conditions to be negotiated). The awarded service contract will be structured to accommodate a 90-day trial period over the course of the first semester and then for a 12-month period, with option to extend the contract on an annual basis at the same price, terms and conditions for up to three (3) additional years.

Costs:

Offerors ***must*** provide a sample menu with fixed cost rates per meal/item (i.e. breakfast, lunch, dinner, snacks, drinks, desert) that must be retained for the duration of the contract but may be renegotiated during contract renewals for years two, three and four.

Offeror proposals should address all listed in the Scope of Work .

II. Performance Specifications

- I. All services will be provided at Northern New Mexico College's El Rito Campus located at 1190 NM-554, El Rito, NM 87530.
- II. Food Services for this contract are requested for Northern's El Rito campus students, faculty, staff, guests, and community members. We anticipate this to be anywhere from 30-50 individuals per meal, though this could vary for special events and workshops throughout the year (prior notice would be arranged for events outside of the academic calendar.)
- III. Commercial Kitchen and Dining Room: Northern will provide the use of the El Rito commercial kitchen (including all appliances and related utilities) for the nominal lease of \$1.00 per contract year (terms and conditions to be negotiated). The awarded Contractor ***must*** carry its own liability insurance for this location: a copy of this insurance along with the Contractor's food service license will be required with the awarded contract.
- IV. The awarded Contractor will be responsible for all associated costs of providing the requested services. This includes the costs of inventory, associated staffing costs, and any other overhead costs associated with provision of the requested services, including liability insurance.

The awarded Contractor will be responsible for individual sales and associated sales tax, and filing of such taxes under their business name. Northern will only be responsible to the contractor for sales issued under established student meal plans; in that case the contractor will track such sales and invoice Northern on a recurring basis.
- V. Vending machine operations will not be considered in answer to this RFP.
- VI. Other considerations may be negotiated as part of the Best and Final negotiation process.

III. Submission Requirements

Offerors shall submit only one (1) proposal. The proposal shall be formatted for standard 8 1/2 x 11 paper size, in 12-point type font with page numbers, and organized in the following format:

- Transmittal Letter;
- Table of Contents;
- Summary of proposed services;

- Sample Menus with proposed Fixed Cost for Year 1 contract
- Response to Mandatory Specifications;
- Supporting material and/or documentation; and
- The Campaign Contribution Disclosure Form.
- Any applicable preferences.

Proposals must be emailed in PDF format to the Procurement Manager by the specified time/date. Email submissions must clearly indicate that they are in response to the RFP 2021-002 El Rito Campus Cafeteria Services.

Please see Section III Specifications for details regarding mandatory specifications.

Procurement Manager

Offerors may contact **ONLY** the Procurement Manager regarding this procurement. Other Northern staff and faculty **do not** have the authority to respond on behalf of Northern with regard to this procurement. Please address all questions and RFP responses to:

Cheryl James, CPO – Procurement Manager
Northern New Mexico College
921 N. Paseo de Oñate
Española, New Mexico 87532
Office Telephone Number: 505.747.2162
Email: cheryl.james@nnmc.edu

Procurement Library

The Procurement Manager has established a Procurement Library. All documents listed in the Procurement Library are hereby incorporated into this RFP by reference. Offerors are encouraged to review the material contained in the Procurement Library by accessing the documents from the Northern's website at <https://nnmc.edu/home/facultystaff-gateway/business-services/information-on-current-rfp-s/>. Other than Offeror-reproduced copies, materials cannot be removed from the library.

The library contains information listed below:

- RFP and associated Appendixes
- Response to written Offeror questions
- Other relevant documents

VII. CONDITIONS GOVERNING THE PROCUREMENT

A. RFP Conditions

Northern reserves the right to accept proposals, in whole or in part that most closely meet the criteria described herein. Northern also reserves the right to cancel this RFP in whole or in part at any time if it is in its best interests. An award will not be based solely on the lowest fee; instead, it

will be based on several weighted criteria, as provided herein that will be used to determine the most advantageous offer. The successful Offeror will enter into a service contract with Northern. A sample of the contract is included as Appendix D.

B. Sequence of Events

<u>Action</u>	<u>Responsible Party</u>	<u>Target Date</u>
1. Issuance of RFP	Northern	April 13, 2021 (Tuesday)
2. Last Day to Submit Written Questions	Potential Offerors	5:00 p.m., April 21, 2021 (Wednesday)
3. Response to Written Questions	Procurement Manager	April 23, 2021 (Friday)
4. Deadline for Submission of Proposals	Potential Offerors	4:00 p.m. MDT, May 6, 2021 (Thursday)
5. Proposal Evaluation	Evaluation Committee	Anticipated: May 10-12, 2021 (Monday-Wednesday)
6. Selection of Finalist(s)	Evaluation Committee	Anticipated: May 12, 2021 (Wednesday)
7. Presentations/Demonstrations	Finalist(s)	Anticipated: May 18, 2021 (Tuesday)
8. Best and Final Offer (if requested)	Finalist(s)	Anticipated: May 24, 2021 (Monday)
9. Anticipated Contract Award	Northern	Anticipated: May 31, 2021 (Monday)
10. Protest Deadline (anticipated)	Offerors	Anticipated: June 15, 2021 (Tuesday)

C. Explanation of Events

The following paragraphs describe the activities listed in the sequence of events shown in Section II. D.

- a. Issuance of RFP: This RFP is being issued on behalf of the Northern on Tuesday, April 13, 2021.
- b. Deadline to Submit Written Questions: Offerors may submit written questions to the Procurement Manager to clarify information presented in this RFP until 5:00 p.m. MST/DST Wednesday, April 21, 2021 as indicated in the sequence of events.
- c. Response to Written Questions: The Procurement Manager will distribute responses to written questions publicly by close of business on Friday, April 23, 2021 via Northern's webpage at <https://nmmc.edu/home/facultystaff-gateway/business-services/information-on-current-rfp-s/>.
- d. Submission of Proposal: All Offeror proposals must be received for review and evaluation by the Procurement Manager or designee, **no later than 4:00 p.m. MST/DST on Thursday, May 6, 2021. Proposals received after this deadline will not be accepted or considered.** Pursuant to Section 13-1-116 NMSA 1978, the contents of proposals shall not be disclosed to competing potential Offerors prior to contract award. Proposals may be sent by email in PDF format to the Procurement Manager listed above. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals.
- e. Proposal Evaluation: An Evaluation Committee will evaluate proposals per the

Sequence of Events above. The Evaluation Committee will be appointed by Northern management. During this time, the Procurement Manager may initiate discussions with Offerors for the purpose of clarifying aspects of the proposals if deemed necessary. Discussions shall not be initiated by the Offerors. The most advantageous proposal may or may not have received the most points.

- f. Selection of Finalists: The Procurement Manager will notify finalists and provide a schedule for the presentations/demonstration per the Sequence of Events above.
- g. Presentations/Demonstrations: Finalists Offerors will be required to make an oral presentation/demonstration of their products/services. The Procurement Manager will schedule the time for each Offeror's demonstration/presentation. All presentations will be made via remote access Zoom meeting and limited to a fixed amount of time.
- h. Best and Final Offers: Finalists may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers on the date indicated in the Sequence of Events above.
- i. Contract Award: After Northern management's review and acceptance of a) the Evaluation Committee's recommendation, b) any Contractor requested modifications of the proposed contract, and/or c) any Contractor specific terms and conditions, an award will be issued on the date indicated in the Sequence of Events, or as soon thereafter as possible. This date is subject to change at the discretion of the Chief Procurement Officer. In the event mutually agreeable terms cannot be reached with the apparent most advantageous Offeror in the time specified, Northern reserves the right to finalize a contractual agreement with the next most advantageous Offeror(s) without undertaking a new procurement process.
- j. Protest Deadline: Any protest by an Offeror must be timely and in conformance with Section 13-1-172 NMSA 1978 and applicable procurement regulations. A Protest Manager has been named in this RFP, pursuant to NMSA 1978, § 13-1-172. ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this RFP. The 15-calendar day protest period shall begin on the day following the award of contracts and will end at 5:00 pm MST/DST on the 15th day. Written protests must include the name and address of the protestor, the RFP number, a statement of the grounds for protest, (including appropriate supporting exhibits), and it must specify the ruling/remedy requested. Protests received after the deadline will not be accepted. The protest must be delivered to:

Cheryl James, CPO – Protest Manager
 Northern New Mexico College
 921 N. Paseo de Oñate
 Espanola, NM 87532

VIII. SPECIFICATIONS

A. Mandatory Specifications

In addition to providing responses to the items in the Scope of Work, Offerors must provide a written response and/or a reference to an appropriate paragraph(s) in supporting technical documentation for each specification. The proposal response must follow the order in which the

specifications are listed. All specifications are **mandatory**. Offerors should respond in the form of a thorough narrative to each specification. The narratives along with required supporting materials, will be evaluated and awarded points accordingly.

1. Letter of Transmittal

Each proposal must be accompanied by a completed Letter of Transmittal signed by a person authorized to obligate the company. The letter of transmittal **must**:

- a) Identify the submitting organization;
- b) Identify the name, title, telephone number, and e-mail address of the person authorized by the organization to contractually obligate the organization;
- c) Identify the name, title, telephone number, and e-mail address of the person authorized to negotiate the contract on behalf of the organization;
- d) Identify the names, titles, telephone numbers, and e-mail addresses of persons to be contacted for clarification;
- e) Explicitly indicate acceptance of the conditions governing the procurement (per Appendix B – General Requirements);
- f) Be signed by the person authorized to contractually obligate the organization; and
- g) Acknowledge receipt of any and all amendments to this RFP.

2. Summary of Proposed Services

Offerors shall submit a summary of proposed services in response to Northern's El Rito Campus Cafeteria Services as detailed in the Scope of Work.

3. Offeror's Company Experience

Offerors shall submit a statement of relevant company experience, including experience of subcontractors, if applicable. Include in your narrative information: years in business; information on your current financial status; any current litigation and/or bankruptcy; insurance coverages; and if background checks are a standard practice for the company. Please also provide a list of current customers utilizing your proposed solution/product.

4. Offeror's Company References

Offeror's proposals shall include three (3) external references from clients who are willing to validate the Offeror's past performance on similar, recent contracts. The minimum information that shall be provided for each client reference follows:

- a) Name of the contact person;
- b) Name of the company or governmental entity;
- c) Address of the contact person;
- d) Telephone number of contact person;
- e) Email address of the contact person;
- f) A description of the products and services provided and dates the products and services were provided.

5. Proposed Key Personnel Experience and Qualifications

Offerors shall provide short experience narratives of a Key Personnel who will be performing

services under the contract. Narratives(s) should include a thorough description of the individual’s education, knowledge, and relevant experience, as well as certifications or other professional credentials.

6. Proposal Presentation

If selected as a finalist, Offerors agree to provide the Evaluation Committee with a demonstration of their product/service and the opportunity to interview proposed Key Personnel members. A statement of concurrence is required.

7. Cost

Offerors must provide a sample menu with fixed cost rates per meal/item (i.e. breakfast, lunch, dinner, snacks, drinks, desert) that must be retained for the duration of the contract but may be renegotiated during contract renewals for years two, three and four.

8. Proposal Presentation/Demonstrations

Finalists may be requested by the Evaluation Committee to participate in a presentation/demonstration of their proposed products/services via a remote Zoom meeting per the Sequence of Events.

9. Campaign Disclosure Form

A completed Campaign Contribution Disclosure Form is required for all contracts secured by competitive sealed bid pursuant to NMSA 1978 13-1-191.1.

10. Resident Business Preference

Pursuant to Section 13-1-21 and Section 13-1-22 NMSA 1978 a resident business possessing a valid resident business certificate shall receive an additional 50 points. The Offeror’s proposal must contain a copy of a valid Resident Business Preference Certificate issued by the New Mexico Taxation and Revenue Department in order to qualify for the preference. Please note: An Offeror may only receive one preference.

11. Resident Veterans Preference

Pursuant to Section 13-1-21 and Section 13-1-22 NMSA 1978 a resident veteran possessing a valid New Mexico Resident Veterans Preference Certificate shall receive an additional 100 points. The Offeror’s proposal must contain a valid Resident Veterans Preference Certificate issued by the New Mexico Taxation and Revenue Department in order to qualify for the preference. Please note: An Offeror may only receive one preference.

IV. EVALUATION

A. Evaluation Point Summary

The following is a summary of evaluation factors with point value assigned to each.

<u>FACTOR</u>	<u>POINTS AVAILABLE</u>
1. Letter of Transmittal	Pass/Fail
2. Summary of Proposed Services	250

3. Company Experience	100
4. Company References	100
5. Proposed Personnel Experience and Qualifications	100
6. Proposal Presentation – Statement of Concurrence	Pass/Fail
7. Sample Menu & Cost	200
8. Proposal Presentation/Demonstration	100
9. Campaign Contribution Disclosure Form	Pass/Fail
SUBTOTAL	850
Additional Optional Points	
10. New Mexico Resident Business Preference; <u>or</u>	50
11. New Mexico Resident Veteran Preference	100

B. Evaluation Factors

Points will be awarded on the basis of the following evaluation factors:

1. Letter of Transmittal (Pass or Fail).
2. Summary of Proposed Services (250 points)
Point will be awarded based on upon the Offeror's proposed services and responsiveness to Northern's El Rito Campus Cafeteria Services needs as detailed in the Scope of Work.
3. Offeror's Company Experience (100 points)
Points will be awarded based upon and evaluation of the documented company experience including subcontractors, if applicable, on similar projects and engagements.
4. Offeror's Company References (100 points)
Points for company references will be awarded based upon an evaluation of the Offeror's work for previous clients receiving similar services to those proposed by the Offeror for this contract. Note: points are awarded based upon the responses to the Past Performance Questionnaires.
5. Proposed Personnel Experience and Qualifications (100 points)
Points for personnel experience will be awarded based upon an evaluation of each staff member's experience as it relates to their proposed role and the needs of this contract.
6. Proposal Presentation Concurrence – Pass/Fail
7. Sample Menu and Cost (200 points)
Offeror sample menu and proposed meal item fixed costs will be evaluated for variety, nutritional variety, best value, and cost.
8. Proposal Presentation (100 points)
If required, points for the proposal presentation will be awarded based on the criteria within the Scope of Work.

9. Campaign Contribution Disclosure Form (Pass/Fail)
A completed Campaign Contribution Disclosure Form is required for all contracts secured by competitive sealed bid pursuant to NMSA 1978 13-1-191.1.
10. Resident Business Preference (50 points)
Fifty (50) points will be awarded if the proposal contains a copy the New Mexico Taxation and Revenue Department's resident business preference certificate unless a Resident Veterans Preference Certificate is also submitted in which case the higher number of points from the Resident Veterans Preference shall be awarded instead.
11. Resident Veterans Preference (100 points)
One hundred (100) points will be awarded if the proposal contains a copy of the Taxation and Revenue Department's Resident Veterans Certificate.

C. Evaluation Process

The evaluation process will follow the steps listed below:

1. All Offeror proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the Offeror for clarification of proposal responses.
3. The Evaluation Committee may use other sources of information to perform the evaluation.
4. Responsive proposals will be evaluated on the factors that have been assigned a point value. Responsible Offerors with the highest scores will be selected as Finalists. Finalists who are asked to submit revised proposals for the purpose of obtaining Best and Final offers will have their points recalculated accordingly. Points awarded from the oral presentations will be added to the previously assigned points to attain final scores. The responsible Offeror whose proposal is most advantageous to the Northern will be recommended for contract award. Please note: a serious deficiency in the response to any one factor may be grounds for non-selection regardless of overall score.

Appendixes

- Appendix A – Letter of Transmittal
- Appendix B – General Requirements
- Appendix C – Campaign Contribution Disclosure Form
- Appendix D – Sample Service Contract
- Appendix E – RFP Mandatory Requirements Checklist