**REQUEST FOR PROPOSAL**

**For**

**A CONTRACTED CAFÉ SERVICE**

**At the**

**FALMOUTH BUS STATION**

**59 Depot Avenue**

**Falmouth, MA 02540**

**Revised 5/9/17**

**Overview:**

The Falmouth EDIC on behalf of the Massachusetts Bay Transportation Authority (MBTA) is soliciting proposals from qualified café Vendors to enter into a triple net lease agreement for the operation of a café at the Falmouth Bus Station located on 59 Depot Street, Falmouth, MA. Lease duration to be negotiated.

The MASSDOT is in contract with FEDIC, a non-profit 501C (3) organization that has exclusive rights to market the Site on behalf of the MBTA.

FEDIC offers the Site for lease through a public solicitation known as a “Request for Proposals” (RFP). The goal of the RFP process is to attract strong and viable proposals. The selection criteria include the financial strength, management expertise, business plan, and track record of the proposer. The EDIC encourages startups to submit for consideration.

It is the intent of the café will be to service the daily station commuters as well as non-commuters who may access the station from the bike path or tourist and/or local residents depending upon the season. The café will provide beverages and high quality light pre-prepared fare that DOES NOT require the use of ovens/vent hoods and/or dishwashers. There are limitations on the current septic system that the vendor should be aware of, and should not put forth plans that require septic system upgrades.

The EDIC’s intent is to have the café in full operation before the end of June 2017.

**Selection:** The Falmouth EDIC in its’ sole discretion and in the best interest of the station, will select the most advantageous firm to enter into negotiations with. A final determination will be made based upon Proposal Submission requirements below.

If EDIC cannot come to an agreement with the most advantageous vendor, it will begin negotiations with the next advantageous vendor until a selection is made.

**Proposal Submission Guidelines:**

Based upon the attached layout for the café, the following items shall be responded to as part of the Vendor’s submission:

1. Cover letter with a company profile and complete Vendor contact information.
2. The Vendor shall document at least three (3) years or more experience relating to the management and operation of a café style facility within the last 10 years. Please include the type of business, years in business, number of employees.
3. The Vendor shall provide Three (3) business/bank references with direct knowledge of their current or past business experience.
4. The Vendor shall provide three (3) years of business Tax returns and Financial Statements as applicable.
5. The Vendor shall submit a succinct Business Plan that includes, but is not limited to:
   1. A well thought out mission statement that supports the café, and FEDIC’s mission; and the café’s ability to assist in creating a destination venue for the station.
   2. A thoughtful operations plan that includes:
      1. A Schedule to become operational to include applying and receiving required permits from officials.
      2. Suggested Hours of operations that support the commuters of the station per current bus schedules; and season operations.
      3. Sample menu
      4. Ability to utilize local suppliers/vendors for products
      5. Staffing plan anticipated
      6. Sample furnishings to be used in support of the Café that align with the historic station interior.
   3. Creative/unique opportunities your firm brings to this endeavor.
6. Vendor should identify any issues with the terms in the sample lease agreement (attached) for EDIC to consider but are not guaranteed to be accepted.

**Vendor café responsibilities:**

The following responsibilities are provided so the Vendor can understand the operating environment they will work in. The lease agreement will provide the actual contractual details, but in general, the following will apply:

1. The Vendor will need to provide any cooking utensils, flatware, glassware, serving equipment, trays, containers, linens, paper products and any other supplies as required.
2. The Vendor will need to provide.
3. The Vendor will be required to fit out the designated area as needed to support the café’s operation. Such as behind the counter preparation tables, microwave, toaster, refrigerator/freezer, point of sale register, etc as required by code.
4. The Vendor is required to provide service for Café hours that will coincide at minimum with Station Bus operations.
5. The Vendor will be responsible for any daily set-up, tear down and clean up. The Vendor will keep the café area and food prep areas clean, neat and in a safe and sanitary condition. Trash will be handled in a safe and controlled manner to avoid spills and leaking containers. The Vendor will not allow boxes, cartons, barrels, carts or other similar items to remain in view in public areas.

**Site Visit:** A site visit will be set up to review and inspect the spaces allotted for the Café. The time and date to be determined as convenient for Vendor and Falmouth EDIC representative.

**Questions:** All questions and inquiries shall be made through the Falmouth EDIC, Lynne Broderick at [Admin@FalmouthEDIC.org](mailto:Admin@FalmouthEDIC.org).

**Agreement:**

* The form of agreement will be a Lease Contract issued by the Falmouth EDIC. The Café Vendor shall operate the café area in compliance with all local, state and federal laws, regulations and ordinances. It is the Vendor’s responsibility to obtain and maintain all appropriate licenses, certificates and permits.
* The Vendor will be responsible for collecting the proper sales and food and beverage taxes and reporting to the proper state agencies.
* The Vendor shall describe its ability and process for providing and requiring food handler certificates and/or medical examinations as required by law, and will make such records available for the Falmouth EDIC review if requested.
* The Vendor is performing services under the Agreement shall not discriminate against any worker, employee or applicant or any member of the public because of race, creed, color, religion, gender, national origin, age or disability, nor otherwise commit an unfair employment practice.

**Submission of Proposal:** Bids from Proposers are due by May 17, 2017 1pm.

Bids can be emailed to: [Admin@FalmouthEDIC.org](mailto:Admin@FalmouthEDIC.org)

Or mailed to: Falmouth EDIC

59 Town Hall Square

Falmouth, MA 02540