

TECHNICAL REQUIREMENTS

5.0

The following sections must be fully described as outlined below, and documents must be furnished wherever requested.

BASIC REQUIREMENTS - PASS/FAIL

Failure to submit items in this section will be cause to disqualify your firm from further consideration.

1. Furnish current license or permits to operate a food service program.
2. Furnish any tax identification numbers, or show permits or license that allows you to collect any and all state and local taxes.

ORGANIZATION AND PROCEDURES - ~~40~~ 5 POINTS

1. Date company started.
2. Furnish company organization chart. Provide resumes of those employees named on the chart.
3. Furnish resume of site supervisor.
4. Furnish employee handbook.
5. Furnish Company Policy and Procedure Manual.

DRESS AND GROOMING CODES - ~~40~~ 5 POINTS

1. Furnish copy of dress and grooming code.
2. Method used to verify compliance.

STAFFING METHODS - ~~40~~ 5 POINTS

1. Furnish all criteria used to hire persons, including application, education, references, testing, and any other criteria that may be used by your firm.
2. If an employee were to call in sick just before reporting for work, what method would be used to provide back up.
3. Service responsiveness/availability of service
4. DBE Participation (if applicable) Pass/Fail

FOOD AND VENDING SERVICE - 40 POINTS

1. Menu: Provide sample menus. Food items to be sold, portion size, and selling price should be identified as part of Attachment B.
2. Taste and quality of sample menu items. Proposers will be contacted to provide sample food items as part of the review process.
3. Vending Services. Describe how you intend to provide vending or manual food services to the locations. Describe the type of food or drink items would be available, portion size, and selling price. Identify the number of vending machines to be installed at each location.
4. Signs and advertising: Provide sample signs and flyers that will be used to advertise your food service.
5. Overall compliance with product requirements

PRODUCT PRICING – 20 35 POINTS

1. See Attachment B.
2. If a vendor is bidding on Option A – Vending Services, Milwaukee County will consider a proposal that reflects a commission payment based on a percentage of Gross Receipts. However, Milwaukee County is seeking the best price for its customers.

CLIENT LIST - 10 POINTS

Provide list of at least three references with which proposer has vending or food service agreements:

- a. Firm Name
- b. Address
- c. Telephone Number
- d. Contact person

STANDARD TERMS AND CONDITIONS

6.0

The County of Milwaukee reserves the right to incorporate standard County contract provisions into any contract negotiated with any proposal submitted responding to this RFP. Failure of the successful proposer to accept these obligations in a contractual agreement may result in cancellation of the award.

ITEMIZATION OF VENDING MACHINES

7.0

Please refer to Attachment D

REQUIRED FORMS

8.0

The following listed forms (Items) must be completed and submitted with the proposal in accordance with the instructions given in Section 2.4. Some blank forms are attached”

Item #1 COVER LETTER

Item #2 YEAR 2012 CONFLICTS OF INTEREST AND PROHIBITED PRACTICES

Item #3 YEAR 2012 EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATE FOR MILWAUKEE COUNTY CONTRACTS

Item #4 YEAR 2012 EQUAL OPPORTUNITY POLICY

Item #5 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Item #6 ADDITIONAL DISCLOSURES

Item #7 DEPARTMENT OF AUDIT HOTLINE

ATTACHMENTS

Attachment A TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL (Incorporated into RFP by Reference)

Attachment B PRICE/COST SHEET

Attachment C QUALIFICATION INFORMATION

Attachment D ITEMIZATION OF VENDING MACHINES