



# REQUEST FOR PROPOSAL

Kitchen Infrastructure Equipment

**Spectrum Community Services, Inc.**

2621 Barrington Court  
Hayward, CA 94545  
510-881-0300

Becky Bruno

[BBruno@SpectrumCS.org](mailto:BBruno@SpectrumCS.org)

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## I. Introduction

### A. Purpose of this Request for Proposal

Spectrum Community Services, Inc. (Spectrum) is seeking proposals for a firm to handle purchasing and installation of professional kitchen equipment as outlined in Section III.

Spectrum will use a competitive process to select a qualified service, based upon qualitative and technical criteria that meets our internal needs. The objective of the solicitation is to select a Firm and execute a contract for services.

The information sought through this RFP is to determine the most cost effective and functional product.

### B. Spectrum's Background

Founded in 1971, Spectrum strives to improve the health and safety of seniors and low income residents in Alameda County by enhancing their quality of life and helping them age at home with dignity. Spectrum is a registered, private non-profit organization with multiple government contracts and private funders. Our Senior Meals Program, who operates the kitchen, helps feed seniors in Alameda County.

### C. Oversight, Management, and Contacts

In order to control information disseminated regarding this RFP, Firms interested in submitting a Proposal are directed not to make personal contact with members of the Spectrum Board and Administration with the exception of the individual listed below.

#### **Oversight**

Becky Bruno will provide oversight to the RFP process.

Becky Bruno, Senior Meals Program Manager

[BBruno@SpectrumCS.org](mailto:BBruno@SpectrumCS.org)

510-876-8807

#### **Liaison**

Riley York will serve as the contact point for RFP responses, coordinating the services and serve as the communication link between Spectrum and the Firm.

Riley York, Data Technician

[RYork@SpectrumCS.org](mailto:RYork@SpectrumCS.org)

510-963-5607

## II. General Instructions

### A. Key Dates

- ❖ RFP Release Date: Friday, January 19, 2024
- ❖ Last Day to submit: 2:00 pm PDT, Friday, February 9, 2024
- ❖ Review Period: Saturday, February 10 - Monday, February 12, 2024
- ❖ Oral Interviews, if needed: Tuesday, February 13, 2024 - Friday, February 16, 2024
- ❖ Selection Date no later than: Tuesday, June 20, 2024

### B. Submittal of RFP

RFP's should be reviewed for accuracy before submission to Spectrum since said document may not be adjusted after submission. Spectrum will not be responsible for errors or omissions in the RFP. Spectrum reserves the right to reject any and all RFP's, or to waive any irregularities, or informalities in the RFP's.

Each Firm submitting a RFP must submit their response in a PDF file sent to [RYork@SpectrumCS.org](mailto:RYork@SpectrumCS.org)

Response shall be in 12-point font, approximately 8 ½" x 11" format, not to exceed twenty-five (25) pages.

### C. Disqualified RFP

Any RFP received after 2:00 pm PDT on Friday, February 9, 2024, shall be refused.

### D. Withdrawal of RFP

Firms may withdraw their RFP by written request at any time prior to the deadline.

### E. Debarment, Suspension, and Ineligibility

By submission of your qualifications in response to this announcement, you are certifying that neither your firm(s) nor any of their principals are presently debarred, suspended, declared ineligible, or excluded from participation in this procurement process by any Federal department or agency. Further, if such a debarment or suspension occurs during the course of the evaluation process, you shall inform Spectrum immediately.

### F. Conflicts of Interest

By submission of your qualifications in response to this announcement, you are certifying that your firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Spectrum, and that there are no principals, officers, agents, employees, or representatives of your firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Spectrum, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Spectrum.

### III. Specifications

#### A. Requirements

Provide Spectrum with a Scope of Work that can be implemented in your response throughout Section IV, Contents of RFP. The selected Firm will provide a proposal for the purchase and installation of the following equipment:

- a. 2 Burner Range
  - Gas
- b. Tilt Skillet
  - Gas
  - 40 gallon capacity
  - Manual Tilt
- c. Warmer
  - Electric
  - At least two separated sections
  - Compatible with 12" width x 6" height pans, and 20" minimum depth of total compartment space
- d. Steamer
  - Electric
  - Compatible with 12" width x 6" height pans, and 20" minimum depth of total compartment space
  - Dual stacking

### IV. Contents of RFP

#### A. General

In order for RFPs to be considered, said RFP must be clear, concise, complete, well organized, and demonstrate both the firm's ability to follow instructions and product's functionality. The quality of answers, not length of responses or visual exhibits is what is important in the RFP.

All Firms responding shall follow the order and format specified below. Each section of the RFP shall be labeled to correspond to the numbers/headers shown below (Sections IV.B - IV.G).

#### B. Submittal Letter

The cover letter shall be brief (one-page maximum). Include:

1. The RFP's title and submittal date.
2. The name, address, email, and telephone number of the responding Firm's point of contact.
3. Brief summary of the Firm's experience, the unique qualities and what will make the product a good fit for Spectrum's kitchen needs.

*The submittal letter will **NOT** be considered part of the twenty-five (25) page limit.*

### C. Table of Contents

Include a complete and clear listing of headings and pages to allow easy reference to key information. The table of contents will **NOT** be considered part of the twenty-five (25) page limit.

### D. Description of Firm

1. Describe the Firm's experience in providing kitchen equipment to other businesses of a similar size.
2. Describe any unique capabilities that your Firm offers.

### E. Project Approach

1. Explain your process associated with implementing products for a client. This should include a timeline for full functionality from project start, including minimal expected downtime. Your timeline should include:
  - a) Inspection and recommendations
  - b) Purchasing
  - c) Disposal or Sale of old equipment
  - d) Installation and configuration of new equipment
  - e) Staff training
2. Give a detailed list of all features and options your Firm recommends Spectrum use to address the Specifications, Section III. You may offer multiple options and price points for each of the items in the Specifications.
3. Describe your Firm's product support system.

### F. Fee Structure

Please describe your pricing model. You may submit two different proposals, one for leasing the printers, and one for purchase. For evaluation purposes, please break down the pricing and additional costs related to your proposal:

1. Purchase Cost
2. Costs for additional options
3. Installation fee
4. Any other fees, costs, taxes, etc... for services

## V. Selection Criteria

Firms submitting proposals are advised that all proposals will be evaluated to determine the "most qualified" Firm that will be able to meet the needs of Spectrum. The selection criteria will include, but not be limited to, the items listed below.

### RFP - Evaluation and Award Process

*Spectrum Community Services, Inc. Kitchen Infrastructure Equipment RFP*

Spectrum will select Firm(s) that will be used to cover the Specifications in this RFP with the understanding that the selection and contract is conditional on approval by the Executive Director. Representatives of the agency will evaluate proposals. This committee hereinafter will be referred to as the “Review Panel.”

The Review Panel will review and score each RFP on the five (5) different criteria sections listed below. The scale used has zero (0) as the lowest for each criteria. There is a maximum of 100 points.

**Scoring Criteria**

<b>#</b>	<b>Criteria</b>	<b>Maximum Points</b>
1	Firm background, qualifications, and quality of service	10
2	Product features	25
3	Project implementation approach	30
4	Experience and commitment to working with similar agencies/employers.	10
5	Fee structure and transparency	25
	<b>Total Points:</b>	<b>100</b>