

Corporate Food Service RFP
Request for Proposal
Corporate Dining Management Services

Express International Inc.
27 Hadfield Street,
Georgetown

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General Information: RFP for Corporate Dining Management Services

1.1 Statement of Purpose

Express International Inc., is seeking proposals from qualified corporate food service management firms, for the provision and management of a full-service cafeteria and vending service at its 27 Hadfield Street, Georgetown location. Our goal is to partner with a vendor that can help us increase food service participation and support corporate initiatives to promote healthy lifestyles and sustainable practices. The cafeteria will service the needs of Express employees, exclusively. The successful vendor will be expected to provide breakfast, lunch, and dinner to over 200 possible diners daily and catering services as needed with offerings that include a variety of nutritious choices and regional and world cuisines made with local ingredients when possible.

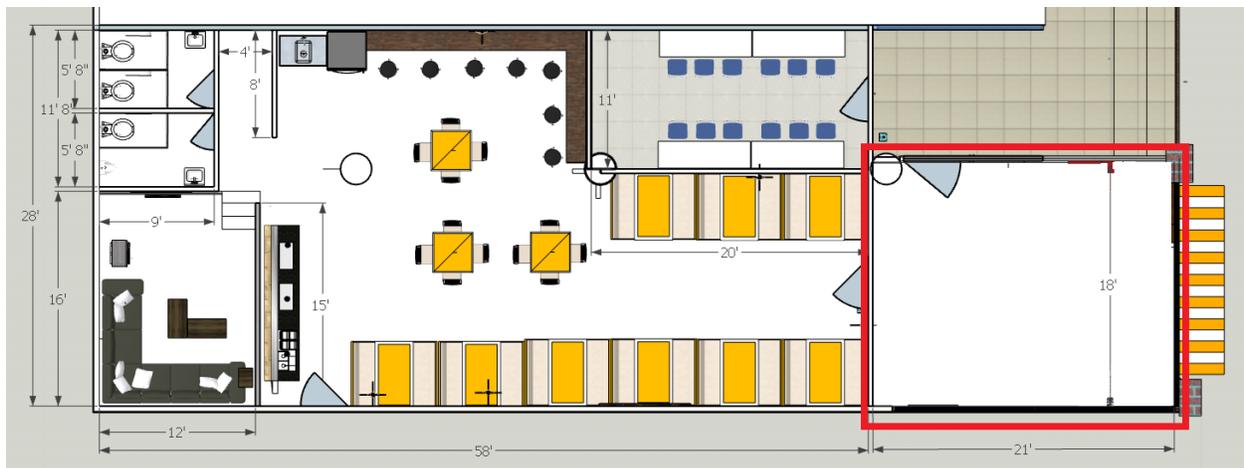
1.2 Company Background

Express International provides various levels of outsourcing support services to North American clients, with a workforce of approximately 250 employees in Georgetown, Guyana. We have a full-service cafeteria space located at 27 Hadfield Street, Georgetown. Corporate food services report through the Human Development department and are overseen by the Human Development Manager in conjunction with our Facilities Manager.

At Express International, corporate dining is an extension of our company-wide employee wellness program; and providing a variety of tasteful menu options accompanied by as much nutritional information as possible is a goal. Local sustainability is also important. These values inform our priority to partner with a corporate food service vendor that has demonstrated success balancing food costs with ecological responsibility and nutritional value.

Express International operates on a 24/7 basis where employees are scheduled on a shift system determined by client needs.

Figure 1: Floor plan showing Company's Lounge and available foodservice space, highlighted by the red box.



1.3 Employee Background

The Express International workforce of over 250 employees is culturally diverse and has a range of dietary needs and preferences. We like our food offerings to reflect that diversity with choices for world cuisines. An employee poll revealed the following buying trends and profile:

- 27% purchases lunch daily
- 44% purchases lunch two to three times a week
- 43% purchases snack daily

- 32% purchases snack two to three times a week
- The allocated budget for lunch is \$500 - \$1000
- The allocated budget for a snack is \$100 - \$500
- 3% of the workforce are gluten-free
- 5% of the workforce are vegetarians
- 7% of the workforce are following the ketogenic diet

1.4 Scope of Work

The corporate dining management services Contractor will be responsible for outfitting the designated space with all food-service equipment for displaying, preparing, and servicing, labor and management. The Contractor will also be responsible for operational costs including but not limited to electricity, which will be recorded using a dedicated meter provided by Express International but paid directly to Guyana Power and Light (GPL). The Contractor's staff are required to have a valid food handler's certificate and demonstrate high health and sanitation practices at all times. Express International will provide free garage removal services, water, and Wi-Fi services. Express International will sub-lease the space free of charge for the 1st month of the signed agreement. Thereafter, the monthly recurring charges for space will be Fifty Thousand Dollars (GY\$50,000).

2.1 Contract Terms & Conditions

This document is a request for a proposal and not an offer to purchase. Nothing contained in this RFP creates a contractual relationship between Express International and any supplier. Express International makes no commitment in or by this RFP to purchase products or services from any supplier. Such commitment may be made only in and through a properly executed agreement.

2.2 Proposal Requirements

To be considered, respondents to this corporate dining management services RFP must submit timely, written proposals that fully address all questions and requirements. It must include the following components:

Executive Summary: Provide a general overview of your proposal and how your company's approach is best suited to the needs and culture of Express International.

3.1 Company Overview:

- Describe your company history, mission, and core values including years in business, locations, management bios, and organization chart.
- Describe what differentiates you from your competitors and how that will impact the quality of your services to Express International.
- Provide a detailed overview of the resources that will be deployed to support corporate dining services at Express International including purchasing standards and relationships with suppliers.

3.2 Offerings:

- Describe your foodservice plans including sample café and corporate catering menus, special promotions, vending product lists, and healthy meal options.
- Provide a proposal layout for how you will outfit the space.
- Describe your corporate catering program and capabilities.
- Describe how your company implements employee health and wellness and sustainability programs. How do you support the use of green products and processes?
- Describe your company's marketing and promotion support services.

3.3 Organizational Development:

- Describe your company's training and career development programs.
- Describe your company's food safety and compliance training efforts and procedures.

3.4 Financial Summary:

Provide a detailed 12-month operating budget for Express International.

4.0 Evaluation & Awards Timeline

- RFP Issue Date.... 3 May 2021
- Facility Walk-through.... 17 May 2021
- Questions Submitted By.... 20 May 2021
- Proposals Due.... 24 May 2021
- Review of Submittals.... 31 May 2021
- Notice of Award.... 4 June 2021
- Selected Contractor Begins Operating.... 26 July 2021

Contacts

5.1 Inquiries & Responses

All questions must be submitted to Anesicia McPherson via email at anesicia@expressgoc.com no later than 20 May 2021.

5.2 Site Visits

On-site visits may be scheduled by calling Shane Pearce at +592 600 8001. Visits must be completed before 20 May 2021.

5.3 Submissions

Submit your proposal to Express International no later than 24 May 2021 via email at anesicia@expressgoc.com or to the office of:

Express International
ATT: Anesicia McPherson
RE: Cafeteria Space
27 Hadfield Street,
Georgetown