



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: September 1, 2017

HSS-17-039

Carvel Building Café Proposal
for

Division for the Visually Impaired

Proposal Date Due: September 28, 2017
By: 11 AM Local Time

ADDENDUM # 2
Questions and Answers

PLEASE NOTE:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE
MENTIONED RFP.

Kimberly Jones
Procurement Administrator

Deborah Bradl

Question 1:	What is the current Bulging / Employee population?
Answer 1:	The current building employee population is between 1000-1500 employees.
Question 2:	Is the vendor supplying cooking equipment such as cooking stove and pots and pans or you supplying the cooking stove and we're supplying the pots and pans?
Answer 2:	The kitchen is fully stocked. There may be some specialty items that Vendor may have to purchase. But the kitchen comes with stove, with a conventional -oven, convection oven, grill, deep fat fryers, reach in refrigerators, reach-in freezers some small wears. BEP takes care of their own Equipment unless due to Vendor's neglect.
Question 3:	Please advise us as to how we can get a copy of the drawings and specs. If possible, you can email them to me.
Answer 3:	A link is currently available for the drawings at bids.delaware.gov.
Question 4:	Is there a vending component with this bid?
Answer 4:	No. There is no vending component with this bid.
Question 5:	Please provide historical sales for the site for the past 2 years by month for the Café and Catering.
Answer 5:	There was no catering during this time due to being closed for the previous 2 years. Sales the last three months averaged \$14,000.
Question 6:	Does insurance need to be in place prior to opening?
Answer 6:	A Delaware Business License and proof of insurance is required before you provide services to the State.
Question 7:	How is rent calculated?
Answer 7:	It is a flat fee.
Question 8:	Is there trash service?
Answer 8:	Yes. Specific instructions will be provided to the Awarded Vendor
Question 9:	Is there marketing?
Answer 9:	Marketing is handled by the vendor.
Question 10:	Is a brochure needed?
Answer 10:	No. Brochures are not needed with proposal submission. You are referring to standard boilerplate language that is not specific to this RFP. The Awarded Vendor may provide menu's in brochure format.
Question 11:	What about business references?
Answer 11:	Use customers who are familiar with your services and can speak to or verify the work/services you provide according to the RFP.
Question 12:	How old are the refrigerator and freezer?

Answer 12:	They have been replaced within the last year.
Question 13:	What about oil pick up and setting up the service for this? Whose responsibility is it?
Answer 13:	This is up to the vendor to set up the service for this.
Question 14:	Does the sink spigot work?
Answer 14:	It can be used, however there is a crack in it. A contractor has been set up to fix it in a couple of weeks as the ice machine and freezer are tied into it.
Question 15:	When will the area be cleared? Who clears it?
Answer 15:	It should be cleared by the current vendor. If not, BEP program will ensure that it is cleared and cleaned.
Question 16:	Is painting allowed?
Answer 16:	Yes, it was last done 3 years ago.
Question 17:	Does BEP and vendor consent on equipment when it needs to be replaced?
Answer 17:	BEP should be contacted by the vendor to discuss this.
Question 18:	Who is responsible for the TV?
Answer 18:	The TV is the property of the current vendor unless an agreement is made to purchase it. Otherwise the new vendor would be responsible for replacing it if they want one.
Question 19:	Will the warmers be replaced?
Answer 19:	Yes. The convection oven and the stove top are the first two items to be replaced and then the warmers.
Question 20:	Will the Snapple/Pepsi fridge stay?
Answer 20:	Please refer to the list that is attached regarding equipment that will be staying.
Question 21:	Who is responsible for cleaning?
Answer 21:	The vendor is responsible for cleaning.

Question 22:	What is the start date?
Answer 22:	A minimum of 4 weeks is needed to clean and prep the facility. An October 1, 2017 start date would be reasonable.
	Additional information will regarding the list of equipment that will remain at the café will be available no later than 9/8/17.
Question 23:	Please provide Guest, or transaction counts by month for past 2 years.
Answer 23:	This information is not available.
Question 24:	The Scope of Work states as part of the Department's healthy choices initiative, beverages and food including fountain and bottled drinks must meet standards set by the Division. Please provide a list of all specification requirements.
Answer 24:	There is not currently a policy in place for the state or our Department. As a priority in the Governor's Action Plan, there is a concerted effort to improve foods and beverages available on state government grounds. Although the goal of 50% healthy is where we would love to go, a pilot project is underway in selected sites to offer more than 40% healthy foods and beverages.
Question 25:	Please provide a copy of the Current Café Menu.
Answer 25:	A copy of the menu is attached.
Question 26:	Please provide the current price and portions for all items served.
Answer 26:	Please refer to the current menu.
Question 27:	Please provide a copy of the current catering guide.
Answer 27:	That information is not available.
Question 28:	Please provide a furnishing and equipment list that will be provided to the food service contractor.
Answer 28:	Please see the attached list.
Question 29:	Please supply an outline as to who has responsibilities for the following: Equipment Maintenance & Repairs.

Answer 29:	Maintenance is the contractor's responsibility. Repair is the responsibility of BEP as long as the equipment has been properly maintained.
Question 30:	Who has the responsibility for Pest Control?
Answer 30:	The contractor has the responsibility for Pest Control
Question 31:	Who has the responsibility for the Bi-annual service of the hoods and fire suppression?
Answer 31:	The contractor has the responsibility for the bi-annual service for the hoods and fire suppression.
Question 32:	Who has the responsibility for the monthly cleaning and bio chemicals for the drains and grease trap?
Answer 32:	The contractor has the responsibility for the monthly cleaning and bio chemicals for the drains and grease trap.
Question 33:	Who has the responsibility for the phone line and internet?
Answer 33:	The contractor has the responsibility for the phone line and internet.
Question 34:	Who is the current food service contractor?
Answer 34:	Wayne Marsh is the current food service contractor.

EQUIPMENT LIST

CARVEL CAFÉ

Equipment that is staying:

Grease Trap

Reach in Freezer	Avantco
Toaster Oven	Holnan
Ancel System	KDDE
Reach in Cold Fridge	Silver King
Reach in Cold Case	Delfield
Reach in Refrigerator	True Model T-23
Salad Cooler	Delfield
Cold Flat Top	Atlas
Cold B/Marie	Avantco
Hand Sink #1	Advance
Reach in refrigerator	Delfield
Hood System	N/A
Flat top Grill	Vulcan HEG48D1
Fryer Double	Toast Master
Fryer Double	Valcron
6 Top Stove Oven	Garland
Convection Oven	Valcon
Reach in Warmer	Metro
Dishwasher	Hobart Energy
Hand Sink #2	Krowne
Ice Machine	Scotsman
Triple Sink	Stainless Steel
Pepsi Soda Tap	Cornelius
Nestle Fridge	Nestle

Bunn Coffee	Bunn
Snapple Fridge	Energy Star
Pepsi Double Fridge	True
Ice Cream Freezer	AHT
Chips Rack	Herr's
Register	Cashier
Reach in Fridge	Avantco
Reach in Freezer	Avantco
Waffle Maker	Carnival King
Soup Kettle	Glenray
Soup Kettle	Glenray
Shelf	AMCO
Rolling Toaster	Holman
Drawer	Stainless Steel
Shelf	Regency
Prep Table	Stainless Steel
Slicer	Avantco
Prep Table	Stainless steel
Warmer	Hatco
Bain Marie	Delfield
Toaster	Avantco
Coffee Machine	Bunn

breakfast

A LA CARTE

Eggs (2 per order)	1.75
Egg Whites (2 per order)	1.95
Bacon (3 per order)	1.95
Bacon (3) & Egg (2) Special	3.50
Turkey Sausage Link	1.50
Pork Sausage Patty	1.50
Pork Roll	1.75
Scrapple	1.75
Bagel	1.85
Bagel w/ Cream Cheese	1.95
English Muffin	1.00
Toast (2 per order)	0.80
Raisin Toast (2 per order)	1.00
Pancake (each)	1.50
French Toast (each)	1.50
French Toast Sticks (5)	3.25
Home Fries	2.00
Cereal Bowls	Varies
Fruit Bar (per pound)	Varies

lunch

DELI SANDWICHES

includes chips

BLT	4.50
Chicken Salad	4.95
Egg Salad	3.95
Ham	3.95
Mixed Cheese	3.95
PBJ	2.95
Roast Beef	4.95
Tuna Salad	4.95
Turkey	4.95
Add Cheese	0.50
Add Wrap	0.25

lunch

CLUBS

includes chips

BLT	5.95
Chicken Salad	5.95
Italian	5.95
Roast Beef	5.95
Tuna Salad	5.95
Turkey	5.95
Add Cheese	0.50

lunch

HOAGIES

includes chips

Chicken Salad	5.95
Egg Salad	4.95
Ham	4.95
Italian	5.95
Mixed Cheese	4.95
Roast Beef	5.95
Tuna Salad	5.95
Turkey	5.95
Add Cheese	0.50



Best Breakfast

FRANKIE JR

two pancakes or french toast,
two eggs your way
& your choice of breakfast meat 5.95

MONTE CRISTO SANDWICH

grilled french toast w/ ham,
fried egg & swiss cheese,
drizzled w/ warm cinnamon syrup 5.25

TOFU SCRAMBLE (vegan)

tofu & vegetable scramble 4.95

lunch

SPECIALTIES

CHEESESTEAK EGG ROLLS (2)

served w/ spicy ketchup 5.95

TURKEY AVOCADO

hand carved turkey on grilled flatbread
w/ smoked bacon, avocado,
roasted peppers, swiss
& honey mayo 6.95

SEITAN CHEEZESTEAK (vegan)

thinly sliced seitan w/ grilled onions,
peppers, mushrooms &
vegan cheddar on an italian roll 5.95

CARVEL

STATE BUILDING
MEZZANINE LEVEL

820 N. French Street
Wilmington, DE 19801

302.482.1943

Monday through Friday
7:00am to 2:00pm

breakfast

OMELETTES

3 eggs each

Egg & Cheese	3.95
Bacon, Ham or Sausage	4.95
Veggie	4.60
Western	4.95
Add Egg Whites	0.50
Add Cheese	0.50

breakfast

SANDWICHES

choice of bread

Egg	2.75
Egg w/ Meat	3.75
Bacon, Scrapple or Sausage	2.95
Add Cheese	0.50
Add English Muffin	0.50

lunch

SOUP & SALAD

Soup of the Day	varies
Caesar Salad	3.95/5.95
House Salad	3.50/5.50
Chef's Salad	4.95/6.95
Add Grilled Chicken	1.00
Chicken Salad, Tuna or Egg Salad	

lunch

FROM THE GRILL

Grilled Cheese	3.50
Grilled Ham & Bacon	4.50
Patty Melt	5.95
Grilled Chicken Breast	3.95
Grilled Chicken Sandwich	5.25
Hamburger	3.95
Hot Dog	1.50
Hot Sausage	3.25
Steak Sandwich	5.50
Chicken Steak Sandwich	5.50
Tuna Melt	5.50
Add Cheese	0.50
Add Bacon	1.00

lunch

ADDITIONAL ITEMS

French Fries	1.95
Cheese Fries	2.95
Chicken Fingers (5)	5.95
Wings (6)	4.95
Wings (12)	8.95
Mozzarella Sticks (5)	4.75
Philly Soft Pretzel	1.00