

# **City Hall Café**

**Pre-Proposal Meeting**

**Solicitation No. P10-0071**

**May 19<sup>th</sup>, 2010 3:00pm**

# City Hall Café

## Today's Agenda

- Welcome & Introductions
- Project Overview
- RFP Submittal Requirements
- Questions & Clarifications
- Walk-Through

# City Hall Café

## Introductions:

- Christine Finney, Buyer
  - [christine.finney@peoriaaz.gov](mailto:christine.finney@peoriaaz.gov)
  - 623.773.7531 phone
  - 623.773.7118 fax
- Walt Begley, Facilities Manager
- Javier Setovich, Construction Projects Coordinator

All questions regarding the bid should be directed to the Buyer.

# City Hall Café

## Project Overview:

- Small Café located in City Hall
  - To be used by Employees, Patrons of City Services & the general public
  - Qualified Vendors with proven experience/success.

# City Hall Café

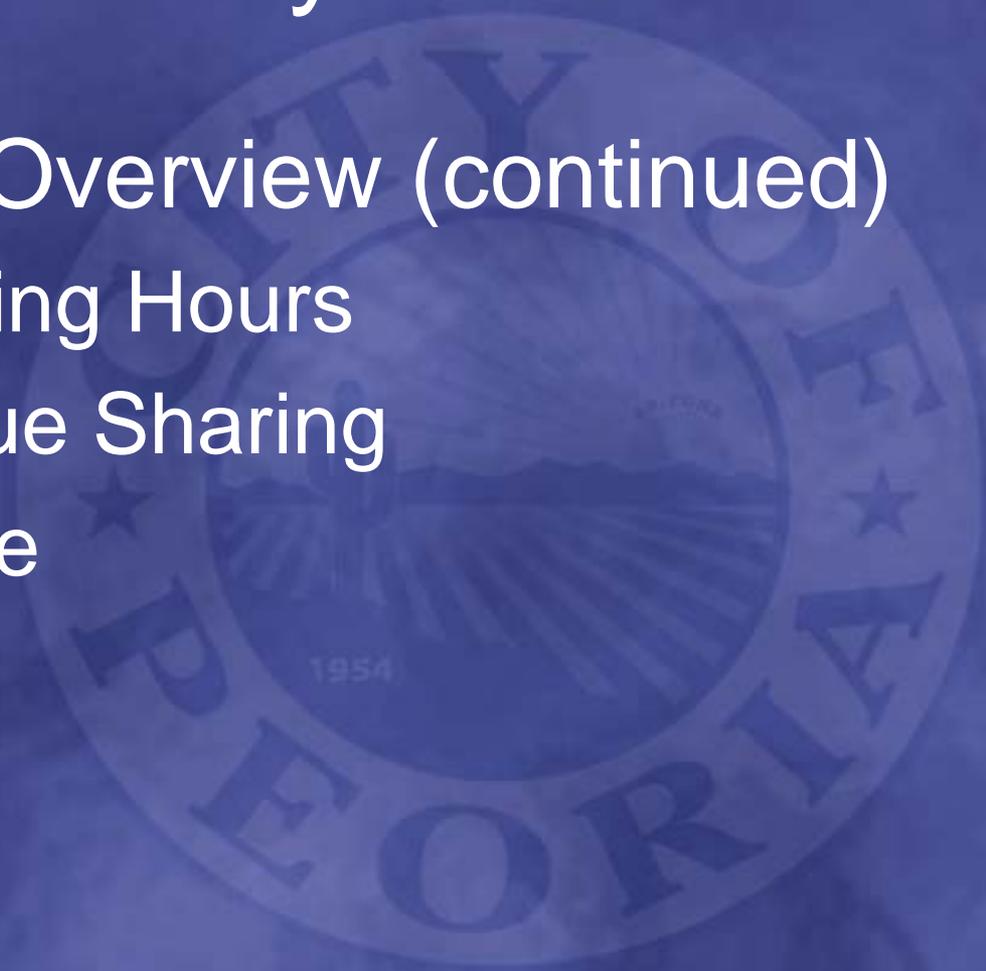
## Project Overview (continued)

- Varied and attractive menu
  - Breakfast, lunch & snack items.
  - To be proposed by the vendor and approved by the City.
- Seating Area Desired

# City Hall Café

## Project Overview (continued)

- Operating Hours
- Revenue Sharing
- Signage





**City of Peoria Municipal Campus**  
 8401 W. Monroe St., Peoria AZ 85345  
 Information: (623) 773-7000  
[www.peoriaaz.gov](http://www.peoriaaz.gov)

**City Council Chamber** 8401 W. Monroe St.

**City Hall** 8401 W. Monroe St.

- First Floor**  
 Information Counter  
 City Clerk (Passports)  
 Customer Service (Utility Billing & Setup)  
 Economic Development  
 Human Resources  
 Pine Conference Room
- Second Floor**  
 Budget  
 City Attorney
- Third Floor**  
 Mayor  
 City Council  
 City Manager  
 Communications & Public Affairs

**City Hall Annex** 8314 W. Cinnabar Ave.

- Purchasing
- Special Events

**Court** 10100 N. 83rd Ave.

**Development & Community Services** 9875 N. 85th Ave.

- First Floor**  
 Community Services  
 Parks and Recreation  
 Community Development  
 Building Safety & Permits  
 Neighborhood Services (Code Compliance)  
 Planning & Zoning  
 Engineering
- Second Floor**  
 Public Works  
 Utilities

**Library** 8463 W. Monroe St.

**Public Safety Admin.** 8351 W. Cinnabar Ave.

- Police
- Fire Administration
- Peoria Channel 11
- Peoria Conference Room

**Technology Center** 8343 W. Monroe St.

- Information Technology



# City Hall Café

## Proposal Checklist:

- Return ALL City Forms
  - Questionnaires: References, Licenses, Exceptions, Nonprofit Status, Minority or Women Owned Business
- Proposal Content:
  - Project Understanding/Business Plan
  - Firms and Staff's Experience
  - Similar Projects
  - Proposed Profit Sharing Plan (if any)
- Adhere to the Maximum Page Limit (20 pages)

# City Hall Café

- Request for Proposals
  - Evaluation based upon qualifications/ experience/business plan
  - Interviews may be necessary
- Terms and Conditions
- Insurance
- Term of Contract

# City Hall Cafe

## Proposals Due Date and Time:

- Proposals are due no later than 5:00 pm AZ time on Thursday June 3, 2010.
- Questions & Clarifications – Submit to Buyer no later than June 1, 2010.
- Proposals are due to the following location:

City of Peoria/Materials Management  
Attn: Christine Finney, Buyer  
9875 N. 85<sup>th</sup> Avenue (2<sup>nd</sup> Floor)  
Peoria, AZ 85345

# http://www.peoriaaz.gov/procurement

## Click on "Current Bid Solicitation List"

Finance Department - Materials Management - Current Bid Solicitations List

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THE CITY OF PEORIA ARIZONA

HOW DO I? SERVICES GOVERNMENT LIVING BUSINESS CONTACTS

Department of Finance

Materials Management

### Current Bid Solicitations List

Bid Solicitation Plans may be Viewed or Downloaded On-Line. Some packages may only be sent by FedEx or U.S. Mail.

To view and download, or receive, a bid solicitation package, select the plan you are interested in from the list below. Select only one at a time. Bid documents available online are in Adobe Acrobat PDF format and require the free Acrobat Reader plug-in. For more information on Acrobat and PDF files, click here.

**Note: To better serve our bidders, in order to download the bid solicitation package, a valid e-mail address will be required. Bidders will then be automatically notified when amendments to the bid are released.**

**Disclaimer:** The City of Peoria, Arizona, provides current and complete solicitation information on this website for registered Plan Holders only. Updates, amendments and related information regarding the solicitations contained herein will be delivered to Plan Holders as defined on this website. The City assumes no liability or duty to so update or to send any update to persons who are not Plan Holders. Any person who acquires these documents from any source other than this City website or directly from the Materials Management Division, has no assurance that the solicitation is valid. No person may amend this document, nor may any person publish it without this disclaimer.

#### Join the Solicitation e-News Group!

Join the **Solicitation - News group** to receive notification of new solicitations and other pertinent information posted to the Materials Management site. This information will be delivered directly to your email box. To join simply visit <http://www.peoriaaz.gov/e-news>

**We welcome and encourage diverse supplier participation!**

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Print date: after 10/15/2009 9:07:16 AM

- PIB 0016 Design and Traffic Study for 75th Avenue and Thunderbird Road Intersection Widening**  
**Description:** The City of Peoria intends to establish a contract for the Design and Traffic Study for 75th Avenue and Thunderbird Road Intersection Widening.  
**Buyer:** Christine Finney  
**Pre-Bid/Proposal Date:** 10/6/2009 2:00:00 PM  
**Due Date:** 10/15/2009 at 5:00:00 PM  
**Per the solicitation description, the Design Survey Questionnaire** is being provided in an electronic format. [Click here to download the Questionnaire](#)  
[Download a copy of the CIP Study, click here.](#)
- VCFD10.01 Vicancia Zone 4/5 Improvements**  
**Description:** Pursuant to provisions of the VCFD Procurement Code, the VCFD, Materials Management Division intends to establish a contract for construction of Zone 4/5 Reservoir and Booster Station Expansion. There is no charge for the first set of Plans and Specifications for Prime or General Contractors. There is a \$15.00 non-refundable charge for each additional set.  
**Buyer:** Athena Bonner  
**Pre-Bid/Proposal Date:** 10/14/2009 10:00:00 AM  
**Due Date:** 11/2/2009 at 2:00:00 PM  
**Amendment #1** was issued: 09/30/09

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[http://www.peoriaaz.gov/procurement/Materials\\_bids04f.asp?id=2143](http://www.peoriaaz.gov/procurement/Materials_bids04f.asp?id=2143)[10/15/2009 9:07:34 AM]



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Questions/Comments?

