

**CITY OF SOUTH BEND, INDIANA
BOARD OF PARK COMMISSIONERS
REQUEST FOR QUALIFICATIONS**

Notice is hereby given that the City of South Bend, Indiana, will receive sealed bids at the **Office of the Board of Park Commissioners, O'Brien Center, 321 E. Walter Street, South Bend, Indiana, until the hour of 5:00 pm, Local Time, on October 15, 2018** for the following:

**Request for Qualifications
For Food Service Operator**

The City of South Bend is soliciting Proposals from qualified food, beverage, and optional catering service operators for the Public Café, Bar and Outdoor Patio connected to the Howard Park Community Center.

The Board of Park Commissioners will open the proposals at 5:00 pm, Local Time, October 15, 2018, in the O'Brien Center Board Room, 321 E. Walter Street, South Bend, Indiana 46614.

The successful proposal respondent shall comply with the City of South Bend ordinance and all other federal, state and local laws and regulations governing nondiscrimination in employment.

The City reserves the right to accept, negotiate scope or reject any or all proposals.

How the Proposals will be evaluated and scored for selection.

The person/firm making a proposal to provide this service shall submit an explanation of how they comply with the requirements of this RFQ. Exceptions to any requirements mentioned in this RFQ must be clearly noted. Information submitted will be scored on a 100 point matrix system as follows and will be graded by representatives of City of South Bend and their consultants:

- 1. Thoroughness of Submitted Proposal 10%**
- 2. Narrative of Concept / Relation to VPA Vision 30%**
- 3. Value of Proposed Business Arrangement 30%**
- 4. Quality and Experience of Management Team 15%**
- 5. Sample Menu and Pricing 15%**

The review team will score each proposal individually and the award consideration will take into consideration the highest total score. The City reserves the right to accept, negotiate scope, or reject any or all proposals. The City additionally reserves the right to request additional information from any or all proposers to clarify that which is contained in the proposals. If deemed necessary, VPA will organize interviews with top selected firms. It is VPA's intention to select a qualified FSO no later than 60 days following receipt of RFQs.

Specifications are available for download by visiting the City of South Bend's web page at www.southbendin.gov:

- X Click on "I'm Looking For..."
- X Click on "Doing Business in South Bend"
- X Click on "City Contracts – Invitations to Bid"
- X Click on "Registration Form" and register your company to receive updated information regarding this bid
- X Select specification to download
- X Print the specification or save it to your computer

There is no charge for the specifications. The specifications are also available for review only during regular working hours in the O'Brien Center, 321 E. Walter Street, South Bend, IN 46614.

Bids received after **5:00 pm, Local Time, on October 15, 2018**, will be returned unopened.

Bids must be on the City of South Bend Proposal form provided, which includes a Non-Debarment Affidavit, Non-Discrimination Commitment form, and a Non-Collusion Affidavit Form.

The Board may reject any bid that does not conform to these requirements as non-responsive.

The Board reserves the right to reject any or all bids or to accept a full or partial award of the bid or bids which, in its judgment, will be to the best interest of the City of South Bend.

BOARD OF PARK COMMISSIONERS
Eva Ennis, Clerk

Publish two times:
August 21, 2018
August 28, 2018