

**STATE OF ALASKA RFP NUMBER 2025-0700-7010
AMENDMENT NUMBER 1**



Department of Labor & Workforce Development
Division of Administrative Services, Procurement
3301 Eagle Street, Ste 202
Anchorage, AK 99503

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: 10/21/2024

RFP TITLE: Amendment # 1 - Full-Service Grill & Espresso Beverage Concession Business 2025-0700-7010

This amendment is being issued to respond to questions received from prospective proposers:

Question 1 I looked through the paperwork and it appears that the compensation for this space is 10% of sales, am I gathering that correctly?

Response 1 Yes, reference Section 2.02.B.

Question 2 What hours would we be required/available to operate through the week and/or weekend?

Response 2 Reference Section 2.02.E Hours of Operation. The hours of operation will meet the demands of the building occupants. **CHANGE** the hours of operation **from** 7:30 a.m.– 2:00 p.m. **to:** 7:00 a.m. to 3:00 p.m. **or extended as necessary.** Being a State of Alaska property, the facility will be closed with respect to all state holidays (Appendix IV). The Café is not open on the weekends.

Question 3 What type of food are you looking for?

Response 3 Basic Café American meals, hot, cold and Grab & Go items to include sandwiches, salads, etc. You can also have specials.

Question 4 What is the Square Footage?

Response 4 The Snack Bar is approximately 663 square feet.

Question 5 Is there a special place for deliveries?

Response 5 Yes. Food deliveries come through the building's front door, through security, and then delivered to the café.

Question 6 Is there rent?

Response 6 There isn't any rent but there is a 10% Commission that goes back to the Business Enterprise Program (BEP) program. Reference Section 2.02.B.

Question 7 Who supports the equipment?

Response 7 BEP supports the equipment. For all maintenance you would call BEP. For preventative maintenance (PM), there is no cost. For repairs outside of PMs, there's a \$50 deductible. Anything that is the fault of the vendor, would be paid by the vendor at cost.

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Question 8 Can vendors bring their own equipment?

Response 8 You would have to go through BEP to obtain approval. The permit spells out what we can and cannot do.

Question 9 Are there regular inspections?

Response 9 Yes, through the municipality. You would have to file for change of ownership and there would be health inspections.

Question 10 What are the hours of operation?

Response 10 Grill Service 7:00 a.m. to 2:00 p.m. The Café closes at 3:00 p.m. Not open on weekends or state holidays.

Question 11 Are the vendors able to have catering services for in-house events?

Response 11 Yes, the café can offer a Jury Box Menu and a catering menu, and are encouraged to. Keep in mind that all sales generated from this site are reported in the monthly sales report.

Question 12 Do they come down to pick up catering?

Response 12 Yes.

Question 13 Can we show up earlier to prep?

Response 13 Yes, Café staff will have a badge to access the building from 6:00 a.m. to 6:00 p.m.

Question 14 How many menu items are you looking for?

Response 14 We are required to offer Breakfast, Lunch, and Grab & Go items that are Hot and Cold, that includes a Healthy option as well.

Question 15 Will all containers be disposable?

Response 15 Yes, but you'll need to keep away from Styrofoam if possible.

Question 16 Was there a vendor operating the café before now?

Response 16 Yes, but it's been vacant for about a year now. The last vendor brought in between \$15,000 and \$20,000 per month.

Question 17 Is there going to be building-wide announcements about the café?

Response 17 Yes.

Question 18 Is Way Café going to be the name of the café?

Response 18 No, it'll be changed to Café. Your name will be on the Clover System and menus.

Question 19 Do you encourage smoothies?

Response 19 Yes, along with hot and cold drinks that you would typically find in a coffee shop or drive-thru.

Question 20 Who maintains the grease trap?

Response 20 BEP.

Question 21 How about the Hood and Fire Suppression System – who maintains that?

Response 21 The BEP does every 6 months.

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Question 22 Is the Espresso machine automatic or manual?

Response 22 The Espresso machine is manual, and training will be provided.

Question 23 Referring to a glass case on counter that has shelves – is this hot?

Response 23 Yes, this is a hot holding unit and is used to hold breakfast sandwiches and burritos. During lunch it can be used for daily specials as well.

Question 24 Can Door Dash be used?

Response 24 Yes, could be authorized in building as well.

Question 25 When are bids due?

Response 25 Refer to page 6 of the RFP, Section 1.11 RFP Schedule. Proposals are due November 6, no later than 2:00 p.m.

Question 26 Is the Clover System hard-wired?

Response 26 Yes, it's hard wired and that would be an expense to the vendor. It's \$90 per month. Reference Section 2.02.B. It will be a dedicated phone number.



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