



Request for Proposal

The Palm Café

Dunedin Fine Art Center

Dunedin, Florida

Statement of Purpose

Dunedin Fine Arts Center (DFAC) is seeking proposals for qualified food service professionals to operate its Palm Café.

The Palm Café was designed and equipped to serve gourmet espresso drinks, gourmet sandwiches, soup, salads and other light fare for breakfast and lunch.

The Palm Café provides coffee service for staff and auxiliary groups within the organization as well as a summer lunch program for our youth campers.

The Palm Café is a relatively compact area comprised of an outside grilling area (14'x14') with sink, an inside working area (21'x13') and a small wedge shape seating area (20'x21').

The equipment includes: Italian espresso machine, coffee machines, commercial double door refrigerator, convection oven, ice machine, microwave, dishwasher, double sink, separate hand sink, preparation tables and shelving.

Outside of daily operations, the Palm Café will be called upon to cater DFAC's Exhibition Openings, annual Holiday Show and other special events including offsite catering in private homes.

On occasion, DFAC rents the facility from small weddings, luncheons and dinners which are booked by individuals, groups and companies. The Palm Café is one of the approved caterers for these functions.

Licensing and Business Requirements

All Palm Café staff must have a current acceptable Level 2 State of Florida background check.

The qualified food service professional must provide the following:

- 1) A current food permit from the Florida Department of Agriculture and Consumer Services, Division of Food Safety Certification
- 2) An active business license from the State of Florida, Department of Business and Professional Regulation
- 3) A minimum of \$2 million of Liability Insurance, naming DFAC as Additional Insured

The Palm Café must be kept current on all relevant state, county and city codes, as well as keeping the area meticulously clean and organized.

Project Scope

The Palm Café is an integral part of DFAC as this organization has been described as an Arts' Village.

DFAC has a strong brand and has over 5000 students annually, which include children, teens and adults. During June through to early August there are 120 to 150 young people here weekly for our summer art academy.

DFAC strives to make the relationship between the food service provider and DFAC a successful venture.

The food services must complement DFAC's brand. It must be high quality, visually attractive and interesting. Food service personal must provide consistent and exceptional service.

Publicity including but not limited to the DFAC website, Face Book, Twitter and any other social and print media for the Palm Café must be approved by DFAC.

Operational Requirements

The food service provider is responsible for all cleaning and safety requirements.

The food service provider is responsible for providing all supplies necessary to run, operate and serve Palm Café customers.

The food service provider is responsible for providing all cleaning supplies.

The food service provider is responsible for taking the garbage to the dumpster at the back of building.

One key to the building will be issued to the food service provider.

The food service provider may not hang anything on DFAC's walls without permission from DFAC.

Financial

Rent is \$500 per month, payable first day of the month.

Maintenance DFAC owned equipment is the responsibility of DFAC.

Utilities and water are provided by DFAC.

If the Palm Café contracts with an outside organization, other than DFAC affiliates, there is a 10% gross payable to DFAC. If the outside event has 20 or more guests, it's considered a catered event and will require a copy of the contract be submitted to DFAC. A 10% service charge plus the cost of tables, chairs and linen rental will be accessed (per current DFAC rental policy).

Background Information

Please provide a clear, detailed description of your company services and experience. Sample menus and photographs may be included. Include references and testimonials regarding your service and quality of food.

Evaluation and Timeline

On site visits, may be scheduled by contacting Dave Barton at 727-298-3322.

Proposals are due by Monday, June 5, 2017 at 5:00 pm.

Proposals will be reviewed by a committee and interviews will be held in June 2017. A final decision will be made no later than June 30, 2017.

The selected food service provider will be able to sign a contract when all required licensing and business requirements have been submitted.

Request for Proposal Contact Information

Please mail proposal to: Dave Barton, Accounting Director, Dunedin Fine Art Center, 1143 Michigan Blvd, Dunedin, Fl. 34698; or email: dave@dfac.org.

Deadline for submission is Monday, June 5, 2017 at 5:00 pm.