

PART C

REQUESTS FOR PROPOSALS (RFP) 11-049F

**INSTRUCTIONS FOR PROPOSAL PREPARATION
REQUEST FOR PROPOSALS (RFP) 11-049F
FOR FOOD (CAFETERIA AND CATERING) SERVICES**

1. TYPE OF AGREEMENT / GOVERNMENT PRIME CONTRACT

Any procurement made as a result of this Princeton Plasma Physics Laboratory (PPPL) solicitation will be by a Fixed-Price Incentive Subcontract issued under Prime Contract No. DE-AC02-09CH11466 between the US Department of Energy (DOE) and the Trustees of Princeton University.

2. PROPOSAL COSTS

This Request for Proposals (RFP) is not intended and shall not be construed to commit PPPL to pay any costs incurred in connection with the preparation of the Proposal, or to procure or subcontract for any equipment or services.

3. PRE-PROPOSAL CONFERENCE

A Pre-Proposal Conference will be held at **10:15 a.m. WEDNESDAY 1 JUNE 2011 at PPPL 100 Stellarator Road, James Forrestal Campus, Route 1, north, Plainsboro, NJ.** Conference attendees will meet in the Lobby of the Lyman Spitzer Building (LSB) and be escorted to the conference room. The agenda will include an introduction, administrative announcements, a briefing on the proposed work, and a visit to the cafeteria site. Conference attendees may purchase their lunch there should they desire. Follow-up visits to the cafeteria may be scheduled. Having had a representative visit the cafeteria site is a prerequisite to submitting a Proposal in response to RFP 11-049F.

4. PROPOSAL SUBMITTAL

An original Proposal, and four copies, must be received by the PPPL RFP Coordinator Larry L. Sutton by:

THE CLOSING TIME FOR RECEIPT OF PROPOSALS

2:00 p.m. (local time) TUESDAY 28 JUNE 2011

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Address - US Postal Service

Princeton Plasma Physics Laboratory
PO Box CN-17
Princeton, NJ 08543
ATTN: RFP 11-049F Coordinator

Address - Express Mail/Hand Delivery

Princeton Plasma Physics Laboratory
100 Stellarator Road
James Forrestal Campus
U.S. Route No. 1 north
Princeton, NJ 08543
ATTN: RFP 11-049F Coordinator

Proposals must be signed by an authorized representative of the Offeror and be enclosed in a sealed envelope with a return address, and clearly marked "RFP 11-049F."

PPPL will not accept telecopied Proposals.

5. QUALIFICATION CRITERIA

To be considered for Subcontract award Offeror must show evidence, in the Proposal, of meeting the following prerequisites:

- a. A minimum of five years experience managing a full service cafeteria of comparable size to PPPL's.
- b. Have an accounting system acceptable to the Government for accumulating costs under a prospective Government Subcontract.
- c. Ability to assume management control of cafeteria within one month of award of Subcontract.

6. EVALUATION CRITERIA

Technical Proposals will be scored using a numerical procedure developed by PPPL. The evaluation criteria are listed below in descending order of importance ("Food Service Program" most important):

EVALUATION CRITERIA

POINTS(%)

Food Service Program

50

Cycle Menu Variations

- Quality, temperature, appearance and taste of food servings.
- Portion sizes
- Special Menus (special functions, diets, allergies, etc.)

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- Daily variety of Specials
- Food service equipment to be provided

Management Plan **20**

Proposed Plan for performance of statement of work requirements

- ✓ Method of insuring compliance with regulatory safety, health and sanitation requirements
- ✓ Ability to Understand and implement a Sustainability Program
- ✓ Past Performance

Personnel **20**

Cafeteria Management

- ✓ Background and relevant experience
- ✓ Number of Staff and management personnel
- ✓ Training Programs for cafeteria employees

Responsiveness to PPPL Contingencies **10**

Ability to augment food staff when required

- ✓ Flexibility to modify cafeteria schedule, and staff assignments, when PPPL operating schedule dictates.
- ✓ Ability to respond to changing/last minute catering requests

TOTAL POSSIBLE POINTS **100**

The Sub-criteria for each criterion are of equal weight

7. PROPOSAL REQUIREMENTS/CONTENTS

Each Proposal shall be submitted according to the following format and the information must be in sufficient detail:

- To show the Offeror meets the QUALIFICATION CRITERIA specified in paragraph 5. above.
- To permit PPPL evaluators to make the judgments described in paragraph 8. below.

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The following must be included in the Proposal:

- a. A complete Proposal Form (RFP Part D)
 - Name and title of signer must be printed
 - Signature must be in ink

- b. Company Information
 - (1) Name, address of the Company headquarters; address of local Office, name, phone number and e-mail address of the person to be contacted to answer questions concerning the Proposal. Specify the length of time the Company has been in business.
 - (2) Name and address of three major clients during the past 36 months. Include name and phone number of your point of contact with each.
 - (3) Purchasing Policies:
 - Manual food services (2 copies only)
 - (4) Employee Training Programs:
 - Manual food service (2 copies only)
 - (5) Company Standing Operating Procedures (SOP) (2 copies only)
 - (6) Food Quality Standards (2 copies only)
 - (7) Maintenance and Sanitation Policies:
 - Manual food service
 - (8) Organization Chart (Corporate and Local)

- c. EXCEPTIONS AND DISCLAIMERS
Identify any exceptions taken to requirement established in this RFP to include the Sample Subcontract.

- d. MENUS
 - (1) Four-week cycle menu for Cafeteria
 - (2) Specials:
To be offered in addition to cycle menu

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- (3) Special Function Menu:
Include portion sizes and selling price
- (4) Prices and Portions
List your proposed price for each entry on the five page Cafeteria Price Proposal form at Part ID of this RFP. If portion sizes proposed differ from those on the form so indicate.
- (5) Food Service equipment you intend to provide for cafeteria operation

e. **PERSONNEL**

- (1) Resume of proposed chef manager
- (2) Resume of chef manager's supervisor.
- (3) Labor schedule including, number of personnel, proposed work hours per day/week, proposed hourly rate and total weekly payroll for cafeteria operations
- (4) Ability to augment food staff when required.

f. **FINANCIAL**

- (1) Manual Operating Statement
Provide 12 month projection of revenue, costs, and anticipated subsidy required. Also show the following cost areas as a percent of revenue:

Cost Area	% of Revenue
Food Costs	_____
Labor Costs	_____
Paper Costs	_____
Sundry Costs	_____
Administrative Fee	_____
Management Fee	_____
Total Operating	_____
Subsidy	_____

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- (2) Offerors must include in their Proposal the following (See Statement of Work Section 6.0):

Estimated Annual Revenue	\$ _____
Administrative Fee	(\$ or percent of revenue)
Management Fee	(\$ or percent of revenue)
Estimated Subsidy	\$ _____

Note: *These values, if agreed to by the parties, will be incorporated into the Cafeteria Subcontract.*

- g. If Offeror is not a Small Business, include in your Proposal a Small Business Subcontracting Plan. A sample Subcontracting plan is at RFP Part D.

Federal Acquisition Regulation (FAR) Section 19.702 Statutory requirements states "Any contractor receiving a contract for more than the simplified acquisition threshold must agree in the contract that small business, veteran-owned small business, service-disabled veteran-owned small business, HUB Zone small business, small disadvantaged business, and women-owned small business concerns will have the maximum practicable opportunity to participate in contract performance consistent with its efficient performance..."

- h. OTHER
Include completed and signed PPPL REPRESENTATIONS AND CERTIFICATIONS booklet (At RFP Part D)

8. EVALUATION OF PROPOSALS

PPPL will make such investigations as it deems necessary, to include site visits, to the Offeror's facility and operated cafeteria(s) to review Offeror's financial status, and management and technical ability to perform the required work. Offeror shall furnish to PPPL all such information and data for this purpose as PPPL may request to include, if requested, to make a presentation of their proposal at PPPL to the evaluation panel.. PPPL reserves the right to reject any proposal, if the evidence fails to indicate that Offeror is properly qualified to carry out the obligations of the proposed Subcontract, and complete the work contemplated therein.

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9. BASIS OF AWARD

PPPL reserves the right to accept or reject any proposal in total or in part, with or without prior discussion with the Offeror.

Award will be made to the Offeror submitting the proposal determined to be the most advantageous to PPPL, cost and other factors considered. All evaluation factors other than cost or price are approximately equal to cost or price.

10. EXPLANATION TO OFFERORS

Any explanation desired by an Offeror regarding the meaning or interpretation of any part of the RFP must be requested in writing and with sufficient time remaining for a written reply to reach the Offeror before the submission of his Proposal. Any changes made will be in the form of an amendment to the RFP, and will be furnished to all prospective Offerors.

All amendments so issued become a part of the RFP. Receipt of amendments must be acknowledged on the Proposal form. Princeton shall not be held liable for any Offeror's failure to receive any such amendment. Failure to acknowledge receipt of any amendments may make the Offeror nonresponsive. Oral explanations or instructions given by PPPL will not be binding.

11. PROPOSAL VALIDITY PERIOD

Prices proposed are to be firm for a period of 90 days from the closing date specified in the RFP.

12. COST AND PRICING DATA

Offerors are advised that they must be prepared to furnish detailed cost and pricing data pertaining to their Proposal, in the event that PPPL deems such information necessary.

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13. FORM OF SUBCONTRACT AGREEMENT

The Subcontract awarded will be substantially in the same form as the sample Subcontract set forth in this RFP.

4 SALES TAX EXEMPTION

Princeton University is exempt from New Jersey Sales Tax. The Exemption Number is E0-210-634-501.

15 NOTICE REGARDING LATE PROPOSALS

Any Offer received at the office designated in the solicitation after the exact time specified for receipt will be considered a late proposal, and will be excluded from further consideration, unless, in Princeton's sole discretion, consideration is deemed to be in the best interest of the Laboratory.

16. RESTRICTIONS ON DISCLOSURE OF DATA IN PROPOSALS

Offerors who include data in their proposals that they do not want disclosed to the public for any purpose, or used by the Government or Princeton except for evaluation purposes, shall:

- a. Mark their proposal title page with the following legend:

This proposal or quotation includes data that shall not be disclosed outside the Government and Princeton and shall not be duplicated, used, or disclosed -- in whole or in part -- for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this Offeror or quoter as a result of -- or in connection with -- the submission of this data, the Government and Princeton shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's and Princeton's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this are contained in sheets (insert numbers or other identification or affected

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- b. Mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation; and

- c. Furnish details, if their proposal is based upon or includes any amount for patent license or royalty fees to be paid to others.

Nothing follows