



Store Equipment Request for Proposal

Prepared by Simplified Business Solutions for Bethlehem Food Co-Op

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PROJECT BACKGROUND AND INFORMATION

- Bethlehem Food Co-Op (BFC) is a start-up co-op in Bethlehem, Pennsylvania. Incorporated in 2013, and with more than 1,400 current member-households, BFC has laid the groundwork for a successful full-service co-op grocery store in downtown Bethlehem. We encourage you to read more about the Board of Directors and the co-op at www.bethlehemfood.coop.
- BFC has signed a lease on an approximately 7,500 SF total retail space (including all backroom areas) and is currently in the last phase of their capital campaign. They have hired a General Manager, and the store is anticipated to open in late summer 2024.
- Simplified Business Solutions (SBS) is the project manager for the co-op and is the main point of contact for this proposal. SBS has a deep background in construction, grocery operations and financial management support. SBS is supporting the co-op in sourcing, managing, and executing the vision for their first retail store.

PROJECT GOAL AND SCOPE OF SERVICES NEEDED

Bethlehem Food Co-Op's goal is to successfully open a cooperatively owned grocery store in downtown Bethlehem, in accordance with their mission and the cooperative principles, that is completed on time and within budget.

PROJECT CRITICAL DETAILS

- Building leased in a new construction, mixed use development. BFC is the anchor tenant in a new building with three floors of apartments above (42 total units).
- Approximate 7,500 sq ft total retail space (including all backroom areas).
- BFC will receive a vanilla box in an open form (i.e., no slab, no interior finished walls etc.) This will allow MEP work to be done without having to demo the prior finishes, allowing for the most efficient fit out possible. The underground utilities are stubbed out to the space. The subgrade has been prepared and base has been placed and compacted and is ready for us to locate our underground utilities as needed. The exterior and interior walls are to be received in an open state for the same purposes. Our machine room will be located on the roof. The machine room will be a factory pre-built self-contained unit.
- Projected grand opening date is currently September 2024.

BID GUIDELINES

- Technical equipment specifications are provided in the equipment book as part of Exhibit 1. In many cases, the specific manufacturers listed are required in order to meet the requirements of the engineering work that has already been done on this project. Where functional equivalents are possible, bidders are required to submit requests to substitute to SBS as an RFP question prior to proposal submission.
- All bidders must familiarize themselves with local conditions and the equipment book specifications to ensure a comprehensive bid.

- Awarded bidder will be responsible for weekly construction meetings if applicable through project completion.
- 3D (Sketchup or Revit) color conceptual drawings required for client review upon award of contract. Upon review and approval of conceptual design 3D drawings, shop drawings will be required.
- Shop drawings will be required for all custom items within 30 days of contract award.
- Awarded bidder will be required to provide stamped engineered refrigeration drawings.
- Awarded bidder will be responsible for providing a set of rough in drawings for the food service/deli areas.
- Bid must include a \$19,000 smallwares allowance. Awarded bidder must have capacity to provide full smallwares packages and required freight from all vendors to ship 1 full smallwares order to site location, full and complete.
- Awarded bidder must have the ability to store and hold all buy-out equipment in their warehouse for up to 60 days and coordinate delivery at the site with their installation team so the client is not responsible for handling of delivered equipment.
- Complete set in place installation (see exclusions in Exhibit 1) of all foodservice, deli, center store equipment, millwork, and fixtures must be provided in the bid proposal. Pricing must include a minimum of 3 installation trips. Additional cost associated with trips shall not be accepted (until such further trips may be needed due to job site delays outside the control of the awarded bidder).
- All freight and delivery charges must be included in the bid.
- All applicable sales tax must be included in the bid for review.

EQUIPMENT SUPPLIER SCOPE OF WORK

The scope of work for the equipment supplier must include:

- Proposal
 - Detailed pricing by equipment piece
 - Note any long lead time items exceeding 16 weeks
- Freight and Shipping
 - Include freight and shipping details by category as specified in Exhibit 1.
- Delivery and Warehouse
 - Delivery and warehouse details by category as specified in Exhibit 1.
- Installation
 - Awarded bidder must conform to the general installation terms and conditions outlined in equipment book specifications, with any exclusions noted.
- Site Visits
 - 2 site visits will be required at a minimum for the project during rough in review and at project completion.
- Specify any warranty provided for the equipment and describe any maintenance services included.
- Provide a detailed procurement schedule detailing the anticipated timeline for equipment delivery.
- Specify the supplier's insurance coverage and liability responsibilities.

ELEMENTS OF PROPOSAL

In addition to a detailed Scope of Work and adherence to the stated Bid Guidelines, please address the following elements in your proposal:

- Statement of qualifications and experience:
 - Include a brief resume of your background and expertise in projects of a similar nature. Include the address, email and telephone number of your main office from which the work is to be directed. Please also include the qualifications of other key personnel who will be involved in the project, as well as relevant certifications and licenses, insurance, and bonding.
- Proposed cost structure for this proposal
 - Any project management fees and coordination fees must be included in the bid.
- Payment Terms:
 - Clearly state the payment terms, including the schedule of progress payments and any retainage.
- Scope of Work and Time Schedule
- Examples:
 - Please include examples of similar projects and provide 2-4 client contact references, ideally from prior clients with similar projects.

SUPPLEMENTAL DOCUMENTS PROVIDED IN SUPPORT OF PROPOSAL – To receive materials, please email shelby@simplifiedbusiness.org in advance of submission deadline.

- Exhibit 1:
 - a. Current Store Design Plans
 - b. Specification Sheets for all related equipment
 - c. Specifications for shipping, storage, and installation requirements
- Architect permit drawings for MEP
- BFC Procurement Policy
- Draft Project Schedule

SELECTION PROCESS

The Bethlehem Food Co-Op evaluation committee will review all proposals received by the deadline to determine if they are qualified as per the RFP. Qualifying proposals will be reviewed against the RFP scoring criteria and asked to provide a proposal presentation to the evaluation committee. The final selection will be based on a combination of factors, including experience, qualifications, proposed project schedule, budget, and approach to managing risks and ensuring quality workmanship.

EVALUATION CRITERIA

To be rated against the below criteria, all proposals must be complete, e.g. must include all of the requested proposal elements. Incomplete proposals or proposals that do not conform to the bid guidelines will not be scored. Each proposal will receive a score out of 100 points for the

written proposal and an additional score out of 100 points for the presentation, to be scored on the criteria below.

CRITERIA	POINTS
Relevant experience in grocery store equipment supply	15
Qualifications and experience of key personnel	10
Past performance (via examples of prior work and references)	10
Proposed scope of work and timeline for completion	20
Reasonableness of fees for equipment and services	25
Clarity of communication and thoroughness of proposal	15
Incorporation of organization’s sustainability practices	5
TOTAL	100 points

QUESTIONS PRIOR TO SUBMISSION

- Questions about the RFP and project may be submitted prior to the submission deadline for the proposal.
- All questions should be submitted in writing via email to shelby@simplifiedbusiness.org
- To maintain free and fair competition, all questions and their answers will be posted on the Bethlehem Food Co-Op’s [website here](#).

SUBMISSION PROCEDURE

- Email shelby@simplifiedbusiness.org if you would like to submit a proposal and the supplemental materials will be provided to you via email.
- All proposals should be submitted to Shelby@simplifiedbusiness.org
- All proposals should be submitted in one document in .pdf format
All proposals must be returned within 15 business days of publication of the RFP (March 22, 2024 by 5pm ET).