

# Request for Proposals for Food Services for the New Braunfels Housing Authority

The New Braunfels Housing Authority (NBHA) herein issues this Request for Proposals (RFP) from qualified, licensed, responsible firms interested in providing NBHA Food Services for the NBHA Public Housing Communities.

NBHA is a Housing Authority under the laws of the State of Texas. The purpose of the Authority is to engage in the establishment, development, acquisition, leasing and administration of Public Housing programs. NBHA has less than 15 employees and manages 170 public housing units, 269 Housing Vouchers (Section 8), 5 Veterans And Supportive Housing (VASH) and 10 Housing Choice Voucher Project Base Vouchers (HCVPB).

Each Proposer should submit a digital original "Portable Document Format" (PDF) to NBHA via email to Isabel Lee at [ilee@nbhatx.us](mailto:ilee@nbhatx.us) and "Food Service RFP" must be indicated in the subject line of the transmittal email. **The submitted proposals must be clearly marked – "Request for Proposal – Food Services"**.

**Proposals will be accepted until 4:00pm Central Standard Time (CST) Friday May 13th, 2022.** All proposals must be received on or before the above specified time and date. **Any Proposals received after the specified time and date will not be considered. NO EXCEPTIONS.**

By submission of a Proposal the Proposer agrees, if its Proposal is accepted, to enter into a contract with the New Braunfels Housing Authority to complete all work as specified or indicated in the contract documents for the contract price and within the contract time indicated in the attached RFP. The Proposers further accept all the terms and conditions of the RFP.

Proposals should be prepared in accordance with instructions of the RFP and should remain valid for ninety (90) days. NBHA will not be liable for any cost incurred in the preparation of proposals. Proposals shall be evaluated by NBHA as stated in the evaluation factors noted in the RFP. Oral presentation, if deemed necessary by NBHA, will be scheduled at a mutually agreeable date and time. NBHA reserves the right to request additional information concerning Proposals submitted.

**NOTE: NBHA reserves the right to reject any or all proposals if such action is in the best interest of the Housing Authority and to waive any and all informalities and minor irregularities. NBHA reserves the right to cancel this solicitation for any reason it deems is in the best interest of the Housing Authority .**

NBHA is seeking a cafeteria operator that:

- Is committed to providing affordable healthy breakfast and lunch options.
- Provides a menu that incorporates cuisine representative of the surrounding area and reputation.
- Has the capacity to provide the option for catered services and take-out services.
- May be interested in providing a rewards/loyalty program that includes perks for future purchases.
- Provides professional and hospitable services within a pleasant environment.
- Establishes and maintains control over all aspects of the food service operation.
- Works closely with NBHA staff to quickly and effectively resolve all issues.
- Utilizes the stations and resources provided in the cafeteria space, including the kitchen, grill, steam tables and other equipment.

Terms:

1. Proposer shall propose rent that allows for NBHA's Public Housing residents to purchase meals at a substantial discount;
2. Profits: Contractor shall keep all profits in the initial three (3) year term of lease. Profit schedule will be reviewed at each subsequent renewal period.
3. Provide an operation schedule that benefits NBHA residents and NBHA community at a minimum of lunch service.
4. Enhancement to NBHA's continental breakfast service
5. All contractor's staff handling food shall obtain safe food handling certificates upon start of lease.

Project Location:

The bid proposal is being requested for CAFETERIA SPACE located at:

**Community Center  
300 Laurel Lane  
New Braunfels, TX 781830**

The approximate dimensions of the facility are as follows:

Kitchen: 560 square feet  
Cafeteria: 1610 square feet

## SECTION A - Type of Contract

The New Braunfels Housing Authority's acceptance of proposal will result in a firm, fixed-price contract. The term of this contract shall be two (2) years from date of award. This contract may

be renewed for an additional one-year period by mutual consent of both parties up to a total contract maximum term of three (3) years. The contract will be subject to termination upon one hundred twenty (120) days advance written notice. If the top-rated Proposer does not execute a contract within thirty (30) days after such award, NBHA may give notice to such Proposer of intent to award the contract to the next ranked Proposer or to call for new proposals.

## SECTION B - Questions and Additional Information

Any questions pertaining to this RFP must be received via email to: Isabel Lee, llee@nbhatx.us, by Friday May 6, 2022.

Copies of any proposed modifications to this RFP will be issued to all proposers who receive a copy of this RFP from NBHA no later than five days prior to the Proposal submission date and all such modifications shall automatically become part of this RFP upon such issuance.

### **Insurance Requirements**

Throughout the term of this Contract, the Contractor shall obtain and maintain in full force and effect, at its own expense, the following insurance with limits not less than those described below and as required by the terms of this Contract, or as required by law, whichever is greater:

- Commercial General Liability Not less than \$1,000,000 per occurrence, updated in accordance with Contract General Aggregate \$1,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Business Automobile Liability Insurance \$1,000,000
- At least \$1,000,000 per occurrence Workers' Compensation

The selected Proposer must list NBHA as "Additional Insured".

## SECTION C – Technical Requirements

Proposers will provide food services at a discount to all NBHA Public Housing residents. Proposers must provide the following elements in their proposals:

1. Statement of Qualifications;
2. Detailed description of proposed menu, including pricing for the general public and discounted prices for NBHA Public Housing residents;
3. Demonstrated compliance with all federal, state and local laws;
4. Operation plan, including hours of service, catering ability, and take out menu;
5. References

## SECTION D - Evaluation Factors

The following factors will be used to evaluate RFP responses as described below. Specific evaluation criteria to evaluate the technical qualifications of each proposer and their degree of importance/relative weight are as follows:

Required Element	Points Available	Points Awarded
Qualifications	25	
Meal Menu and Pricing	25	
Operation Plan	25	
References	25	
Total	100	

No member, officer, or delegate to the NBHA or Commissioner shall be admitted to any share or part of this contract or to any benefit arising from this contract. No members, officers, or employees of the Authority, no member of the governing body in which the Authority was activated, and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the project shall, during his/her tenure or for one year thereafter, have an interest, direct or indirect, in this contract or the proceeds thereof.

### Acceptance to Proposals

NBHA reserves the right to accept or reject any or all Proposals, issue addenda, take exception to these RFP specifications or to waive any informalities. Proposer may be excluded from further consideration for failure to fully comply with the requirements of the RFP.

### Withdrawal of Proposals

A proposal may be withdrawn by written request by the Proposer prior to the deadline set for acceptance of proposals. Proposals may not be revoked or withdrawn after the time set for opening of proposals and shall remain open for acceptance for a period of ninety (90) days following such time.