

Operation of the Industrial Kitchen for Coffee and Café Services at the Estes Valley Community Center

Pre-proposal Meeting

3/11/2021 12:00pm

Attendees:

Christen Fitzgerald, Sole prospector

Questions and Answers:

Q: *Is serving pre-packaged food the only option; would you be open to serving fresh food?*

A: The District is open to other food items, dependent on licensing requirements, health codes and insurance.

Note: Once concessionaire is selected, staff and concessionaire will do a walk through with the Larimer County Health Department.

Q: *Would the concessionaire be responsible/hold the food license?*

A: Yes, they would be responsible for obtaining the appropriate licensing.

Q: *The RFP states that Board approval for the concessionaire is scheduled for April 20, 2021, with a start date of May 1, 2021 – Without a specific list of supplies needed, opening May 1st could be difficult to achieve.*

A: The District is not expecting for the concessionaire to start operating at EVCC on May 1, 2021. The May start date is for the contract.

Q: *As a sole prospector, what financial documents would suffice for a financial statement?*

A: A current credit report would be acceptable.

Q: *What type of food are you looking for the concessionaire to serve/provide?*

A: Basic services to start; coffee, tea, bagels, burritos, and other pre-prepped items. The District will not dictate the menu.

Q: *What janitorial services would be expected to be completed by the concessionaire?*

A: The concessionaire would be responsible for cleaning the commercial kitchen to comply with health regulations and together the District and concessionaire will clearly define expectations/roles for common areas.

Q: *Is the fee structure flexible, could this be changed year to year?*

A: The District would be open to a “base rent” structure or adjusting the fee structure each year with a contract addendum.