



Request for Proposal for Coffee Kiosk Vendor

South Peninsula Hospital is seeking proposals for the operation and management of a coffee kiosk to be located inside, near the cafeteria, at South Peninsula Hospital in Homer, Alaska. Proposals are due 5:00 pm on July 10, 2019 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, Facilities Director at (907) 235-0351 or Maura Jones, Executive Assistant at (907) 235-0241. Submit proposals to Maura via email at mjones@sphosp.org or by mail to South Peninsula Hospital, 4300 Bartlett Street, Homer, AK 99603

Location: South Peninsula Hospital, 4300 Bartlett Street, Homer, Alaska will allow access for operation in an identified corner space in the hallway by the cafeteria, on the lower level, near Bartlett Street entrance.

Vendor: Proof of business license and certification from Alaska Department of Environmental Conservation is required prior to operation commencing. A credit/background check and compliance with organization's requirements for liability insurance will also be required.

Hours of Operation: The vendor must be operational a minimum of Monday through Friday, excluding holidays, at least four hours each day to include 7-9 am. Hours may be expanded beyond four per day. Please include all proposed hours of operation in proposal. Hours must be posted and adhered to (except in the case of emergency), and signs adjusted to reflect hours of operation.

Site Amenities

- SPH will provide water and drainage, in accordance with City of Homer regulations.
- SPH will provide electricity.
- Vendor will provide work counter/kiosk for vendor sales area.
- SPH will provide restrooms for coffee staff.
- Vendor may dispose of trash in SPH dumpster by loading dock.
- Vendor will be responsible to keep area clean at all times, and sanitary per health code regulations for a coffee kiosk in the State of Alaska.

Equipment and Furnishings

This is a space to operate along with necessary utilities, and a security gate. Vendor will provide all necessary furniture and equipment (coffee makers, refrigerator, cash register, etc.) will be furnished and maintained by the vendor for vendor operations. No seating

will be permitted. Vendor will furnish hoses and required electrical cords in coordination with Facilities Engineers of SPH. Shelving or cabinetry can be installed by SPH, but must be approved by SPH in advance, with vendor responsible for costs.

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 (approximately 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 at all times.

Merchandise/Store inventory

The intent is for a varied selection of hot and cold coffee based beverage menu items. Food items will not be sold at the kiosk so as not to compete with hospital cafeteria sales.

Security: It is the responsibility of the vendor to secure cash and inventory. SPH will provide a security gate to lock up the space, however 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 made available to SPH.

Administration

- All finance, staffing, operational and management issues will be handled by vendor, within the constraints of the law and the above agreement.
- All staff will be required to comply with SPH's infection prevention/HR standards for long term contractors, per hospital policy.
- Vendor must accept cash and credit card payment for items. Recommend vendor accept payroll deduction for SPH employees.

Profit Sharing

- A percentage of vendor profits from sales is expected to go to SPH.
 - Please include this in your proposal.
 - What percentage will you give to SPH?
 - How will it be calculated?
 - When and how will payment be made to SPH?

Term of Agreement: The vendor will be expected to sign a 1-year agreement which can be dissolved mutually by both parties with 60 days written notice after an initial trial period. 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 discussed and agreed on between SPH and vendor).