

STATE OF ALASKA RFP NUMBER 725DVR7037

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: 06/27/2025

RFP TITLE: Amendment # 1 - Full-Service Snack Bar & Espresso Bar Beverage Concession Business 725DVR7037

This amendment is being issued to answer questions and make necessary adjustments/changes to the RFP:

Change #1 Reference Section 1.02, page 4 of the RFP – Deadline for Receipt of Proposals, change to: Proposals must be received **no later than 2:00 p.m. prevailing Alaska Standard Time on July 7, 2025**, as indicated on email timestamp. Late proposal submissions will not be considered.

Change #2 Reference Section 1.01 Purpose of the RFP, change to:
The Department of Labor and Workforce Development, Division of Vocational Rehabilitation, Business Enterprise Program (BEP), is soliciting proposals to operate the BEP facility, which will result in an Espresso Beverage Bar and a Full-Service Snack bar Concession Business. **The Espresso beverage bar is ready to open now. The Full-Service Snack Bar Concession Business is undergoing renovation and has a tentative open date of mid to late December 2025.**

Question #1 How much is rent?
No, you do not pay rent. However, you would pay a 10% commission fee of gross revenue to the BEP.

Question #2 Hood System – is it going to be type 2?
No, it'll be a type 1 – there will be a stove and deep fryer to go with this hood system.

Question #3 What time is it going to open to?
Hours of operation will be from 7:00 a.m. to 3:00 p.m.

Question #4 How much foot traffic?
In the past it has had a great level or high level of foot traffic.

Question #5 Can we put an advertising board near the entrances to attract people inside?
Yes we can with building and BEP approval.

Question #6 How many people show up to the building everyday?
Approximately 720 employees.

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Question #7 Do we have access during the week?

Access is 6:00 a.m. to 6:00 p.m., 7 days a week. Requests can be made by submitting reason for working longer hours, such as shopping on weekends or prep work.

Question #8 Will there be a dishwasher?

No, there will be a 3-compartment sink.

Question #9 Can we put our brand name here?

Brand name can be placed on the menu's, uniforms, and Point of Sale System receipts. We cannot add the brand name to the billboard area because this is a temporary site.

Question #10 What is the expected date of completion for the snack bar?

It's tentatively expected to be completed mid to late December 2025.

Question #11 Will the contractor have to provide their own paper products?

Yes, the contractor will be responsible for all food products.

Question #12 Does the current RFP only apply to the Espresso Bar and Snack Bar? Or can the RFP be separated. We are only interested in the snack bar.

Yes, it has to be both the Espresso Bar and Snack Bar.

Question #13 Will informal experience such as operating a catering business, food stands at local events, or a home based food service count towards the 3-5 years of required food/beverage experience?

Yes, the combined experience will count.

Question #14 Is there a grace period allowed for staff to obtain necessary ServeSafe or Food Worker Card certifications, or must all certifications be in place at the time of proposal submission?

ServeSafe and Food Handler cards must be in place within 30 days of service. They are not needed for submission; staff must have a card within 30 days of employment.

Question #15 Can the awarded contractor obtain and submit the required liability and worker's compensation insurance after award and prior to contract execution, or must these documents be included in the proposal submission?

Business documents must be in place prior to the execution of the contract, so it can be after award but prior to the contract being executed.

Question #16 Could you please provide the full Appendix III list of equipment included in the facility and note whether any items are currently in need of repair or replacement?

The snack bar is being renovated, and all the equipment is brand new. A floor plan will be provided.

Question #17 Are you able to share anonymized cost and revenue statements or general financial performance data from previous operators of the snack bar/espresso bar?

Yes, this information will be provided.

Question #18 Can you provide any estimates of average daily or weekly foot traffic at the concession location, especially during business hours?

Since this location has public access and a large number of employees in the building, the foot traffic is high. The site has been closed, so you will need to rebuild the customer base.

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Question #19 Is there a list of supplies (e.g., cleaning materials, garbage bags, etc.) that are provided by the facility, or will the contractor be fully responsible for providing all supplies?

All supplies will be at the contractor's expense.

Question #20 Is participation in catering for building events mandatory, or can it be offered on an as-available basis depending on staffing and capacity?

Catering events will be at the discretion of the contractor. However, it is to the contractors' advantage to accommodate whenever possible.

Question #21 Are there any restrictions on menu items (e.g., limitations due to health codes, allergies or building preferences)?

Yes, the menu must be approved before the items are offered.

Question #22 What is the process and estimated timeline for obtaining background checks and building key card access for staff hired after proposal submission?

5-7 Business days, the contractor is responsible for getting a background check and then submitting it to the BEP Coordinator for submission.

Question #23 Would offering extended hours, community engagement programming, or unique menu innovations be considered an "alternate proposal" and therefore disallowed, or would they be considered enhancements under the current scope?

Prior approval is needed for any changes to the scope of work.

Question #24 Can you confirm whether a health permit from the Municipality of Anchorage is required, or if food service permitting will fall under Alaska DEC and the City and Borough of Juneau regulations?

Alaska DEC and the City and Borough of Juneau.

Question #25 If we already hold an active Alaska Business License do we need to apply for a separate business license or location-specific endorsement for this Juneau State Office Building site?

Please contact the State of Alaska business License section for these questions located at: [Business Licensing, Division of Corporations, Business and Professional Licensing](#)

Question #26 Will the state assist in coordinating DEC inspections and compliance, or is it solely the contractor's responsibility to obtain all necessary health and food safety approvals?

The contractor will be responsible for submitting the food permit paperwork; however, the BEP will be responsible for corrections to the space if needed.

Question #27 Can you also clarify if our sample menu should have prices as well?

The sample menu does not need prices; however, a complete menu is required before the site is opened.

Kathy O'Rourke

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Procurement Specialist