

## **Request for Proposal for Coffee Vendor**

South Peninsula Hospital is seeking proposals for the operations and management of a free standing coffee shop on the grounds at South Peninsula Hospital in Homer, Alaska. *Proposals are due 5:00pm on June 15, 2016 and must include the time frame for service startup and a description of how the requirements below will be met. Questions can be directed to Glenn Radeke at 235-0351. Submit proposals to Glenn Radeke, Facilities Director via email at [ger@sphosp.org](mailto:ger@sphosp.org) or by mail to South Peninsula Hospital, 4300 Bartlett Street, Homer, AK 99603*

**Location:** South Peninsula Hospital, 4300 Bartlett Street, Homer, Alaska; Plaza outside the cafeteria, lower level, Bartlett Street entrance.

**Vendor:** Must have proof of business license and certification from Alaska Department of Environmental Conservation. Must allow for a credit/background check and comply with organization's requirements for liability insurance.

**Hours of Operation:** The vendor must be operational a minimum of Monday through Friday, four hours each day to include a minimum 7-9am. Hours may be changed and expanded by approval of both parties. Hours must be posted and adhered to unless in the case of emergency, and signs adjusted to reflect hours of operation.

### **Site Amenities**

- SPH will provide and pay for water; Vendor is responsible for disposal of waste water in accordance with City of Homer regulations
- SPH will provide metered electricity, vendor will pay for this utility
- Vendor will provide work space for vendor staff and covered sales area
- SPH will provide restrooms for coffee shop staff;
- Vendor may dispose of trash in SPH dumpster by loading dock
- SPH will provide snow removal services

### **Equipment and Furnishings**

This is a free standing, outdoor vendor area. Vendor will provide in its entirety an enclosed unit for vendor operations, and a covered area for walk-up sales. No interior seating will be permitted. All equipment specific to coffee shop function (coffee makers, refrigerator, cash register, etc.) will be furnished and maintained by the vendor. Vendor will furnish hoses and required electrical cords in coordination with Facilities Engineers of SPH.

### **Physical Appearance**

- Coffee shop staff will dress professionally and appropriate for the healthcare environment, and will have completed an abbreviated orientation provided by staff of South Peninsula Hospital (not to exceed four hours)
- Signs will be uniform and professional in nature; and include current hours of operation, vendor business name, and any legally required signs (licenses, inspections, etc)

- Storage and clutter will be kept out of site of the customer

**Merchandise/Store inventory**

The intent is for a wide selection of beverage menu items, to include but not be limited to espresso / coffee drinks. Additional food items will be limited to no more than five items which need approval from the hospital dietitian. The intent is to not compete with hospital cafeteria fare and provided limited, relatively healthy, snack selections.

**Security:** It is the responsibility of Vendor to secure cash and inventory. SPH is not liable for content of vendor unit. Nightly rounds by SPH security guard is provided between 5:00pm until 8:00 am. An emergency contact number must be available.

**Administration**

- All finance, staffing and management issues will be handled by vendor, within the constraints of the law and the above agreement;
- Payroll deduction will be offered by vendor for employee purchases at the shop utilizing a system mutually agreed upon by SPH Accounting and Vendor.
- Invoices to SPH for payment of payroll deduction balances must be made monthly. Invoices for liabilities greater than 60 days old will not be paid.

**Term of Agreement:** The vendor will be expected to sign an one year agreement which can be dissolved mutually by both parties with a 90 day written notice. If vendor fails to operate the shop for more than a 30 day period, SPH has the option to solicit a replacement vendor for the space (unless there are extenuating circumstances without mutual agreement between SPH and vendor).