



**Parks & Recreation Department**  
**97 Hillview Avenue**  
**Los Altos, California 94022-3087**  
**Tel: (650) 947-2790**  
**Fax (650) 947-2738**

January 16, 2024

**SUBJECT: Request for Proposal – Los Altos Community Center Café Services**

You are invited to submit proposals to provide café services at the Los Altos Community Center as outlined herein and delineated in the enclosed Scope of Services. Proposals are due to the office of the Recreation Manager **before 5:00 P.M., Tuesday, February 20, 2024.**

**PROJECT REQUIREMENTS**

The City of Los Altos Parks & Recreation department is soliciting proposals from qualified firms for a café vendor to sell light food and beverages to Community Center patrons. This includes staffing, commercial food service equipment, and possible additional elements located in the café area within the new Los Altos Community Center located at 97 Hillview Avenue, Los Altos, CA 94022.

The City will consider proposals from individuals or entities who send a representative to the preproposal meeting, and who meet most of the qualifications outlined in this RFP. The City reserves the right to waive any of its minimum qualifications for a good cause and to award the work based upon the best overall value.

**TIME SCHEDULE**

A proposed time schedule of the project and each task is defined in the attached SCOPE OF SERVICES. The technical service provider's proposal should include a statement indicating adherence to the proposed schedule or provide a revised schedule in the proposal.

**INSURANCE REQUIREMENTS**

The service provider will be required to maintain insurance coverage as outlined in Attachment F, with the City of Los Altos named as "Additional Insured." The consultant shall obtain a City of Los Altos Business License.

**PROPOSALS**

Please submit an electronic copy and eight (8) hard copies of the proposal incorporating all requirements set forth in the RFP with a statement of qualifications

for undertaking the proposed services. The electronic copy (i.e. PDF) should be submitted by email to [jchew@losaltosca.gov](mailto:jchew@losaltosca.gov).

The City will evaluate each of the service provider's qualifications and will conduct interviews with the service providers that demonstrate the best qualifications for the proposed services. From this evaluation and the possible interviews, the City will select a service provider and negotiate a fee for the services delineated in the RFP. The service provider must be ready to execute a standard Agreement for Professional Services (draft version is attached) within ten (10) days of award of the project. The proposal submitted in response to this RFP will be included as part of the Agreement with the selected technical service provider.

If you need assistance or have questions, please call me at (650) 947-2848 or email me at [jchew@losaltosca.gov](mailto:jchew@losaltosca.gov).

Sincerely,

Jaime Chew  
Recreation Manager

Enclosures:

- (1) RFP
- (2) Statement of Minimum Qualifications
- (3) Business Plan Proposal Guide
- (4) References
- (5) Insurance
- (6) Sample Draft Agreement
- (7) Café Site Plan
- (8) Los Altos Community Center Floor Plan
- (9) Los Altos Community Center Site Plan