

DAUPHIN COUNTY



REQUEST FOR QUOTATIONS

DAUPHIN COUNTY COURTHOUSE CAFÉ OPERATOR

DECEMBER 3, 2021

J. Scott Burford, Chief Clerk/Chief of Staff

BACKGROUND

The Dauphin County (hereinafter “County”) Courthouse (hereinafter “Courthouse”) is located at 101 Market Street, Harrisburg, PA, and the principal place of business for elected officials and staff of Dauphin County’s Courts of Common Pleas, Court Administration, Clerk of Courts, Controller, District Attorney, Prothonotary, Register of Wills, Recorder of Deeds, Sheriff, Treasurer, and other county affiliated entities. Multiple employees of other county departments and members of the public, including regularly scheduled panels of prospective jurors, frequent these office locations daily during normal working hours for a myriad of reasons.

Located in the ground level of the Courthouse is a Café which has been contractually operated for more than twenty (20) years by multiple different vendors in succession. The incumbent vendor will discontinue operating the Café on or before December 31, 2021.

The Courthouse Café has historically operated from 7:00 AM to 2:00 PM on all days that the Courthouse is open for business and may be open during additional times that the County is open for business. Commercial grade equipment, County owned, for the preparation and storage of food is located on site for use by the selected vendor. An accompanied inspection of the Café premises may be requested prior to the closing date of this Request for Quotations. The successful respondent will then be invited to negotiate a mutually agreeable contract for service with the County.

REQUEST FOR QUOTATION RESPONSES

The closing date for receipt of responses for consideration shall be 4:30 PM, December 17, 2021. Responses should be emailed as an attachment to slibhart@dauphinc.org and shall include, at a minimum:

1. Contractor’s name, physical address, primary point of contact, valid phone number, and valid email.
2. Proposed hours of operation.
3. A proposed menu, with prices listed.
 - a. Any menu options for diet-specific considerations (i.e., gluten-free, soy-free, dairy-free, etc.) should be clearly identified, if to be offered.
4. Narrative of intended scope of work the respondent will provide and acknowledgement that the successful vendor shall be required to:
 - a. Obtain and/or maintain a General Liability Insurance policy in the amount of One Million (\$1,000,000) dollars (USD) with products liability coverage and shall name the County as an additional insured; and
 - b. Maintain Worker’s Compensation Insurance and shall annually provide evidence of coverage to the County.
5. Prior experience providing similar or related services.
6. References

DAUPHIN COUNTY POINT OF CONTACT

Stephen Libhart, Deputy Chief Clerk/Chief of Staff, 717.780.6300, slibhart@dauphinc.org