

REQUEST FOR PROPOSAL:

CAMBRIDGE - DORCHESTER AIRPORT

Supply of Restaurant Services



COUNTY COUNCIL OF
DORCHESTER COUNTY

County Office Building
P.O. Box 26
Cambridge, Maryland

April 2023

**REQUEST FOR PROPOSALS FOR RESTAURANT SERVICES
CAMBRIDGE - DORCHESTER REGIONAL AIRPORT TERMINAL**

The Dorchester County Council is seeking proposals to operate a restaurant located in the Cambridge-Dorchester Regional Airport Terminal. 1600 sq. ft. with seating capacity of approximately 74.

Copies of the Request for Proposal, which includes the Scope of Work and Terms and Conditions, are available at the Dorchester County Council's Office, Room 108, 501 Court Lane, Cambridge, Maryland; no fee required. For additional information and/or for a tour please call contact Steve Nuwer, Airport Director, at (410) 228-4571.

Sealed proposals (one original and 2 copies), must be received by 4:00 p.m. on Friday, June 9, 2023 at the Dorchester County Council's Office, 501 Court Lane, P.O. Box 26, Room 108, Cambridge, Maryland 21613 and clearly marked "Proposal for Restaurant Services, Cambridge - Dorchester Airport". Faxed bids will not be accepted. The opening of proposals will not be public.

The County Council reserves the right to reject any and all proposals or parts of proposals when it is judged in the best interest of the County.

COUNTY COUNCIL OF DORCHESTER COUNTY

**REQUEST FOR PROPOSAL
CAMBRIDGE – DORCHESTER AIRPORT
Supply of Restaurant Services**

GENERAL

The Dorchester County Council (Owner) has prime restaurant space located in its Cambridge – Dorchester Airport Terminal Building on Bucktown Road 0.8 miles off Maryland Route 50 (Ocean Gateway) in Cambridge, Maryland.

The County is seeking a qualified and experienced individual or organization to develop and operate a restaurant.

The City of Cambridge has a population of 13,327 and is located on the main thoroughfare (Maryland Route 50 – Ocean Gateway) to Maryland Beaches.

TERMS AND CONDITIONS

- 1) The scope of this Request for Proposal is as outlined in “Scope of Work”. The term of the contract shall be three years, with one option for a two-year renewal.
- 2) The closing time/date for proposals is by 4:00 p.m. on Tuesday, May 9, 2023. Proposals should be placed in a sealed envelope and addressed to Dorchester County Council’s Office, 501 Court Lane, P.O. Box 26, Room 108, Cambridge, Maryland 21613 and clearly marked "Proposal for Restaurant Services, Cambridge – Dorchester Airport". Faxed bids will not be accepted. The opening of the proposals will not be public.
- 3) All proposals must include:
 - a. An outline of experience, qualifications and financial ability to perform;
 - b. A business plan, including marketing plan;
 - c. Proposed layout for use of space;
 - d. Proposed capital improvements and their value;
 - e. Proposed hours and days of operation;
 - f. Proposed menu and product selection;
 - g. Any other criteria that the Contractor thinks the Owner should take into account in the consideration of this potential lease arrangement.
- 4) Proposals are to be valid for 90 days.
- 5) The Owner will provide potential candidates with floor plans, information concerning residential population, and utility costs. The Owner may consider cost sharing for leasehold improvements that may be proposed.
- 6) Proposals for the independent operation of the restaurant will be considered.

- 7) Proposals will be assessed to provide the best overall advantage to the Owner. Therefore the Owner reserves the right to seek clarification of any or all proposals, conduct additional negotiations with any or all bidders, not accept the lowest cost, and reserves the right to reject any or all proposals.
- 8) The Owner shall make no payment to the bidder for the purposes of the preparation of the proposal.
- 9) The successful bidder will require to provide evidence of the following insurance, with the Owner as an Additional Insured on all policies. Insurance agents are familiar with this type of coverage.
 - a. Comprehensive General Liability Insurance in the amount of \$2,000,000.00, including the following extensions:
 - Products & Completed Operations;
 - Personal Injury;
 - Occurrence Property Damage;
 - Employees added as Additional Insured;
 - Blanket Contractual;
 - Contingent Employers Liability;
 - Employers Liability;
 - Broad Form Completed Operations;
 - Tenants Legal Liability – \$100,000 limit;
 - Non Owned Automobile – \$2,000,000;
 - Broad Form Property Damage;
 - Broad Form Automobile/Attached Machinery;
 - Incidental Malpractice Liability;
 - Medical Payments – \$2,500/person and \$25,000/accident;
 - Intentional Injury to Protect Person or Property;
 - Cross Liability Clause;
 - 30 day notice of cancellation to the Owner.

For additional information and/or for a tour please call contact Steve Nuwer, Airport Director, at (410) 228-4571.

SCOPE OF WORK

GENERAL OPERATION

The Contractor shall operate and manage the restaurant as requested to effectively meet the needs of the community. In conjunction with the Owner, hours of operation shall be established to meet the needs of the community with consideration given to the economic viability of maintaining operations at reasonable levels.

The Contractor shall be responsible for all promotions and marketing required to maintain and expand the customer base, including the provision of adequate signage and advertising to promote the hours of operation, services and products available.

The Contractor shall provide a telephone within the restaurant and will be responsible for bearing the cost of said telephone, and any other telecommunication equipment required by the Contractor.

RESTAURANT SERVICES

Food Service

- a) The Contractor shall provide hot and cold food services to meet the needs of the community. The Contractor is encouraged to expand the menu to meet the needs of the customers;
- b) All food supplies and condiments shall be the responsibility of the Contractor. An adequate supply of food supplies and beverages should be kept on hand to accommodate busy times.

Restaurant Supplies & Equipment

- a) The Contractor is responsible for providing any supplies that are necessary to provide food and beverage services;
- b) The Contractor is responsible for providing any equipment which is necessary to provide food and beverage services. The only item being provided by the Owner is the exhaust hood;
- c) The Contractor shall be responsible for the day-to-day maintenance and upkeep of the Owner's equipment;
- d) A joint inventory between the Contractor and the Owner will be conducted at the beginning and end of the term. The Contractor will be responsible for the equipment in the same condition as existed at the commencement of the term, reasonable wear and tear excepted;

Liquor Service

- a) All beer, wine and liquor licensing, supplies and condiments shall be the responsibility of the Contractor.

CLEANING

- a) Cleanliness is an essential condition for the operation of this facility. The Contractor shall maintain the restaurant in a clean and orderly condition acceptable to the County at all times. The Contractor may institute and enforce, at its own option, regulations deemed necessary to achieve such condition;
- b) The Contractor is responsible for the daily cleaning of the two main restrooms.

STAFFING

- a) The Contractor shall ensure for the presence of adequate staff to operate the restaurant during all posted hours of operation. The Contractor will ensure that all persons charged with the operation of the restaurant are properly trained in the operation of a restaurant and the equipment therein;
- b) The Contractor and all employees shall dress and present themselves in a neat and professional manner at all times while working in the restaurant, appropriate for the job they are performing. The use of appropriate uniforms is recommended.

REPAIRS & MAINTENANCE

- a) The Contractor is solely responsible for the cost of repairs and maintenance within the restaurant facility including all labor costs, freight, and taxes;
- b) The Owner is responsible for structural repairs to the premises including all labor costs, freight, and taxes, unless such repairs are a direct result of the Contractor's actions;
- c) The Contractor shall maintain the condition of the restaurant furnishings and equipment provided by the Owner in which the Contractor received them, reasonable wear and tear excepted;

FINANCIAL

Fees

- a) Maximum monthly rent the Contractor would be willing to pay for the restaurant facility: \$ _____;
- b) Rental fees shall be payable on the first day of each calendar month.

Utilities

- a) The Contractor shall pay for its own propane by means of their own propane tank;
- b) A prorated portion of water, sewer and electric will also be payable by the Contractor.

Sales

- a) All income generated from the sale of food and beverages and items through the restaurant shall accrue to the Contractor.

Cash Report

- b) The Contractor will submit monthly "cash reports" by the 5th day of the following month for all restaurant sales if requested by the Owner.

GENERAL

Suppliers

- a) The Owner may enter into arrangements with certain suppliers of products and equipment for exclusivity at the Airport, including a supplier of automated vending machines and supplier of automated banking machines. The Contractor, therefore, may not enter into an arrangement with any supplier that would breach these exclusive arrangements without prior written approval from the Owner.

QUALIFICATIONS

1. A minimum of three years' experience in food service operations is preferred;
2. References are required;
3. Excellent customer service skills, people oriented and a team-player;
4. Good management, organizational and communication skills;
5. General knowledge of Health Department regulations;
6. Financial ability to perform;
7. Bondable.

ATTACHMENTS

- A1: Description of the space;
- A2: Overall layout of the space;
- A3: Hours of Operation – Airport Terminal Offices.

Attachment A1

Description of the Space

Total Space – 1,600 square feet

Restaurant, Kitchen & Storage

- Kitchen and service area – 350 square feet
- Restaurant includes service counter for 12 stools for dine-in service – 1,100 square feet. Estimated seating capacity of 50;
- Storage/Walk-in cooler room – 150 square feet
- Washrooms located in Airport Terminal portion of building
- Outside access other than through Airport Terminal building could be arranged.

Attachment A2

Layout

“TO BE PROVIDED WITH FINAL RFP”

Attachment A3

Airport Terminal Building – Hours of Operation

Monday to Sunday 8:00 am – 5:00 pm