**REQUEST FOR PROPOSALS**

**COFFEE SHOP LEASE**

University of Mississippi Medical Center

Office of Category Management and Procurement

Jackson Medical Mall, Suite 1164

350 West Woodrow Wilson Drive

Jackson, MS 39216

CATEGORY MANAGERS

Lief McDonald, E-Mail: [lmcdonald@umc.edu](mailto:lmcdonald@umc.edu)

Kendra Carter, E-Mail: [kcarter2@umc.edu](mailto:kcarter2@umc.edu)

CLOSING DATE AND TIME

Proposals must be received by 3:00 PM CST, March 11, 2021

# Section 1

## Proposal Acceptance Period

The proposal shall be submitted via email to Lief McDonald at [lmcdonald@umc.edu](mailto:lmcdonald@umc.edu) and Kendra Carter at [kcarter2@umc.edu](mailto:kcarter2@umc.edu) no later than the time and date specified for receipt of proposals. The electronic copy must be submitted in PDF format. Timely submission is the responsibility of the respondent. The email shall be marked with the proposal opening date and time, and the number of the request for proposals. The submitter must submit the proposal as an attachment and should request a delivery receipt. The body of the email should contain a list of the attachments sent to ensure that all are delivered. Modifications or additions to any portion of the procurement document may be cause for rejection of the proposal. The University of Mississippi Medical Center (UMMC) reserves the right to decide, on a case-by-case basis, whether to reject a proposal with modifications or additions as non-responsive. As a precondition to proposal acceptance, UMMC may request the respondent to withdraw or modify those portions of the proposal deemed non-responsive that do not affect quality, quantity, price, or delivery of the service.

#### Timeline

Proposals, subject to the conditions included in the Request for Proposal (RFP) will be received by the Office of Category Management and Procurement until March 11, 2021 at 3:00PM CST.

#### Rejection of Proposals

Proposals which do not conform to the requirements set forth in this Request for Proposals may be rejected by UMMC. Proposals may be rejected for reason which include, but are not limited to, the following:

* + - 1. The proposal contains unauthorized amendments to the requirements of the Request for Proposals.
      2. The proposal is conditional.
      3. The proposal is incomplete or contains irregularities which make the proposal indefinite or ambiguous.
      4. The proposal is received late. Late proposals will remain unopened in the procurement file.
      5. The proposal is not signed by an authorized representative.
      6. The proposals contains false or misleading statement or references.
      7. The proposal does not offer to provide all services required by the Request for Proposal.

## Expenses Incurred in Preparing Offers

UMMC accepts no responsibility for any expenses incurred by the respondent in the preparation and presentation of an offer. Such expenses shall be borne exclusively by the respondent.

## Proprietary Information

The respondent should mark any and all pages of the proposal considered to be proprietary information which may remain confidential in accordance with Mississippi Code Annotated §§ 25-61-9 and 79-23-1 (1971, as amended). Any pages not marked accordingly will be subject to review by the general public after award of the contract. Requests to review the proprietary information will be handled in accordance with applicable legal procedures.

## Registration with Mississippi Secretary of State

By submitting a proposal, the respondent certifies that it is registered to do business in the Sates of Mississippi as prescribed by the Mississippi Secretary of State, or if not already registered, that it will do so within seven (7) business days of being offered an award. Sole proprietors are not required to register with the Mississippi Secretary of State.

## Debarment

By submitting a proposal, the respondent certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Mississippi or Federal government and that it is not an agent of a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Mississippi.

## Competitive Proposals

Discussions may be conducted with respondents whose submit proposals determined to be reasonably susceptible of being selected for award. Likewise, UMMC also reserves the right to accept any proposal as submitted for contract award, without substantive negotiation of proposed terms services, or prices. For the reasons, all parties are advised to propose their most favorable terms initially.

## Additional Information

Questions about the contract and technical portions of the procurement document must be submitted in writing to Lief McDonald at [lmcdonald@umc.edu](mailto:lmcdonald@umc.edu) and Kendra Carter at [kcarter2@umc.edu](mailto:kcarter2@umc.edu) at least three (3) business days prior to the RFP closing date. Questions should be directed in writing or by email only; phone calls will not be accepted. Respondents are cautioned that any statements made by contact person that cause a material change to any portion of the procurement document shall not be relied upon unless subsequently ratified by a formal written amended to the procurement document.

# Section 2

## Purpose

UMMC is seeking to lease current coffee shop spaces to local vendors. The locations and hours of operation are as follows:

|  |  |  |
| --- | --- | --- |
| Location | Current Hours of Operation | Services |
| Main Coffee Shop | M – F, 6:00AM - 9:00PM | Coffee, Espresso, grab & go |
| Pavilion Coffee Shop | M – F, 7:00AM – 2:00PM | Coffee, grab & go |
| Children’s Hospital | M – F, 7:00AM – 2:00PM | Coffee, hot sandwiches, grab & go |
| School of Medicine | M – F, 7:00AM – 2:00 PM | Coffee, sandwiches, grab & go |

## Scope of Services

* + 1. General
       1. Supplier will lease the space at a monthly rate.
       2. Equipment currently owned and in use in the coffee shops is available to the supplier. Supplier shall be responsible for any maintenance and repairs of equipment, and UMMC does not guarantee existing condition of any equipment.
       3. Provide transition plan with key milestones and UMMC responsibilities.
       4. Include Resumes of potential managers.
       5. Provide information on your Infection Control program.
       6. UMMC to provide utilities for each location.
    2. Operational
       1. UMMC may conduct an inspection of its facilities and premises and evaluate Supplier’s performance of the services at any time.
       2. Supplier shall immediately remove and replace any employee assigned to UMMC upon our reasonable request, which shall be in writing and not be based on discriminatory grounds.
       3. Supplier shall immediately remove any staff whose continued presence, in the opinion of UMMC, is prejudicial or adverse to the best interest and welfare of UMMC.
       4. Suppliers employees will:
          1. Comply with UMMC drug screening policy
          2. Comply with all immunization and disease testing required by law or UMMC
       5. Supplier will submit satisfactory evidence of compliance with all health regulations to UMMC upon request.
       6. UMMC may supervise Supplier’s daily operation of services (including working conditions for services employees and safety, sanitation, and maintenance of the services facilities.
       7. Supplier and UMMC will meet in a regular basis, at least once per quarter, to review and resolve any ongoing operational matters.
    3. Regulatory Compliance
       1. Supplier will submit satisfactory evidence of compliance with all health regulations to UMMC upon request.
       2. Supplier shall obtain and maintain all federal, state and local licenses and permits required to perform the services on behalf of UMMC.
       3. Supplier shall be responsible for all sales, use, excise, state and local income taxes and all other state and local taxes (in effect as of the effective date of the agreement) attributable to the provision of Services or the sale of goods or services by supplier pursuant to this agreement.
       4. Supplier shall obtain and maintain all federal, state and local licenses and permits required to perform the services.
    4. Cleaning and Sanitation
       1. All cleaning to include equipment to be performed by the Supplier’s personnel.
       2. Supplier will monitor and keep temperature logs on all refrigeration/freezers and food temperature logs.

## Term

The term of the contract shall be for a period of 5 years.

* 1. Meetings
     1. Potential Bidders may attend an on-site visit at UMMC. The on-site visit will not count toward the evaluation of the proposal. This on-site visit is intended to provide Bidders the opportunity to tour UMMC grounds to ensure a complete understanding of the services requested by UMMC.

The on-site visit is scheduled for March 4, 2021 at 2:00 PM, at 2500 North State Street, Jackson, Mississippi. Participants will meet at the Main Coffee Shop inside the Adult Hospital.

# Section 3

## Proposals shall contain the following minimum information:

### The name of the respondent, the location of the respondent’s principal place of business and, if different, the place of performance of the proposed contract.

### The age of the respondent’s business and average number of employees over a previous period of time, as specified in the Request for Proposal.

### The qualifications, including licenses, certifications, education, skills experience of all persons who would be assigned to provide the required services

### A listing of other contract under which services similar in scope, size, or discipline to the required services were preformed or undertaken within a previous period of time, as specified in the Request for Proposal

### A plan giving as many details as is practical explaining how the model will be developed.

* + 1. The proposed monthly rental rate for each space.

## Evaluation Procedure

### Step One:

Proposals will be reviewed to assure compliance with the minimum specifications. Proposals that do not comply with the minimum specifications will be rejected immediately, receiving no further consideration.

* + - 1. Responsive Respondent

Respondent must submit a proposal which conforms in all material respects to this Request for Proposals, as determined by UMMC.

* + - 1. Responsible Respondent

Respondent must have capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance, as determined by UMMC.

### Step Two:

Proposals that satisfactorily complete Step One will be reviewed and analyzed to determine if the proposal adequately meets the needs of UMMC. Factors to be considered are as follows:

* + - 1. **Rental Price – 50 points** **(50%)**
      2. **Technical Factors – 25 points (25%)**
         1. Does the respondent’s proposal demonstrate a clear understanding of the scope of work and related objectives?
         2. If the respondent’s proposal complete and responsive to the specific RFP requirements?
         3. Has the past performance of the respondent’s proposed methodology been documented?
      3. **Management factors – 25 points (25%)**
         1. Project Management:

How well does the proposed scheduling timeline meet the needs of UMMC?

History and Experience in performing the work:

Does the respondent document industry or program experience?

Does the respondent have a record of poor business ethics?

Availability of personnel, facilities, equipment, and other resources:

Qualification and experience of personnel:

Documentation of experience in performing similar work?

Does the respondent demonstrate cultural sensitivity in hiring and training staff?

### Step Three

The UMMC Agency Procurement Officer or his/her designee will contact the respondent with the proposal which best meets UMMC’s needs (based on factors evaluated in Step Two) and attempt to negotiate and execute an agreement in conformance to Attachment B that is deemed acceptable to both parties.

## The Following Response Format Shall Be Used for All Submitted Proposals

### Management Summary

Provide a cover letter indicating the underlying philosophy of the firm in providing the service.

### Corporate Experience and Capacity

Describe the experience of the firm in providing the service, give number of years that the service has been delivered, and provide a statement of the extent of any corporate expansion required to handle the service.

### References

Give at least three (3) references for contracts of similar size and scope. Include the name of the organization, the length of the contract, a brief summary of the work, and the name and email address of a responsible contact person.

### Additional Data

Provide any additional information that will aid in evaluation of the response.

## Award

Award shall be made to the respondent whose proposal is determined to be the most advantageous to UMMC taking into consideration price and the evaluation factors set forth in the Request for Proposals. No other factors or criteria shall be used in the evaluation.

### Notification

All respondents will be notified of UMMC’s intent to award a contract. In addition, UMMC will identify the selected vendor. Notice of award is also made available to the public.

## Acknowledgement of Amendments

Respondents shall acknowledge receipt of any amendment to the solicitation by signing and returned the amendment with the proposal, by identifying the amendment number and date in the space provided for the purpose on the bid form, or by letter. The acknowledgement must be received by UMMC by the time and at the place specified for receipt of bids.

## Communications with the State

A contract is not deemed final until it has been signed by the Vice Chancellor of UMMC. All contracts are valid only if signed by the Vice Chancellor of UMMC, and vendors will be required to sign contracts before the Bice Chancellor of UMMC. All contracts subject to availability of funds of UMMC are contingent upon receipt by the winning Vendor of a purchase order from UMMC.

## Contract Approval and Execution

A contract is not deemed final until it has been signed by the vice chancellor of UMMC. All contracts are valid only if signed by the Vice Chancellor of UMMC, and vendors will be required to sign contracts before the vice Chancellor of UMMC. All contracts subject to availability of funds of UMMC are contingent upon receipt by the winning Vendor of a purchase order from UMMC.

## Institutions of Higher Learning

UMMC is governed by the Mississippi Board of Trustees of States Institutions of Higher Learning (IHL) and is subject to its approval for particular contracts. The time it takes to obtain any approvals required by IHL is not included in UMMC’s internal approval process. Any contracting deadlines will be extended as necessary by UMMC when seeking IHL approval.

# Section 4

## Required Contract Terms and Conditions

As an agency of the State, there are standard terms and conditions to which all bidders must agree.

By signing below, the Company Representative certifies that he/she has authority to bind the company, and further acknowledges on behalf of the company:

1. That he/she has thoroughly read and understands this Request for Proposals, and the attachments herein:
2. That the company meets all requirements and acknowledges all certifications contained in the Request for Proposals, , and the attachments herein;
3. That the company agrees to all provisions of this Request for Proposals, and the attachments herein;
4. That the company has, or will secure, at its own expense, applicable personnel who shall be qualified to perform the duties required to be performed under this Request for Proposals.

**Printed Name**: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature/Date**: \_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_