



CITY OF MOBILE  
REQUEST FOR PROPOSALS (RFP)  
RFP 5879:

FOOD CONCESSION  
NATIONAL MARITIME MUSEUM OF THE GULF OF MEXICO

**The City of Mobile is seeking proposals to establish and operate a food and beverage concession to provide food services for visitors to the National Maritime Museum of the Gulf of Mexico, 155 South Water Street, Mobile, Alabama.**

**Written Letters of Interest and Proposal Due 4:00 p.m, May 16, 2024**

**Submit written Letters of Interest and Proposal to:**

Executive Director,  
National Maritime Museum of the Gulf of Mexico  
155 South Water Street  
Mobile, Alabama 36602

**Questions** are due to [Purchasing@CityofMobile.org](mailto:Purchasing@CityofMobile.org): **4:00 pm, May 7, 2024**

**Letters of Interest and Proposal must be submitted in a sealed envelope with at least one signed original.** Proposals submitted after the due date and time may not be considered. The proposing party accepts all risks of late delivery of mailed proposals regardless of fault. The City retains the complete discretion whether to waive any irregularities in the acceptance of submissions in response to this RFP.

The full contents of the RFP, and any subsequent Addenda to this RFP may be found at <http://www.cityofmobile.org/bids/>.

## 1. GENERAL INFORMATION

- 1.1. The City of Mobile, Alabama, ("City") is seeking a vendor to establish and operate a food and beverage concession out of the existing kitchen facility at the National Maritime Museum of the Gulf of Mexico ("Museum") at 155 Water Street in Mobile, Alabama. The City intends the concession to be an exclusive franchise that will complement the Museum experience by providing prepared and packaged lunches, snacks, and beverages for museum visitors.
- 1.2. The vendor will be responsible to the Executive Director (ED) of the Museum, or her designated representative, for all tasking and administrative oversight.
- 1.3. The vendor will have exclusive use of the galley facility on the first floor of the Museum, to include the restaurant seating area. The vendor will pay a monthly



rental fee to the City for use of the facility. The City will provide all public utilities and major equipment to include power, water, internet, fire control, pest control, heating/cooling, lighting, hot water, stoves, ovens, microwaves, refrigerators, dishwashers, fryer, grease trap, hood and trash dumpster. Vendor will be responsible for all food service equipment and supplies, and cleaning equipment, trash collection and removal to City-provided receptacles, and supplies.

- 1.4. The vendor will be required to set menus of available pre-prepared food items that can be ordered in advance for pickup by Museum visitors, or can be purchased during a Museum visit. The vendor will set menus and pricing. The vendor will be responsible for sales, collection of payments for the meals, and purchase of all food items, food packaging, condiments, supplies, and cleaning materials necessary to operate the concession.
- 1.5. The vendor will be required to operate the food concession in support of Museum visitors whenever the Museum is open, to include after-hours events when the vendor is specifically contracted to cater for that event. The vendor will be required at all times to maintain a clean, welcoming facility fully compliant with all food safety, handling, and health department requirements. Vendor shall at all times keep the kitchen and serving areas free of clutter and litter and messes (spills). All public-facing vendor employees will present a courteous professional appearance. The vendor will designate a site manager who will be responsible for managing vendor performance and collaborative with the ED and Museum staff at all times.
- 1.6. The vendor will be allowed use the Museum galley facility to prepare food for other vendor catering functions on a completely not-to-interfere-basis with its primary obligation to support food services for the Museum.
- 1.7. The City will intend to offer the selected vendor a three-year exclusive franchise, renewable with the consent of both parties for additional one-year periods.
- 1.8. The selected vendor will be required to obtain and maintain all required licenses and permits. The vendor will be required to indemnify the City and provide evidence of insurance coverage naming the City as an additional insured.
- 1.9. The City will have the complete discretion to terminate the franchise at any time with a 60-day written notice.
- 1.10. Interested vendors must have experience operating a successful food catering or retail concession operation. The City will select the vendor who, in the City's sole discretion, has the best likelihood for successfully operation a food concession that will best complement the Museum experience for Museum guests.



- 1.11. The food concession facility at the Museum will be open for viewing by contacting the Museum ED at the following: (251) 348-6956.
- 1.12. Written questions may be submitted via e-mail to [Purchasing@CityofMobile.org](mailto:Purchasing@CityofMobile.org) by the date and time identified on the cover of this RFP. All questions submitted will be answered in writing, and all persons who have indicated the intent to participate in this solicitation will receive a copy of the answer.
- 1.13. The City reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, this RFP does not obligate the City to acceptor contract for any expressed or implied services.
- 1.14. The City assures that no person shall, on account of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Mobile further assures that every effort will be made to ensure non-discrimination in all of its programs and activities.

## 2. RFP SUBMISSION PROCESS

- 2.1. Proposer's Certification. Each proposer shall complete the "Proposer's Certification" form included with this request for proposal as **EXHIBIT A**, and submit the form with the proposal. Proposals may be rejected if the Proposer's Certification form is not submitted with the proposal.
- 2.2. Narrative Submission. In addition to the Certification Form, proposers shall submit a summary of your interest in providing the services, and why the City should select you for this opportunity. The City will conduct an initial review and scoring of the letter of interest and proposal, and follow-up with proposers it deems most promising to develop more detailed information to evaluate the most promising proposal(s).
- 2.3. Proposals should be prepared simply, providing a straightforward, concise description of the Proposer's ability to satisfy the requirements of the RFP.
- 2.4. The City may request additional information in its selection process. The City reserves the right to make investigations of the qualifications of the proposer as it deems appropriate and to conduct interviews with any proposers.
- 2.5. The City reserves the right to request at any time that the Proposer modify his proposal to more fully meet the needs of the City. The City also reserves the right to negotiate modifications to proposals it deems acceptable, reject any and all



proposals, and to waive minor irregularities in the procedures or in any submission.

- 2.6. The City cannot guarantee the confidentiality of any information or materials submitted in response to this RFP, though it will endeavor to protect from disclosure confidential financial information marked as such by proposers, and determined by the City to be sensitive and confidential. Proposals and communications exchanged in response to this RFP should be assumed to be potentially subject to public disclosure.

### 3. METHOD OF SELECTION

- 3.1. Late proposals: Proposals received by the City after the due date and time may not be considered. Proposers shall assume full responsibility for the timely delivery of the proposals to the location designated for receipt of proposals.
- 3.2. Completeness: All information required by the RFP must be supplied to constitute a legitimate and responsive proposal.
- 3.3. The City will conduct an initial evaluation of all submitted letters of interest and proposal by a designated City selection team. The evaluation process will identify the proposers who, in the City's sole discretion, best meet the City's needs and objectives for follow-up consideration. At that point the City may request more detailed information regarding qualifications, references, experience, business plans, menu and pricing details for more detailed scoring.
- 3.4. The intent of the City is to select one vendor whose proposal is determined to be the most advantageous to the City based on the evaluation criteria. The City is seeking and will select the Operator that best demonstrates the ability to provide innovative, affordable and reliable services to Museum patrons while paying reasonable concession fees to the City.
- 3.5. Proposals will be evaluated on a 100 point scale according to the following categories and weighting:

3.5.1. Qualifications, experience, and past performance	35 points.
3.5.2. Business Plan (viability, creativity) –	35 points.
3.5.3. Menu Quality, Variety, and Pricing –	30 points

### 4. NEGOTIATIONS AND CONTRACT

- 4.1. The City will negotiate a service contract with the selected vendor that will incorporate the terms of this RFP.



- 4.2. The selected vendor may sell, transfer, or give concession rights to anyone else without the express written permission of the City. The selected vendor will be expected to operate the concession awarded.

EXHIBIT: A Proposer's Certification

EXHIBIT A

Proposer's Certification

PLEASE SIGN YOUR PROPOSAL BELOW AND SUBMIT WITH YOUR PROPOSAL.  
UNSIGNED PROPOSALS WILL NOT BE CONSIDERED.

Attest: I have read and understood the requirements stated by the City in this Proposal package. I certify that all representations I have made herein are true and accurate. I have authority to make representations and sign documents on behalf of this Proposer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Official Corporate Name and Address

\_\_\_\_\_  
Proposer's Point of Contact (Name, Email, Phone) for this Bid:

Attach your Narrative Submission to include a brief summary of your interest and why the City should select you for this opportunity.

**Sealed Written Proposals to be received by 4:00pm. May 16, 2024 to.**

Executive Director,  
National Maritime Museum of the Gulf of Mexico  
155 South Water Street  
Mobile, Alabama 36602