



City of Mobile
Request for Proposals (RFP) 5892
Food Concession Services
Connie Hudson Mobile Regional
Senior Community Center

I. Purpose:

The City of Mobile Parks and Recreation Department is seeking proposals from food concessionaires to manage and operate the Connie Hudson Mobile Regional Senior Community Center (“CHMRSCC” or “Center”) dining facility, which provides and sells weekday midday meals for the Center’s primarily senior patrons. The dining facility, now known as 1031 Meals, is open to the general public. The City will provide the selected concessionaire an exclusive franchise to provide the meal service and collect meal fees at the facility, and full access to the facility, equipment, and utilities, in exchange for concessionaire’s provision of modestly priced, nutritious, quality meal service for purchase by Center patrons, and payment to the City of a modest, negotiated, per-meal fee. **Written proposals are due by 4:00 pm August 22, 2024.** This RFP, and all updates/addenda to this RFP, may be found at [Bids : City of Mobile](#).

II. Background:

1. The Connie Hudson Mobile Regional Senior Community Center is located at 3201 Hillcrest Rd., Mobile, Alabama, 36695. The Center provides recreation, education, and fitness programs for individuals aged 55 and up. A low-cost well-balanced meal is an important component of the services being requested. Many seniors will rely on this as their main meal of the day.
2. The center is 20,416 square feet and includes a 768 square-foot kitchen with office and restroom, 416 square-foot serving area, and a 1,400 square-foot dining area. The kitchen includes gas and electric service, and the following appliances and equipment:
 - Dishwasher
 - Tray Rack
 - Cold Serving Counter
 - Hot Serving Counter
 - Ice Pan Serving Counter
 - Milk Cooler
 - 36” Work Table
 - 48” Work Tables
 - 72” Work Tables
 - Ice Dispenser
 - Glass Door Pass Through Refrigerator
 - Heated Pass Through
 - Convection Oven
 - Range-gas
 - Fryer
 - Convection Steamer-gas

- Heated Reach In
- Freezer
- Refrigerator
- Pot Rack
- Microwave
- Dunnage Racks
- Cashier Counter
- Cashier Register
- Mixer
- Walk-in Refrigerator / Freezer

III. General Information:

1. The City's intent is to select the concessionaire offering the proposal most advantageous to the City, considering quality, reliability, value, and efficiency. The selected business must be able to ensure that the meals prepared are affordable for all seniors, including those on fixed incomes.
2. The concessionaire will be responsible for full operation of the kitchen including ordering of the food, providing janitorial supplies and dish washer chemicals, preparing weekly menus, food preparation, serving meals, clean-up of kitchen, serving area, and dining room tables, and collection of patron meal payments. The concessionaire will report to the Director of Mobile Parks and Recreation, or her designated representative.
3. Concessionaire will provide weekly menus with a minimum 15-day rotation cycle. The menu shall include balanced full-entrée options, and a lighter less costly meal alternative such as soup or salad, and sandwich, daily. Menus are to reflect holiday observances, such as Christmas, Thanksgiving, Mardi Gras, Easter, Independence Day, etc.
4. The concessionaire may not sublease the kitchen to another organization or individual, though a collaborative management/culinary team arrangement is acceptable if proposed.
5. The City will maintain responsibility for all major capital related items, such as facility, kitchen equipment, utilities (water, gas and electricity) and phone service (to exclude long distance phone calls).
6. The selected concessionaire will be primarily responsible for accountability for kitchen equipment provided for concessionaire's usage. City and concessionaire will agree upon an inventory list, and concessionaire will be responsible at concessionaire's own expense for replacing missing items from the list. City will otherwise replace items damaged or beyond useful life due to normal wear and tear.
7. Concessionaire use of City-provided equipment and facilities will be at concessionaire's own risk. City will not be responsible for loss of concessionaire food or supplies due to failure of City provided equipment or utilities.

8. The City will retain some use of the kitchen and dining facilities, including a designated area for food storage in the refrigerator and freezer for CHMRSCC programming purposes, and full use of the kitchen outside of concessionaire usage hours. City will be responsible for clean-up and re-set after any such use. City will provide concessionaire secure storage areas inaccessible to City programming staff for concessionaire food inventory and supplies. CHMRSCC staff may occasionally need to use inventory items under concessionaire's responsibility, but may do so only with advance notice to concessionaire. City will be responsible for any damage or loss to inventory occurring during such usage.
9. Financial record keeping will be concessionaire's responsibility, to include all city, county, state and federal tax preparation and payments.
10. As compensation for the City providing Contractor an exclusive franchise and facilities to operate the food concession, Contractor will pay the City twenty-five (25) cents per meal sold or item sold over six (6) dollars, and fifteen (15) cents for each snack or small-item sales totaling less than six (6) dollars.
11. The concessionaire shall have the duty to furnish the City monthly-itemized sales list/statements, in such form as approved by the City, showing receipts for the preceding month and shall submit them together with its payment by the twentieth (20th) day of each month. Late payment after the twentieth (20th) day but before the first (1st) day of the following month will incur a 5% penalty, with an additional 10% penalty for every 30 days thereafter.
12. The Concessionaire shall have the duty to furnish the City promptly after close of each year a financial statement of its operations.
13. Concessionaire must provide liability insurance in the amount of \$1,000,000 (bodily injury and property damage combined) - \$1,000,000/occurrence, and the City will be named as an additional insured. Concessionaire will be required to indemnify the City for potential liabilities.
14. The successful proposer shall be required to have and maintain all appropriate permits and licenses, to include a City Business License and County Health Department Food Service Permit.

IV. Scope of Services:

1. Concessionaire responsibilities will include, but are not necessarily limited to the following:
 - a. Manage the Connie Hudson Mobile Regional Senior Community Center kitchen.
 - b. Hire, train, and pay all personnel necessary to operate the kitchen to provide the best of service, and ensure all engaged in food handling are properly certified and equipped. Personnel must not solicit or accept tips from customers.
 - c. Provide healthy, nutritious, savory lunch meals of adequate serving size every weekday for varying number of senior citizens from the community that daily

choose to have a lunch meal at the Center, with no guaranteed minimum attendance and no advanced reservation requirement. The maximum capacity of the dining area is 100 persons.

- d. Provide all food items for sale and food preparation. The concessionaire will provide all food preparation, cooking, and serving equipment to include plates, flatware, and napkins.
 - e. Serve meals Monday – Friday, between the hours of 11:00 a.m. – 2:00 p.m. at a minimum cost to the citizenry. Suggested price range \$6 to \$9.50 for 1 meat, 2 vegetables, 1 bread, 1 dessert and 1 beverage. Extra side items ranging in cost from \$0.80-\$1.50. Suggested price range \$2.99 to \$5.99 for soup, larger salads and sandwiches for those wanting a lighter and less costly meal. All condiments and dinner napkins must be included. Pricing outside of these ranges are subject to approval by the City.
 - f. Contractor may, with advance approval of the City, and not to interfere with other City uses of the facility, provide a la carte food items for sale outside of the 11:30 am – 2:00 pm serving hours, and use the facility to prepare food for catering services not related to the CHMRSCC. Contractor may not host functions and invite patrons for catered events at the CHMRSCC. Contractor is granted unescorted access to the building for this purpose. Contractor will pay the City the compensation rates listed above for any such sold items or meals prepared using CHMRSC facilities.
 - g. Collect and account for all money, including the ability to accept payment by cash, credit, or debit. Concessionaire will be required to operate a payment checkout system for customers that is efficient and customer friendly.
 - h. Create and provide a monthly menu with nutritional values included for each item to be given to the City one week prior to serving.
 - i. Prepare and provide the City with a monthly report to include the number of meals served.
 - j. City will conduct an evaluation after the first quarter and semi-annually thereafter.
 - k. Maintain proper hygiene and food safety and pass all Health Department Food Safety inspections with a grade not less than 90.
 - l. Adhere to all Federal, State, and local regulations for food service.
2. City of Mobile responsibilities will include, but are not necessarily limited to the following:
- a. Secure all major structural repairs to the building, equipment, and furnishings.

- b. Provide electricity, water, sewer, gas, kitchen exhaust hood, garbage, trash, and security and alarm services.
- c. Repair or replace City equipment due to normal wear and tear. Concessionaire will be responsible for repairs or replacement due to misuse or negligence. Concessionaire shall not install additional appliances without prior written approval from the City to assure that the operation of the Clubhouse is not compromised.

V. Proposal Submittals:

1. Interested Concessionaires must submit a written proposal to the City to be considered for selection to provide this service. Include the following information:
 - a. Signed cover letter indicating concessionaire's corporate form (e.g., sole proprietor, LLC, etc.), key persons and point of contact, contact information, and overall plan to provide the services required by this RFP. Please also indicate any exceptions you take with the City's expectations for service and your alternate proposal.
 - b. Name of lead Chef with resume, any Culinary Arts certifications, and commercial food service experience involving supervision of staff.
 - c. Copy of a current city business license if already providing food service in Mobile.
 - d. Copies of current food handler cards for primary food handling staff.
 - e. Sample menus for two (2) - three (3) week rotation periods (total of 6 weeks) with food nutritional values included to demonstrate knowledge of proper nutrition for older adults. One of the three-week rotation periods must include a holiday menu.
 - f. Menu pricing to include meals and side items and your proposal for amount to be paid to the City for each meal provided, either as a flat fee or a percentage of meal value sold.
2. Questions regarding this proposal, including any requests to visit the facility, must be submitted via email only to kim.carmody@cityofmobile.org subject heading "Question pertaining to the Connie Hudson Mobile Regional Senior Community Center 1031 Meals."

3. Proposals are due not later than 4:00 pm, August 22, 2024. Proposals received after this date and time may be rejected. Submit one signed paper copy and one digital copy (CD or flash drive) with “Connie Hudson Mobile Regional Senior Community Center” written on package. Email submissions are not allowed. Proposals must be delivered to:

City of Mobile RFP #5892
 Kim Carmody
 48 N. Sage Avenue
 Mobile, AL 36607

4. A City selection committee will review and score any submittals and based on the evaluation criteria. The City may also, at its discretion and with some, any, all, or no proposers, conduct interviews, ask proposers to conduct a taste-testing with CHMRSCC patrons, or contact proposers for additional information. The City reserves the right to reject any or all proposals at its sole discretion.

VI. Evaluation and Award

1. Submittals shall be reviewed by a selection committee using the following criteria, with an overall score of 100 points possible. The selection committee will rank the submittals in the order of how each submittal meets the criterion listed below.

Plan for Operation	25 points
Experience and Credentials	25 points
Menu quality, creativity, and variety	25 points
Pricing	25 points

2. Small and disadvantaged business are encouraged to submit proposals.
3. The City expects to make a selection not later than September 6, 2024, with final contract award (contract draft, Council approval, and final execution) within 30 days of selection. The selected concessionaire will be expected to enter into a one, two, or three-year contract with the City, and begin services within 30 days of final contract award.
4. This is an outstanding opportunity for a quality concessionaire to develop an outstanding service and culinary reputation with a dedicated clientele in one of the City’s most visible and frequented public recreational facilities.
5. This RFP, and all updates/addenda to this RFP, may be found at [Bids : City of Mobile](#).