



REQUEST FOR QUALIFICATIONS

RFQ Title: Professional Food Service Delivery, for Republic Parks & Recreation Concession Operations

RFQ Number: RFQ 24-03

Request Date: February 15, 2024

Response Deadline: March 4, 2024 @ 2:00 PM	Contact Person: Garrett Cline Phone: 417-732-3500 Email: garrettcline@republicmo.com
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About the City

The City of Republic, Missouri, (“City”) was incorporated in 1871 and became a chartered city in 2007. The estimated population is approximately 19,136. The City’s governing body consists of one (1) elected Mayor and eight (8) elected Council-members, each elected for a four (4) year term. The City has a full-time City Administrator who reports to the Mayor and City Council and oversees daily operations.

The City has the following departments: Fire, Police, Parks and Recreation, Administration, Finance, Legal, IT, Human Resources, Municipal Court and public works (known as BUILDS), which includes Planning, Animal Control, Street, Utility and Wastewater operations and staff. The City employs approximately 150 full-time personnel plus regular part-time and temporary/seasonal personnel.

The City covers an area of approximately 13.5 square miles and has over 150 acres of park land. The City owns and/or occupies multiple facilities located within City limits including two (2) Fire Stations, one (1) Police Department/Municipal Court building, two (2) park gymnasiums (Community Center), one (1) aquatic center, one (1) City Hall, one (1) Finance and Legal Departments building, one (1) Public Works (BUILDS) building, and various other buildings/facilities that are utilized to support City personnel and/or services.

Background and RFQ Summary

The City of Republic Parks & Recreation Department is currently accepting statements of qualifications from professional firms to provide delivery foodservice for food and concession operations (excluding beverages). It is the City’s intent to enter into an agreement with the selected responding entity for a one-year effective period, with the option to renew for an additional two (2) one-year (1-year) terms, provided certain conditions are met, as specified herein.

Qualification submittals must be received at Republic City Hall (located at 213 N Main Street in Republic, MO 65738) in a sealed envelope that is clearly marked, “**RFQ 24-03– PROFESSIONAL FOOD SERVICES**” no later than **2:00 PM CST on Monday, March 4, 2024**. Qualification Submittals will be opened and read aloud on **Monday, March 4, 2024 at 2:00 PM CST** at the **Republic City Hall, located at 213 N Main Street in Republic, MO 65738**.



I. SCOPE OF SERVICES

- a. **The Services to be Provided:** The selected responding entity will be expected to provide the following Scope of Services, as directed by the City Council and/or authorized City staff:
- i. Provide delivery food-service and concessions as requested, primarily for the City's Parks & Recreation facilities and events hosted or provided by the City's Parks & Recreation Department. **Beverages for individual consumption are not intended to be included as part of the food-service and concessions delivery covered by this RFQ. Any contract awarded or entered into pursuant to this RFQ is NOT intended to serve as an exclusive provider services contract and the City expressly reserves the right to order and/or purchase the same or similar services and/or products as may be needed from other providers notwithstanding the terms of any contract awarded under this RFQ.**
 - ii. Provide deliveries sufficient to accommodate concessions and food operations for Republic Parks & Recreation facilities, activities and events. The City estimates those deliveries to be required between two and three times each week, though the frequency of deliveries may be adjusted based upon needs/demand or as otherwise agreed to by the City.
 - iii. Provide exemplary service to assist the City's Parks & Recreation Department in providing the desired products with efficiency and effectiveness.
 - iv. Provide a direct line of communication for the City's Parks & Recreation Department staff, capable of ensuring effective and efficient coordination of deliveries between the City and the selected responding entity. The line of communication must ensure the City is able to receive a prompt response to inquiries or requests for such coordination.
 - v. Provide City's Parks & Recreation Department with the lowest possible rates, while maintaining a high standard of food product and exemplary service.
 - vi. Provide the City's Parks & Recreation Department with a variety of food products from which to choose, and subsequent assistance with development and buildout of a menu for concession operations.
- b. **Secondary Tasks** – Secondary tasks may include:
- i. Assist the City's Parks & Recreation Department with establishing best practices of food preparation, food safety, and establishing consistency in the service of and preparation of those foods.
- c. **Professional Services Agreement and Term:** The selected responding entity will be required to execute a Professional Services Agreement with the City for provision of the services specified under this RFQ, or alternatively, **upon the City's prior consent**, a substantially similar written agreement setting forth the mutual understandings, rights and obligations of the selected responding entity and City, collectively ("Agreement"). The term of such Agreement will endure for a total of one (1) year beginning on the date of execution of the Agreement and ending at the conclusion of the twelfth (12th) month following the commencement date, and will include an option to renew such Agreement for up to an additional two (2) one-year (1-year) terms, provided the selected responding entity has met its obligations under the Agreement to the satisfaction of the City in the first year under the Agreement. **The selected responding entity is expected to begin providing the services**



specified in this RFQ immediately upon execution of the Agreement.

d. Minimum Professional Qualifications:

- i. All work or services provided pursuant to award under this RFQ shall be performed solely by a qualified entity (or their authorized agents) possessing all licenses, certifications or other credentials required by law, which must be valid and up to date at the time of submission in response to this RFQ and throughout the duration of any contract awarded under this RFQ.
- ii. The selected responding entity is expected to possess adequate organization, facilities, and personnel to ensure that all services and supplies provided in connection with any contract awarded under this RFQ are provided to the City in a prompt and efficient manner.
- iii. The selected responding entity must have significant, demonstrated experience in providing food service for concession operations.

SUBMISSION INSTRUCTIONS AND PROCEDURES

RFQ Schedule**

Activity	Date
RFQ Distribution	Friday, February 16, 2024
RFQ Responses Due (“Response Deadline”)	Monday, March 4, 2024 @ 2:00 pm CST
Qualification Review by City begins	Tuesday, March 5, 2024
Presentations with Selected Finalists begins	Wednesday, March 6, 2024
Council Approval of Selected Responding Entity (or Entities)	Tuesday, March 19, 2024

****The above schedule may be changed at the City’s discretion**

1. Timeliness and Rejection of Late Submissions:

- 1.1. It is the sole responsibility of the submitting entity to see that submittals are received by the Response Deadline. The submitting entity shall bear any and all risks for any delays associated with their selected method of delivery or that are misdirected due to improper identification.
- 1.2. Any submission received by the City after the Response Deadline will be rejected by the City as non-responsive.
- 1.3. In the event of a late submission, the City will leave the response unopened and provide notice to the submitting party of the following: “The submitted qualification was received after the delivery time designated for the receipt of responses and therefore considered non-responsive.”

2. Withdrawal: Any submittal may be withdrawn prior to the Response Deadline. Any submittal not withdrawn prior to the Response Deadline shall constitute an irrevocable



offer to the City for a period of sixty (60) days following the Response Deadline.

3. **Addenda:** The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information as to a submission can be given. If any addenda are issued to the RFQ, the City will attempt to notify the submitting entity of such issuance. However, it shall remain the responsibility of the submitting entity to contact the Contact Person identified in this RFQ to confirm whether the addenda were made a part of the competitive qualification.
 - 3.1. Notwithstanding the above, the City reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
4. **Modifications/Corrections:** Submitted qualifications may be corrected or modified, provided that the correction or modification is made in writing and is received by the City prior to the date and time identified as the Response Deadline in this RFQ. After such date and time, the submitter may not modify or correct its submission except for extreme circumstances to be determined by the City in its sole discretion, and in no event in a manner prejudicial to the notions of fair competition or to the City.
 - 4.1. Notwithstanding the above, the City reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
5. **Submitter's Responsibility to Ensure Completeness and Compliance:**
 - 5.1. Each submitting entity must examine all RFQ documents to ensure the adequacy and accuracy of such documents prior to submitting the same to the City.
 - 5.2. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFQ shall be made in writing and directed to the Contact Person identified in this RFQ, in advance of the Response Deadline.
 - 5.3. Generally, responses that do not include all required information will be deemed non-responsive and disqualified accordingly.
 - 5.4. Notwithstanding the above, the City reserves the right to waive any informalities, irregularities, or variances, whether technical or substantive in nature, or reject any and all responses at its sole discretion.
6. **Oral/Verbal Interpretations.** The City shall not be responsible for verbal/oral interpretation given by any City employee, representative, or others.
7. **Preparation Expenses.** Each submitting entity preparing a response to the RFQ shall bear all expenses associated with its preparation and any subsequent and related expenses, and no claims for reimbursement shall be submitted to the City for the expense of preparation or presentation.
8. **Format of Submissions.** Responses may be submitted digitally through DemandStar if applicable, or, alternatively, in paper form consisting of one (1) original and one (1) copy, for a total of two (2) identical responses in paper form. If submission is made in paper form, the envelope or package containing the original and copy of such response must be



clearly marked and labeled as follows:

**City of Republic
Attn: Garrett Cline
213 North Main Avenue
Republic, MO 65738
RFQ #: RFQ 24-03**

9. **Minority and Women-Owned Businesses.** The City expressly encourages responses to this RFQ from disadvantaged, minority and women-owned businesses.
10. **Openness of Procurement Process.**
 - 10.1. Written responses, other discussions, correspondence, and all other pertinent records shall be handled as public records in compliance with State and Federal open records statutes and regulations.
 - 10.2. Other than the initial period wherein the responses are being evaluated, the City gives no assurance as to the confidentiality of any portion of any document once submitted.
 - 10.3. All documents relating to this RFQ, subsequent submittals and meetings with the City Council are subject to statutory requirements of the Missouri Sunshine Law.
11. **Errors and Omissions.** Once a qualification is submitted, the City may consider written requests by any submitting entity to correct errors or omissions but shall retain sole discretionary authority to determine the outcome of such a request.
12. **Retention and Disposal of Statements of Qualifications.** The City reserves the right to retain all submitted statements for public record keeping purposes. No copies of any material submitted as part of a response to this RFQ will be returned to the submitting entity. The City reserves the right to cancel this RFQ at any time prior to execution of an Agreement, and the City retains sole discretion as to whether such cancellation will be made.
13. **Collusion.**
 - 13.1. By offering a response to this RFQ, the submitting entity certifies that it has not divulged to, or discussed or compared, its submittal with that of any competitors or other entities in the business of providing the same or similar services or products, and further that it has not colluded with any other submitting entity or third person/party relating in any way to the response offered by such submitting entity to this RFQ.
 - 13.2. By submitting a response to this RFQ, the submitting entity certifies that:
 - 13.2.1. No attempt has been made or will be made by the submitting entity to induce any other person or firm to submit or not to submit a Statement of Qualification for the purpose of restricting competition.
 - 13.2.2. All persons interested in this service, principal, or principals being named



therein and no other person have an interest in this service or in the Agreement to be entered into.

- 13.2.3. No person or agency has been employed or retained to solicit or secure this Agreement upon an agreement or understating for a commission, percentage, or contingent fee, accepting bona fide employees or established commercial agencies maintained by the consultant for the purpose of doing business.

14. Conferences.

- 14.1. Conferences for prospective submitting entities may be scheduled upon request, and, time permitting, may allow for interviews with key City staff.
- 14.2. Conferences can provide an opportunity for the City to respond to questions the submitting entity may have about the services or materials requested under this RFQ.
- 14.3. Conferences are not mandatory, but are highly recommended.
- 14.4. Due to the desire to complete the selection process quickly, only substantive issues discovered in individual conferences will be formalized and distributed in an RFQ Addendum.
- 14.5. Substantive issues should be generally limited to correcting errors or omissions in the RFQ, alterations or modification to the scope of services or the proposed contract for services, however, the City retains sole discretion to determine the content or need for a formal Addendum.

15. Rejection of Responses. The City may reject responses if:

- 15.1. The submitting entity misstates or conceals any material fact in the qualifications.
- 15.2. The rejection of all responses is deemed to be in the best interest of the City.

II. SUBMISSION CONTENTS REQUIREMENTS

Any documents submitted in response to this RFQ must provide sufficient detail and information so as to allow a complete evaluation of its merit. The instructions contained herein must be followed in order for competitive responses to be considered responsive to this RFQ.

All entities responding to this RFQ shall provide sufficient information and data to fully allow the City to complete a comprehensive evaluation of their qualifications. Information and data submitted by each submitting entity may become part of the contract documents, as appropriate or necessary.

Responses must generally include and conform to the following format:

1. **Cover Letter**
2. **Table of Contents**
3. **Sections**
 - (1) **Introduction and Execution**
 - (2) **Qualifications of Submitting Entity (if applicable)**
 - (3) **Qualifications of Staff**



- (4) References**
- (5) Technical/Specialized Approach**
- (6) Timetable**
- (7) Compensation Schedule/Terms**
- (8) E-Verify and Other Information**

1. Section 1 – Introduction and Executed Signature Page:

- 1.1. The introduction section must contain an overview of the submitting entity.
- 1.2. The introduction must clearly indicate the legal name, address, telephone number, and local contact information (if available) of the submitting entity.
- 1.3. The introduction must indicate whether the submitting entity is a corporation, general partnership, individual or other business entity.
- 1.4. The introduction must include a statement to the effect that: “The Submission of this Statement of Qualifications indicates acceptance by the submitting entity of the stipulations contained in the Request for Qualifications.”
- 1.5. The statement must be signed above the typed or printed name and title of the signer. The signer must have the authority to bind the submitting entity to the submitted response.

2. Section 2 – Qualifications of Submitting Entity:

- 2.1. Provide a brief description and history of the submitting entity (if applicable).
- 2.2. Provide description of the submitting entity’s relevant experience demonstrating current capacity, familiarity and expertise in food-service, particularly specifying any experience on behalf of governmental or municipal clients.
- 2.3. Provide an organizational chart (or equivalent) generally demonstrating the structure of the submitting entity.
- 2.4. State the number and nature of the staff employed with the submitting entity and the office in which the bulk of the services will be performed.

3. Section 3 – Descriptions and Qualifications of Staff:

- 3.1. Provide the name(s), title(s) and resume(s) (or equivalent information) of the lead person who will be primarily responsible for the coordination, management and execution of the Scope of Services in this RFQ.
- 3.2. Provide the name(s), title(s) and resume(s) (or equivalent information) of other professionals and any employees/assistants who will be expected to perform or assist with the Scope of Services in this RFQ.
- 3.3. For each individual identified in this Section, provide their respective years of experience with the submitting entity (if applicable), years of experience in or with the provision of the services sought under the RFQ, any relevant licensing (if applicable), and any particular expertise or specialty training in provision of the services sought under this RFQ.
- 3.4. For each individual identified in this Section, disclose any investigations or disciplinary action taken previously or pending by national or state regulatory bodies



against such individual(s).

4. Section 4 – Familiarity of the Market and Relevant Representations:

- 4.1. Provide a list recent experience from the last 10 years demonstrating current capacity, familiarity, and expertise in best practices concerning food-service delivery and the food-service industry.
- 4.2. Illustrate how previous experience within the area may be of benefit in the execution of the Scope of Services under this RFQ.

5. Section 5 – References:

- 5.1. Provide at least five (5) professional references for which the submitting entity has performed services within the past two (2) years that are similar to the requirements in the Scope of Services.
 - 5.1.1. Preference will be given to those submitting entities who are able to demonstrate at least three (3) professional references from governmental/municipal clients for whom the submitting entity provided services similar to those specified in this RFQ.
- 5.2. Provide the reference contact name, address, e-mail address, telephone numbers and a summary and date of the services provided.

6. Section 6 – Technical Approach and Plan for Services:

- 6.1. Provide a description of the submitting entity's technical approach generally employed for the coordination and facilitation of food-service delivery.
- 6.2. Provide a description of the technical approach the submitting entity will employ specific to the provision of services under this RFP ("Plan for Services"). The Plan for Services should plainly convey the submitting entity's understanding of the scope of work and its suggested approach to be taken in order to maximize value to the City. The Plan for Services should include the following:
 - 6.2.1. A detailed description of the proposed management structure, including but not limited to, team organization, roles and responsibilities, program monitoring procedures, and communication mechanisms.

7. Section 7 – E-Verify and Other Information:

- 7.1. For any contract for services greater than \$5,000, the successful bidder shall comply with § 285.530, RSMo, as amended, and:
 - 7.1.1. Provide by sworn affidavit affirmation that it does not knowingly employ any person who is an unauthorized alien and
 - 7.1.2. Provide documentation affirming its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this contract.
- 7.2. The required documentation affirming enrollment must be from the federal work authorization program provider.
- 7.3. Responses must include the signed and notarized Work Authorization Affidavit and the electronic signature page from the E-Verify program. A letter from the bidder or



respondent reciting compliance is not sufficient.

III. EVALUATION CRITERIA

1. **Overview:** All responses will be evaluated by a selection committee comprised of City staff members. Responses will be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall approach taken.
2. **Specific Criteria Considered:** The following criteria will be utilized in the technical evaluation of qualifications:
 - 2.1. Experience and qualifications of the submitting entity.
 - 2.2. Experience of the submitting entity with similar engagements, particularly involving governmental or municipal entity client services.
 - 2.3. Qualifications of key staff to perform Scope of Services under the RFQ.
 - 2.4. Demonstrated knowledge of the relevant market(s)
 - 2.5. Projected timeframe and ability to provide services throughout duration of the period desired.
 - 2.6. Thoroughness of material submitted, including the Compensation Schedule, Plan for Services, and the quality, amount and type of service provided.
 - 2.7. Reports from references.
3. **Required Licensure/Certification.** Award under this RFP will only be given to an entity (or entities) possessing all required registrations, certifications and/or licenses as required by Missouri or other applicable law.
4. **Other reservations / terms:**
 - 4.1. The City will select and negotiate with those submitting entities whose submittals are responsive to this RFQ and are in the best interest of the City.
 - 4.2. The City reserves the right to contract with one or more submitting entity for any one or more of the services set forth in the Scope of Services.
 - 4.3. The City reserves the right to reject any and all qualifications or other submissions provided to the City in response to this RFQ.