



REQUEST FOR INFORMATION

COMMERCIAL KITCHEN RENTAL PROPOSAL

DUE: February 28, 2025, by 5:00 p.m. PST

SUBMIT PROPOSALS TO:

James Reeves james.reeves@napavalley.edu

Solange Kada skada@napavalley.edu

NOTICE TO RESPONDENTS

NOTICE IS HEREBY GIVEN that Napa Valley Community College District, acting by and through its Governing Board, hereinafter referred to as the District and NVCCD, will receive up to, but not later than 5:00 p.m. on February 28, 2025 proposals of the following

:

Napa Valley COMMUNITY COLLEGE DISTRICT

Request for Information
Commercial Kitchen Rental Proposal

One electronic copy of a proposal shall be submitted to the following employees, no later than **5.00 p.m. PST on February 28, 2025**:

- James Reeves james.reeves@napavalley.edu
- Solange Kada skada@napavalley.edu

Facsimile offers and modifications will NOT be considered.

Each proposal must conform and be responsive to this Notice and all other documents comprising the pertinent Request for Information **Commercial Kitchen Rental Proposal** is now available at:

<https://www.napavalley.edu/about/administrative-services/request-for-proposals.html>

The District reserves the right to reject any or all proposals, to accept or reject any one or more items of a proposal, or to waive any irregularities or informalities in the proposals or in the process. No proposal may be withdrawn for a period of one hundred twenty (120) days after the due date.

Napa Valley Community College District does not discriminate with regard to race, religious creed, marital status, age, color, sex, national origin, mental, or physical disability in the award of contracts. District encourages responses from minority, small businesses, disadvantaged businesses, disabled veteran, and women owned consultants and suppliers.

Publication dates:

Napa Valley Register 2/6 & 2/13

North Bay Business Journal 2/1 & 2/8

INTRODUCTION

About Napa Valley Community College District:

The Napa Valley Community College District (NVCCD) main campus is located near the Napa River in the northern Bay Area. Our satellite campus, Upper Valley Campus located in St. Helena, California, approximately 25 miles to the northeast. We proudly serve students in the greater Napa Valley and in areas including St. Helena and portions of Sonoma County. The College has approximately 10,000 enrollments in programs including Nursing, Hospitality and Management, Culinary, and Winemaking. Many of our students transfer to four-year colleges and universities, as well as enter local workforce in fields such as hospitality management, culinary and winemaking.

Section 1: Purpose of the Request for Information

NVCCD is seeking a training kitchen for our Culinary Arts classes (both credit and in Food and Wine Enthusiast community education classes). Kitchen facilities would be utilized weekly (Mondays through Fridays, 7:00 a.m. to 4:00 p.m.) for two 16-week semesters. The availability of kitchen facilities for selected weekends and special events is desirable. We seek to align our Culinary Arts program with Napa Valley's industry standards and welcome partnerships with commercial and/or community kitchens (see Section 4, Scope of Requested Services).

Section 2: Evaluation Criteria

Criteria to Evaluate Proposal

- Cost of eligible facility site to fit NVCCD needs.
- Location of eligible facility site in proximity to the campus.
- Cooking equipment and preparation space to accommodate up to 24 persons.
- Compliance with current building safety standards including earthquake retrofit standards, as applicable.

Selection Process

- The response to the Request for Information (RFI) must be submitted no later than **5.00 p.m. PST on February 28, 2025.**
- NVCCD will evaluate the responses from the RFI and establish a short list of the most qualified respondents for possible interviews. Responses that do not provide the information requested may be considered non-responsive and rejected.
- During the evaluation process, NVCCD may request proposal clarifications, explanations and answers, best and final offers, interviews, and other information from a Lessor. NVCCD may request a Lessor to make a presentation and make themselves available for an interview.
- Approval of the Commercial Kitchen Rental facility by the NVCCD Board of Trustees is anticipated to take place at a regularly scheduled meeting.

Section 3: Instructions and Schedule

Submittal Requirements

- All submittals shall address the applicant's proposal in each of the areas outlined in both the Format for Submittals and the Scope of Services.
- One electronic copy of a proposal shall be submitted to the following employees, no later than **5.00 p.m. PST on February 28, 2025**:
 - James Reeves james.reeves@napavalley.edu
 - Solange Kada skada@napavalley.edu
- Facsimile offers and modifications will NOT be considered.
- Any submitted proposal/offer must be subject to negotiation and remain open and valid for NVCCD acceptance anytime within one hundred twenty (120) days after the closing date for accepting proposals.
- All prices and quotations shall be included in the proposal. Verify your proposals before submission as they cannot be withdrawn, corrected, altered, or signed after submission. NVCCD will not be responsible for errors or omissions on the part of the Lessors in making up their proposals. Bid on each item separately; prices must be stated in units specified herein. Wherever practicable, prices quoted shall be net, including all trade discounts.
- Prices quoted shall not include **CALIFORNIA STATE SALES OR USE TAX**. Said tax will be added and paid by NVCCD where applicable. Do not include **FEDERAL EXCISE TAX**, as NVCCD is not subject to such tax (an exemption certificate will be furnished upon request).
- Prices bid must be fixed prices for the first year of the lease. Lessor may adjust the Fee Proposal Rate on an annual basis for the following renewal term to reflect any increase in such costs. The Fee Proposal Rate Schedule may be adjusted to reflect increases in the Napa County Consumer Price Index, or 3%, whichever is lower, and this change shall not be made more than once per year. **NVCCD must be notified of any rate changes at least sixty (60) days prior to the new renewal term.**
- Proposals must be received by the date and time specified on the RFI forms. Proposals not received by the time established by NVCCD cannot be accepted.
- By submitting a proposal, each Lessor agrees that NVCCD, in determining the successful Lessor and its eligibility for the award, may consider the Lessor's experience and facilities, as well as conduct and performance under other leases.

- **All responses to this RFI shall be submitted via e-mail to:**

James Reeves
 Assistant Superintendent/Vice President of Administrative Services
james.reeves@napavalley.edu

Solange Kada
 Executive Assistant to the Vice President of Administrative Services
skada@napavalley.edu

Subject Line: RFI - Commercial Kitchen Rental Proposal

- The proposing party is responsible to ensure that its proposal is actually received by NVCCD prior to the time and due date deadline and at the designated NVCCD location.
- In order to be considered for selection, responses must be received no later than **5:00 p.m. PST on February 28, 2025**. Proposals delivered to the wrong e-mail address, or after the date and time stated in this request will be considered non-responsive.
- NVCCD reserves the right to accept a proposal and enter into a lease as a result of the initial proposals received, or alternatively, it may elect to conduct negotiations with those Lessors as determined by NVCCD, to be within an acceptable competitive range, or alternatively, to negotiate separately with any Lessor when it is determined to be in the best interest of NVCCD. In addition, NVCCD may request that Lessors provide a best and final offer. NVCCD may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.
- NVCCD may request to meet with the Lessor’s authorized representative to request answers and clarifications; or it may request that the Lessor answers specific questions in writing; or to make a presentation to NVCCD staff.
- NVCCD may reject any or all proposals and may waive informalities and minor irregularities in any proposal received.
- NVCCD reserves the right to seek competitive redemption values for recycled materials outside of this lease when deemed to be in the best interest of NVCCD.

Schedule

Advertisement in publications	February 1, 2025, February 6, 2025, February 8, 2025 & February 13, 2025
Deadline to submit written questions	February 20, 2025 by 3 p.m.
Final response to questions posted to website	February 21, 2025 by 5:00 p.m.

Deadline for submittal	February 28, 2025 by 5:00 p.m.
Proposal screening period	March 3, 2025 – March 7, 2025
Committee Review Meeting	March 14, 2025
Interview/Site Tours (as needed)	No later than April 15, 2025
Recommendation for award	Anticipated by May 1, 2025
Anticipated Awarding of Lease to Board of Trustees	May / June 2025
Anticipated Start Date for Lease	August 2025 (to be negotiated)

Inquiries

- Questions and inquiries concerning this Request for Information should be submitted in writing to:

Elena Sirignano
Executive Chef, Instructor, Programs Coordinator
elena.sirignano@napavalley.edu

Solange Kada
Executive Assistant to the Vice President of Administrative Services
skada@napavalley.edu.

The deadline to submit a request for information or clarification is **February 20, 2025 by 3:00 p.m.**

Responses to inquiries will be posted on the District's website <https://www.napavalley.edu/about/administrative-services/request-for-proposals.html> on **February 21, 2025 by 5:00 p.m. PST.**

If a submitter discovers any error such as an ambiguity, conflict, discrepancy, omission, or other error in the RFI, then the Lessor shall immediately notify NVCCD by email to James Reeves, Assistant Superintendent/Vice President, Administrative Services James.Reeves@napavalley.edu

Format for Submittals

Responses to this RFI shall be formatted with all page numbers clearly numbered on the bottom.

Responses to this RFI shall adhere to the submittal format described below with the information as identified in the following table.

Your response should be clearly indexed and organized. All sections, pages, figures, and tables must be numbered and clearly labeled. Focus should be on accuracy of content, clarity, and conciseness.

The content and sequence of each proposal must comply with the following tabbed Sections, including and identifying the following:

Section 1	<p>Cover Letter: Shall include a brief general statement of interest, availability, environmentally friendly initiatives, intent to perform services, and qualifications for selection.</p> <p>The letter is to be signed by an authorized officer of the Lessor of your organization who has legal authority in such matters.</p>
Section 2	<p>Table of Contents: shall identify the contents of the proposal in a format consistent with the requirements stated herein.</p>
Section 3	<p>Statement of the Submitter:</p> <ul style="list-style-type: none"> • List Submitter’s experience and the number of years leasing facility rental sites. Share any facilities use experience provided to community colleges, 4-year colleges and universities, and K-12 schools districts. • If applicable, have you ever leased a facility site under a different name? If yes, please provide name and details. • Have you been in litigation relating to your performance on a lease during the past 5 years? If yes, please explain and provide case name and number. • Do you currently or have you ever had any direct or indirect business, financial, or other connection with any official, employee, consultant, or Associated Student Body of NVCCD? If so, please explain.
Section 4	<p>Floor Plan/Photos: Provide a copy of the Floor Plan of the Commercial Kitchen Site, including photos of kitchen site, building, and outside parameter.</p>
Section 5	<p>Inspection Report: Most recent copy of City/County Building Inspection Report.</p>
Section 6	<p>Food Facility Inspection Report: Most recent copy of Napa County Food Facility Inspection Report.</p>
Section 8	<p>Fee Proposal: Lessor must use the attached “Fee Proposal Form” (Attachment A). Fee proposals submitted in any other form may be deemed non-responsive.</p>

Section 4: Scope of Requested Services

The Commercial Kitchen site should include the following:

Features

- Accommodate up to 24 persons
- Two (2) to three (3) ranges with ovens and an electrical capacity to support

smallware's equipment

- No less than 300 square feet of refrigeration and freezer space, walk-ins preferred
- Dishwashing capacity (medium size, restaurant scale)
- 250 square feet of dry storage
- 1,000 square foot dining area for events and restaurant activities
- Parking spaces to accommodate no less than 25 vehicles
- Optional: Wine tasting room to align with our Food and Wine pathway training and for events

Access and Availability of the Facility Site:

- Monday through Friday (for credit program) from 7 a.m. – 4 p.m.
- Saturday and Sunday (two to three per month) for Food and Wine Enthusiasts from 7 a.m. – 4 p.m.

Distance:

- 12-mile radius or less within Napa County

Duration of the Rental Lease

- Twelve (12) months to Thirty-Six (36) months beginning as early as August 2025

Safety and SDS

The greatest care shall be exercised in guarding the safety of NVCCD and its students and staff. In conformance with SB198, Lessor shall have a documented Injury, Illness and Prevention Program. Additionally, the Lessor's Safety and Health Program shall reference Federal OSHA standards and any other rules, regulations, or standards applicable to its activities in the state.

The Healthy Schools Act

The Lessor will coordinate with NVCCD, notifications, posting, and recordkeeping for pesticides used at the facility rental site. Please visit the following website:

<https://www.cdpr.ca.gov/docs/schoolipm/>

Per the State of California, Health, and Safety Code 114254 – 114254.3, only those insecticides, rodenticides, and other pesticides that are necessary and specifically approved for use in a food facility may be used. The use shall be in accordance with the manufacturer's instructions. A master copy of the labels and safety data sheets (SDS) on all materials is to be provided to the Culinary Program Coordinator. A program binder for each food prep area site, is to be kept current and include SDS and labels, contact information, and records indicating the monitoring of the site.

Performance

If in the opinion of NVCCD, the Lessor fails to perform satisfactorily or fails to furnish safe and satisfactory services, or otherwise fails to comply with the terms of this lease, NVCCD may without further notice or demand, make arrangements for the work, or any part thereof, performed elsewhere, hold the Lessor responsible and liable for damage(s) which may be sustained by NVCCD thereby or on account of the failure or neglect of said Lessor in performing any of the terms and conditions of this lease.

Section 5: General Terms**Cost of Preparing Proposals and Oral Presentations**

Costs for developing the proposals and any subsequent activities prior to lease award are solely the responsibility of the Lessor. Reimbursement will not be provided for these costs.

Preparation of Offers

Lessor is RFI for Information.

Deviations from the Request for Information

The stated requirements appearing elsewhere in this RFI shall become a part of the terms and conditions of any resulting lease. Any deviations must be specifically defined in the proposal response and accepted in writing by NVCCD to become effective.

Amendments

Lessors are advised that NVCCD reserves the right to amend this RFI at any time. Amendments will be done formally by providing written Addenda to all potential Lessors known to have received a copy of the RFI. If, in the sole and absolute discretion of NVCCD, the change is of such nature that additional time is required for Lessors to prepare proposals, NVCCD will change the due date deadline and notify all known Lessors in writing of the revised due date.

Lessors must acknowledge receipt of any and all Request for Information addenda. This shall be done by any one of the following means:

1. In the cover letter or proposal.
2. By signing and returning a copy of the addendum by letter, fax, or email, but NOT by telephone.

Any addenda or instructions issued by NVCCD prior to the time for receiving proposals will become a part of this RFI. No changes to this RFI or responses to Lessor questions by NVCCD will be binding unless documented in writing by NVCCD in a duly issued addendum.

Proposal Scoring & Selection

The evaluation of responses to the RFI will be a three-stage process.

1. The first stage will be based on analysis principally focusing on specific experience and qualification and cost for the facility site. Proposals will be scored as a means of assisting the selection committee in assessing which Lessor(s) fully meet the requirements of this RFI.

2. The second stage may include an interview/site tour of the Lessor's full understanding of and responsiveness to this RFI and their specific experience and approach.
3. The third and final stage is successful lease negotiations.

Prior to presenting a recommendation to the Board of Trustees, NVCCD staff will engage in lease negotiations with selected Lessor. If negotiations with the first bidder selected is unsuccessful, negotiations will commence with the second bidder, and so on until a lease has been successfully negotiated, or NVCCD rejects all proposals.

Award at Sole Discretion of NVCCD

By issuing this RFI, NVCCD does not commit itself to award a lease, or to otherwise pay for information solicited. NVCCD reserves the right to accept the proposal it deems to be in its best interest or to reject all proposals.

NVCCD Right to Negotiate

NVCCD reserves the right to negotiate with each Lessor submitting a proposal on any aspect of the products and services which this document stipulates or implies and/or which the Lessor provides, in connection with the specifications. Respondents are cautioned, however, to submit proposals initially on a most favorable basis, since an award decision may be made without any award negotiation, based on best meeting the evaluation criteria.

NVCCD reserves the right to negotiate with any Lessor at any time in its sole discretion. In the event that information or pricing submitted by a Lessor is unclear to NVCCD, NVCCD may request additional information and/or pricing breakdowns from that Lessor. The Lessor must answer, in writing, such requests for additional information and/or clarification; these responses will become part of the Lessor's proposal.

Respondents failing to provide adequate information on any issue in a timely manner necessary to allow a comprehensive evaluation by the NVCCD will be considered unresponsive. If reasonable requests for additional information are not received in a timely manner, the proposal may be subject to rejection.

Insurance

Lessor shall procure and maintain from an insurance company that is admitted writing insurance in the State of California or that has a rating of or equivalent to an A: VIII by A.M. Best and Company the following insurance:

- Commercial General Liability equivalent in an amount not less than Two Million Dollars (\$2,000,000) per occurrence. Such coverage shall include but shall not be limited to broad form contractual liability, cross liability protection, sudden and accidental pollution and cleanup liability, and products and completed operations liability. NVCCD, its officials, employees, and agents shall be named as additional insureds by endorsement and this insurance shall contain no special limitations on the scope of protection afforded to NVCCD, its officials, employees, and agents and shall be primary and not contributing to any other insurance or self-insurance

maintained by NVCCD, its officials, employees, and agents.

Specific Inclusions

Attachment A– Fee Proposal Form

Attachment B– Non-Collusion Declaration

ATTACHMENT A
FEE PROPOSAL FORM

COST

Basic monthly rental fee \$ _____

Security Deposit \$ _____

Cleaning Deposit \$ _____

