

Request for Proposals

Bloomfield Schools Athletic Concessions

RFP# 2021 – 001



Released: April 15, 2020

Due: May 15, 2020

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BLOOMFIELD SCHOOLS
325 N. BERGIN LANE
BLOOMFIELD, NM 87413

REQUEST FOR PROPOSAL

SUBJECT: Athletic Concessions
PROPOSAL NUMBER: 2021 – 001
OPENING DATE: FRIDAY MAY 15, 2020, 2:00 PM
PLACE OF OPENING: BLOOMFIELD SCHOOL DISTRICT
ADMINISTRATION BUILDING
FINANCE OFFICE
325 N. BERGIN LANE
BLOOMFIELD, NM 87413

VENDOR INFORMATION:

We agree to provide the items and services listed on the attached Proposal Form. We agree to adhere to the General Conditions and Specifications of this proposal.

COMPANY _____ SIGNATURE _____

ADDRESS _____ NAME (Print) _____

_____ TITLE _____

TELEPHONE _____ FAX# _____

NEW MEXICO RESIDENT BUSINESS CERTIFICATE # _____

COMMISSION PERCENTAGE PAID TO BLOOMFIELD SCHOOL DISTRICT BASED ON
NET OR GROSS SALES (CIRCLE ONE) _____ %.

PROVIDE BSD WITH BUSINESS PROFILE, BASED ON EVALUATION CRITERIA IN
SECTION E OF RFP.

MULTI-YEAR CONTRACT EXPIRING: June 30, 2024

RFP Title: Bloomfield Schools Athletic Concessions

RFP# 2021 – 001

I. INTRODUCTION

A. PURPOSE OF THE REQUEST FOR PROPOSAL

The Bloomfield School District is requesting sealed proposals from qualified vendor for the services described below in the Scope of Requirements of Procurement, with the objective of awarding a Multi-Year contract to the successful proposer. (Initially one year, with option to renew three times, for a total of four years)

B. BACKGROUND INFORMATION

The mission of the Bloomfield School District's community, united in diversity, is to equip and prepare individuals to become positive, productive and contributing members of society by instilling a strong work ethic, a thirst for knowledge and a passion for learning in a safe, engaging, and challenging environment.

Bloomfield Schools' attendance area covers approximately 1500 square miles including seven schools with housing approximately 3,000 students. Quality Education is a priority of the seven schools in the district and offers an excellent, highly academic environment.

The school district is led by a five-member elected Board of Education. Funds for the district's operation are approved and provided by the New Mexico State Public Education Department.

C. PROJECT SCOPE

There is a need for Bloomfield Schools to contract a qualified vendor to provide concession services at all athletic events held at Bloomfield High School (BHS). Currently, there are four (4) fully equipped concession facilities located on BHS grounds. The following criteria must be met to achieve a successful project:

- Open concessions for all athletic events held at Bloomfield High School
- Must purchase and maintain all food handling permits for staff and facility
- Concession must be open prior to start of event, when event gates open
- Must provide a contact person for emergencies or event changes
- Responsible for purchasing and tracking inventory
- Responsible for hiring and compensating all concession staff
- Supply the district athletic department with commission based on net or gross sales
- Supply the district with a quarterly financial report, by sport, for state reporting

District Responsibilities:

- District will provide athletic schedule and notify vendor of changes in a timely manner
- District will maintain existing equipment (i.e. microwave, refrigerator, etc)
- District will allow the facilitation of food handlers training (upon request from Vendor)
- District will have access to facility keys in an emergency and to maintain equipment
- District will provide previous staff recommendations and food handling guidelines (upon request from Vendor)

D. New Mexico Business Preference

New Mexico Resident Business Preference – In accordance with Section 13-1-21, NMSA, 1978, vendors who have a NM Resident Business Certificate from the State of New Mexico will be given a 5% preference over vendors who do not have a certificate. To qualify for this preference, the vendors Resident Business Certificate number must be provided in the space indicated on the Request for Proposal and provide copy of certificate with proposal.

E. Evaluation Criteria

1. New Mexico Resident Business Certificate (10 points)
2. Vendor qualifications, based on references/experience (20 points)
3. Ability to supply and maintain product (20 points)
4. Ability to supply and maintain appropriate permits (20 points)
5. Vendor % commission to district based on net or gross sales (30 points)

Bloomfield Schools Athletic Concessions Contract

To be completed upon selection of Vendor

This contract is issued between Bloomfield School District, hereinafter called BSD, and _____, hereinafter called Vendor; on this 15th day of May 2020.

This contract will be effective upon the Vendor selection and Bloomfield Board of Education approval. The start date will be July 01, 2020 and end June 30, 2021. An annual review will be conducted in March of each year to evaluate the concession services provided to facilitate a quality partnership and service to the district and community.

IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

Section 1: Scope of Work: Any and all work involved hereafter including but not limited to the PROJECT SCOPE outlined in the RFP will be upheld by both parties. In collaboration with Vendor to accomplish the same objective of providing concession services through a qualified business that meets all the state requirements for food handling and to support the efforts of the Vendor.

Section 2: Schedule and Term: The terms of this agreement shall commence on July 01, 2020 and, unless earlier terminated in accordance with the provisions of this agreement, shall terminate June 30, 2021. Upon conclusion of annual review, Bloomfield School District and/or the Vendor has the option to renew the agreement for three (3) additional one (1) year fiscal terms, subject to annual Board of Education approval. BSD and/or Vendor must give a sixty (60) day written notice of termination of contract.

Section 3: Fee: The commission _____ (percentage of net or gross sales) for this service will be collected from the Vendor quarterly; along with financial documents to identify the monetary amount the percentage was figured.

OWNER:

Bloomfield School District
325 North Bergin Lane
Bloomfield, NM 87413
Tel. (505) 632 – 4300

By: _____

Dr. Kimberly Mizell

Date: _____

VENDOR:

By: _____

Date: _____