

STATE OF WEST VIRGINIA  
REQUEST FOR PROPOSALS

BRCTC RFP#18-03

TITLE: Custom Food Truck

USING AGENCY: Blue Ridge Community & Technical College

ISSUE DATE: September 12, 2018

ISSUING AGENCY: Blue Ridge Community & Technical College  
13650 Apple Harvest Drive  
Martinsburg, WV 25403

ISSUING AGENT: R. Craig Miller  
Chief Financial and Administrative Officer

Sealed Proposals subject to the conditions made a part hereof will be received until October 1, 2018 by 4:30 p.m. for furnishing services described herein.

SEND ALL PROPOSALS DIRECTLY TO THE ISSUING AGENCY ADDRESS SHOWN ABOVE.

IMPORTANT NOTE: Indicate firm name and RFP number on the front of each sealed proposal envelop or package, along with the date for receipt of proposal specified above.

Direct all inquiries concerning this RFP to: Sherry-Ann Washington  
Accounting Manager  
Blue Ridge Community and Technical College  
13650 Apple Harvest Drive  
Martinsburg, WV 25403  
304-260-4830 ext. 2215  
[swashing@blueridgectc.edu](mailto:swashing@blueridgectc.edu)

NOTE: A MANDATORY PREPROPOSAL CONFERENCE/SITE VISIT for prospective vendors is scheduled for Friday, September 21, 2018 at 1:00 p.m. at 13650 Apple Harvest Drive, Martinsburg, WV 25403, on the campus of Blue Ridge Community & Technical College.

The purpose of this conference is to allow potential vendors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Attendance at this conference will be a prerequisite for submitting a proposal. Proposals will only be accepted from those vendors represented at this proposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster.

No one will be admitted after 1:00 p.m.

Bring a copy of the solicitation with you. Any changes resulting from this conference will be submitted via e-mail to all prospective vendors.

It is the vendor's responsibility to assure that all addenda have been reviewed and, if need be, signed and returned.

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Request for Proposal Checklist

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## **I. Project Overview**

### **A. Purpose**

The purpose of this Request for Proposal (RFP) is to solicit a sealed proposal from experienced companies to enter into an agreement to purchase one (1) custom food truck and related equipment to be designed, and equipped by the successful Offeror to this solicitation. Blue Ridge Community and Technical College (Blue Ridge CTC anticipates working with the successful Offeror on final design and layout of the custom food truck.

### **B. Organizational Overview**

Blue Ridge CTC has developed a strong presence in West Virginia's Eastern Panhandle. The college has seen a remarkable evolution since its inception over 40 years ago, when Shepherd College began offering two-year programs. Shepherd Community College officially began in 1974 when the nursing department became the first two-year program to be adopted by Shepherd. In 1989, at the request of the West Virginia State Board of Directors, the Community and Technical College named its first Dean, Dr. Peter Checkovich. He was later named Provost and in 2004 became President of the Community and Technical College (CTC) of Shepherd.

In March 2005, CTC Shepherd was accredited as an independent institution by The Higher Learning Commission and is a member of the North Central Association (NCA). As of July 1, 2006, the Community and Technical College of Shepherd was officially renamed Blue Ridge Community and Technical College.

## **OUR MISSION**

Blue Ridge CTC is dedicated to providing a diverse student population with collaborative programs and support services to improve the quality of life and promote economic development in its service area. Our quality academic programs are learner-centered and focus on career entry, university transfer, developmental education, and workforce development.

## **OUR VISION**

This new Catering and Hospitality Management degree is distinct from existing AAS degrees at Blue Ridge CTC. This degree provides the successful graduate with the coursework to acquire the core components of a Catering and Hospitality Management professional. Students will learn catering and hospitality management fundamentals by creating and developing catering menus, marketing, and staffing plans. Students will learn and practice hospitality and restaurant marketing. Students will learn catering and hospitality management by participating in two field experience courses. Students will practice controlling food costs and creating positive customer service experiences. In partnership with the WV Small Business Development Center, students will complete a capstone project containing a business plan. Students will learn and develop entrepreneurial skill sets necessary for the successful creation of a small business.

Hospitality management professionals who complete the degree program will be equipped with the proper skill set for entering a variety of hospitality management professions. An educated hospitality management

workforce will serve to fill openings throughout the state, in positions from food service to tourism. Completion of the A.A.S. in Catering and Hospitality Management degree program will provide students with a broad foundation of courses designed to allow them to enter into a variety of industry segments including but not limited to: contract services, sports stadium food service, casinos, health care and university foodservices, hotels, resorts, and restaurants.

### **C. Project Background**

After meeting with local business and government leaders, the support for a mobile food truck and off-site catering services has been overwhelming. Business executives have expressed great interest in enlisting the services of the Blue Ridge Culinary Academy for catered functions at their locations. Businesses who are currently using our onsite culinary academy for catering services have expressed interest in continuing a partnership with the college after they relocate to their plant sites. The list of potential food truck locations and off-site catering operations, within the community is broad. Local businesses who have on-site food service will also benefit from a larger hiring pool of skilled hospitality management professionals.

### **D. Request for Proposals**

Blue Ridge CTC is the recipient of legislative funding to purchase, one (1) fully equipped mobile food truck, to be used for the Catering & Hospitality Management AAS degree Program. The Catering & Hospitality Management AAS degree Program will be administered to Blue Ridge CTC students.

### **E. General Disclaimer**

This RFP does not commit Blue Ridge CTC to award a contract. This RFP and the process it describes are proprietary and are for the sole and exclusive benefit of Blue Ridge CTC. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of Blue Ridge CTC and may be subject to public disclosure by the college.

### **F. Eligibility Requirements**

Vendor Registration – WV Code § 5A-3-12. The West Virginia Code requires that all vendors be registered with the WV Department of Administration, Purchasing Division, prior to receiving a purchase order for competitive products and/or services exceeding \$25,000. Vendors please use this link - <http://www.wvoasis.gov/> to access the vendor Self-Service portal.

Debarment – WV Code §5A-3-33 through §5A-3-33F. Vendors that have been debarred by the federal government are not eligible to offer on or receive contracts to supply goods or services to the state and its subdivision for a specified period of time.

West Virginia Secretary of State. The vendor must be in compliance with the Secretary of State and should provide a copy of their business license with the proposal. For more information, contact the WV Secretary of State.

Taxpayer Identification Information. The Internal Revenue Service (IRS) requires the Commission to request a taxpayer identification number (TIN) for tax reporting purposes. IRS Form W9 is used to obtain this information.

Purchasing Affidavit – WV State Code §5A-3-10a. WV State Code requires all vendors to submit an affidavit regarding any debt owed to the State. The Affidavit should be completed, signed and returned with the bidder's proposal.

## II. Scope of Work

### COMMERCIAL KITCHEN CONSTRUCTION

#### Truck Framing:

- De-construct Unnecessary Existing Components; Construct Wood Frame Walls
- Insulate Box with Insulation Board
- Finish with Stainless Steel
- Install Aluminum Tread Plate Flooring
- Install (2) 60" x 36" Concession Service Windows
- Install 36" x 75" DOT Rated Rear Split Door
- Create Openings for RV Vents

#### Generator & Electrical System:

- Installation of Generator; Battery for Generator
- Separate Fuel Supply for Generator (if necessary); Install Commercial Breaker Box
- Transfer Switch; Shore Power System – Eco Idle Reduction
- Run Conduit Piping for 6 2-Outlet Power Boxes (GFI where appropriate)
- Two (2) External LED Lights
- Two (2) High Efficiency Enclosed Lights for Kitchen Area; Two (2) External Speakers with Stereo Aux System; One (1) Backup Reverse Camera

#### Fresh Water System, Plumbing, and Grey Water System:

- 40 Gallon Fresh Water Tank Installed
- 50 Gallon Grey Water Tank with Pull Valve Under Mounted
- NSF 3 Compartment Sink
- NSF Hand Sink
- Plumbing with Trap, Proper Venting
- Water Pump
- Hot Water Heater
- External Fill Compartment for Fresh Water Tank

#### LP Gas System, Gas Piping, and Kitchen Hood and Exhaust Fan:

- One (1) 60 lb. ASME Liquid Propane (LP) Tank - under-mounted to the steel frame of the truck
- Metal piping from under the truck to the kitchen
- Properly sized gas hoses to feed into equipment in order to prevent freezing
- Regulators and Fittings
- Vent Hood with High CFM Up-Blast Fan

#### Tables, Fixtures, Fittings, and Equipment Installation:

- Construction of Two (2) Stainless Steel Tables 60" x 30"
- Construction of One (1) Stainless Steel Table 48" x 30"
- Stainless Steel Tables for Equipment Mounting
- Custom Shelving Interior
- Exterior Shelving
- Securing Equipment via C-channel to Tables and Truck
- Installation of All Equipment; Install Jump Seat (if necessary)

#### FROM VENDORS:

1. Commercial Generator – Power Tech Generator (8kW)
2. Commercial Kitchen Equipment

- True Reach-In Refrigerator
- True Reach-In Freezer
- True 48" Sandwich/Salad Prep Refrigerators
- (2) Dean 50lb. Fryer
- AP Wyott HHP-212
- Globe 24" Griddle
- Eagle Group Hot Food Table
- Metro Heated Cabinet
- Star Hot Dog Bun Roller
- Vollrath Hot Dog Grill
- Waring Microwave

### **III. Proposal Preparation and Submission**

1. Prospective Vendors are instructed to deliver six (4) complete copies of the bid and proposal, enclosed in one sealed box or other package, in a manner that assures receipt by October 1, 2018. Package must be sealed and prominently reflect "RFP # 18-03- Custom Food Truck ". All proposal must be received at 13650 Apple Harvest Drive, Martinsburg, WV 25403 by 4:30pm EST deadline. There will be a formal opening at that time. Any proposal received after the bid closing date and time will not be accepted and returned unopened to the bidder.
2. Proposals may be withdrawn or amended at any time prior to the closing date and time.
3. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
4. Each copy of the proposal should be bound or contained in a single volume where practical.
5. Ownership of all data, materials and documentation originated and prepared for the College pursuant to the RFP shall belong exclusively to the College and be subject to public inspection in accordance with the West Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by the Vendor shall not be subject to public disclosure under the West Virginia Freedom of Information Act. Any trade secrets or proprietary data must be clearly marked as such and segregated from the other proposal documents.

### **IV. Award**

1. Award will be made to the Vendor who is determined by the College to best meet the needs and objectives of the College community. Vendors are encouraged to propose new innovations. The College reserves the right to reject any or all proposals if they are in its discretion judged unacceptable, to waive any technical or formal defect therein, to accept or reject any part of any proposal, and to award the Contract to other than the Vendor proposing the highest commission return according to its own judgment and in its best interest.
2. In awarding the Contract, the College will consider a number of factors in combination when evaluating the proposals submitted. These factors will include the following which are not listed in order of importance:
  - (a) Vendor's record of building a customized food truck.
  - (b) Vendor's conformance to the RFP's specifications, requirements, terms, conditions, and provision.
  - (c) Vendor's response to College's objectives.
  - (d) Vendor's pricing.
  - (e) Time required to complete build.
  - (f) Vendor's ability to render satisfactory service in this instance.
3. Vendors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the College and/or be invited to meet with College officials for clarification and questions. The College will schedule the time and location for these presentations. Oral presentations are an option of the College and may or may not be conducted.

4. After proposals have been reviewed, visits may be made to selected institutions under contract with the Vendor to assist the College in its choice of Vendor.
5. Additional information may be requested while proposals are under consideration.
6. The successful Vendor will be notified of the award in writing.

## V. Schedule

The schedule for this RFP is as follows:

RFP Event	Deadline Date
RFP Issued	09/12/2018
Pre-Bid Conference	09/21/2018
Deadline to Submit Questions	09/24/2018
Answers to Questions	09/26/2018
Submission Deadline	10/01/2018
Award Date	10/15/2018

**\*\*\*Please Note\*\* This schedule is subject to change. In the event the schedule does change, all vendors will be notified by addendum, which will become part of the Request for Proposal.**

## VI. Specific Requirements

All proposal submittals should include the following information and assurances as specified herein:

### A. Qualifications/Experience

1. Provide a short description of your firm including number of years in business, track record, and knowledge;
2. Business philosophy or general methods used in doing business;
3. Experience of the designers, fabricators, installation experts or technicians that will be customizing the vehicles; a minimum of two (2) years' experience in custom food truck building is preferred.
4. Provide at least three (3) prior projects of a similar nature to what is requested herein. Please provide pictures, examples and design work performed.
5. Include at least three (3) references. The references must be of clients served by the firm in the past five (5) years, and include the name, title, telephone number, fax number and e-mail address of at least one (1) contact person for each client reference.
6. Provide any further information or examples that the Offeror believes makes it different than other firms in the market place.
7. Provide an estimated delivery time upon receipt of an order of one food truck using the specifications provided herein.

### B. Design Overview

1. A description of base vehicle including manufacturer, estimated date of manufacture, model and engine size.

2. Description of vehicle suspension components in order to provide assurance the vehicle is design to support the weight of equipment installed.
3. Description of vehicle tires in order to provide assurance that the tires are designed to support the weight of the vehicle and equipment installed.
4. Total weight of vehicle as equipped. (Dry weight)
5. Total weight of vehicle with full fuel tanks and full water tanks.
6. Floor plan and rendering of vehicle showing location, layout and dimensions of all equipment.
7. List of equipment shown on floor plan including manufacturer, model number, and other detailed specifications.
8. Description of all equipment and materials used in the construction and outfitting of the unit.
9. When providing information about equipment that is equivalent to equipment listed, provide sufficient information to demonstrate equivalence.
10. Provide information of the manufacturer or Offeror's warranty for each piece of equipment offered including labor.
11. Provide information of the manufacturer standard warranty for vehicles offered.
12. Provide information of a warranty for the completed units for materials and workmanship.

### **C. Motor Vehicle Regulations**

Base vehicles ordered shall be in compliance with safety standards required by the Federal Motor Vehicle Safety Standards established by the National Traffic Safety Administration, and the safety standards required by OSHA.

### **D. Guarantees and Warranty**

Base vehicle offered shall carry the manufacturer's standard warranty as offered to the general public. Warranty shall apply from the date the unit is accepted and approved by BRCTC as meeting all specifications.

### **E. Delivery**

BRCTC reserves the right to refuse delivery of food trucks that are damaged during delivery or found to be faulty or not constructed to the specifications described herein.

### **F. Miscellaneous**

Vehicles delivered with unauthorized advertisement stickers and/or plates will be returned for removal at dealer's expense.

### **G. Cost Proposal – To be provided in Binder #2 only.**

***Points for cost will be established based on the proposed "Total Cost of Vehicle" ready for operation.***

***Cost proposal shall be submitted on Cost Proposal Form Appendix B.***

## **VII. EVALUATION CRITERIA**

### **A. Selection Process**

A Blue Ridge CTC Manager shall name, for the purposes of evaluating the proposals, a Selection Committee. Based on the evaluation criteria established in this RFP, the Selection Committee shall submit to the Purchasing Department a list of qualified Offerors in the order in which they are ranked. Proposal documentation requirements



set forth in this RFP are designed to provide guidance to the Offeror concerning the type of documentation that will be used by the Selection Committee. Offerors should be prepared to respond to requests by the Purchasing Department on behalf of the Selection Committee for clarification, best and final offers, oral presentations, demonstrations or other areas deemed necessary to assist in the detailed evaluation process. Offerors are advised that BRCTC, at its option, may award this request on the basis of the evaluation of the initial offers without conducting interviews.

## **B. Evaluation Criteria**

A maximum total of 300 points are possible in scoring each proposal for the evaluation. A brief explanation of each evaluation criteria and the corresponding point values for each is listed below. Information in one criterion may overlap information in other criteria. Offerors are encouraged to fully address each criteria completely, as points are assigned for responses to each separately. The evaluation criteria to be used by the Selection Committee for the proposal and the corresponding point values for each criteria are as follows:

## **C. Evaluation Factors**

1. Qualifications and experience in providing similar custom food trucks to what is requested in this County RFP. BRCTC strongly desires to award to a highly qualified and experienced firm with a strong record of success.

(75 points)

2. The sufficiency of design, layout and equipment proposed for BRCTC.

(75 points)

3. Estimated delivery time for one vehicle upon receipt of order.

(25 points)

4. Cost (Binder #2 only) *Evaluation of Cost will be established based on "Total Cost of Vehicle" ready for operation (sans fuels). Submit cost on the Cost Proposal Form, Appendix E.*

(75 points)

$$\frac{\text{Cost of Lowest Offeror}}{\text{Cost of this Offeror}} \times \text{Maximum Cost Score (300)} = \text{Cost Score of this Offeror}$$

## **D. Questions Relating to the RFP**

All questions concerning this RFP must be submitted in writing via email to Sherry Washington at [swashing@blueridgectc.edu](mailto:swashing@blueridgectc.edu) by 09/24/2018. Blue Ridge CTC will respond to questions it considers appropriate to the RFP and of interest to all Applicants, but reserves the right, in its discretion, not to respond to any questions. Blue Ridge CTC reserves the right, in its discretion, to revise responses to questions after posting, by posting the modified response. No oral response to any Applicant question is permitted. Contact with other Blue Ridge CTC staff, or other related staff, regarding this RFP is not permitted and failure to comply with this restriction could result in disqualification.

## **E. Contract Term, Renewals, Cancellation, Termination, Requirements, Additions, Adjustments & Assignments**

1. The initial contract shall commence on November 1, 2018, and continue for a period of 4 months or when the custom truck has been completed. Contract shall not extend past March 31, 2019.
2. The College and Vendor shall have the right to terminate this Agreement at any time by giving ninety (90) days written notice to the other party.
3. The failure of either the Vendor or the College to insist upon strict performance of any of the terms or conditions of this Contract shall not be construed as a waiver or relinquishment for the future of any such term or condition, and shall be and shall remain in full force and effect.
4. Either party to the Contract may make a written request for a review of its provisions and terms at any

time and may agree to amend or revise any or all provisions and terms. All such mutually agreed upon adjustments must be in writing, signed by the authorized representatives of both parties, and the Contract amended to include same.

5. Neither party shall assign nor transfer the Contract or any part of same nor enter into any subcontract for services under this Contract without the prior written approval of the other party.
6. The Vendor is providing the services described herein as an independent vendor of the College, not as the College's agent or representative. The Vendor shall not, in any manner, use the credit or the name of the College in connection with its business or affairs except as specifically authorized in the Contract or as approved prior to such use by the College. Further, the Vendor shall purchase merchandise and sign contracts in its own name and sole credit and shall promptly make full payment thereon, in accordance with the terms of purchase.
7. The Vendor shall comply with all laws, ordinances, and regulations of any applicable federal, state, county, or city government, bureau, or department applicable to the performance of the services described herein. The College agrees to provide all cooperation reasonably necessary for such compliance. In addition, the Vendor shall also comply with all College policies and regulations as may currently and/or in the future pertain to service under the Contract. These laws, ordinances, regulations, and policies shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though written out in full.

## **VIII. General Rules Governing RFPs/Applications; Reservation of Rights; Confidentiality and Public Disclosure**

### **A. Reservation of Rights**

By submitting its response to this notice of Request for Proposals as posted on the Blue Ridge CTC website, the Applicant accepts and agrees to this Reservation of Rights. The term "notice of request for proposals," as used herein, shall mean this RFP and include all information posted on the Blue Ridge CTC website in relation to this RFP.

#### **1. Notice of Request for Proposals (RFP)**

Blue Ridge CTC reserves the right, and may in its sole discretion, exercise any one or more of following rights and options with respect to this notice of contract opportunity:

- a) To reject any and all applications and to reissue this RFP at any time;
- b) To issue a new RFP with terms and conditions substantially different from those set forth in this or a previous RFP;
- c) To issue a new RFP with terms and conditions that are the same or similar as those set forth in this or a previous RFP in order to obtain additional applications or for any other reason Blue Ridge CTC determines to be in their best interest;
- d) To extend this RFP in order to allow time to obtain additional applications prior to the RFP application deadline or for any other reason Blue Ridge CTC determines to be in its best interest;
- e) To supplement, amend, substitute or otherwise modify this RFP at any time prior to issuing a notice of intent to develop a provider agreement or consultant contract to one or more Applicants;
- f) To cancel this RFP at any time prior to the execution of a final provider agreement whether or not a notice of intent to develop a provider agreement has been issued, with or without issuing, in Blue Ridge CTC's sole discretion, a new RFP for the same or similar services;

### **B. Confidentiality and Public Disclosure**

The successful applicant shall treat all information obtained from Blue Ridge CTC that is not generally available

to the public as confidential and/or proprietary to Blue Ridge CTC. The successful applicant shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful applicant agrees to indemnify and hold harmless Blue Ridge CTC, its officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney's fees) resulting from any use or disclosure of such confidential and/or proprietary information by the successful applicant or any person acquiring such information, directly or indirectly, from the successful applicant.

#### **C. Incurring Costs**

Blue Ridge CTC is not liable for any costs incurred by applicants for work performed in preparation of a response to this RFP.

#### **D. Prime Contractor Responsibility**

The selected contractor will be required to assume responsibility for all services described in their applications whether or not they provide the services directly. Blue Ridge CTC will consider the selected contractor as sole point of contact with regard to contractual matters.

#### **E. Disclosure of Proposal Contents**

Proposal contents become available for public inspection after an award is made. An Offeror may request in writing, at the time of proposal or expression of interest is submitted, nondisclosure of trade secrets and other proprietary or confidential data, as provided in Chapter 29B of the West Virginia Code, the Chief Procurement Officer or designee shall examine the request to determine its validity prior to entering into negotiations. If the parties do not agree as to the disclosure of data in the contract, the CPO or a designee, shall inform the Offeror in writing what portion of the proposal shall be disclosed and that, unless the Offeror withdraws the proposal or protests in writing, the proposal will be so disclosed.

#### **F. Selection/Rejection Procedures**

The applicants whose submission is selected by Blue Ridge CTC will be notified in writing as to the selection. Information will be provided in this letter as to any issues within the application that will require further discussion or negotiation with Blue Ridge CTC. This letter should not be considered as a letter of award. A formal letter of award will be forthcoming at such time when mutual agreement has been reached by the parties on all issues pertaining to the application. Applicants whose submissions are not selected will also be notified in writing by Blue Ridge CTC.

## **Request for Proposal Checklist**

- ☐ **Complete – Section I/F Eligibility Requirements**
- ☐ **Complete and sign Purchase Affidavit**
- ☐ **Complete and sign WV 96**
- ☐ **Complete and sign Non Conflict of Interest form**
- ☐ **Complete W-9**
- ☐ **Complete and sign Vendor Preference Certificate**
- ☐ **Appendix A – Cover Page**
- ☐ **Appendix B – Binder #2**
  
- ☐ **Table of Contents**
- ☐ **Introduction**

Provide a one to two paragraph overview of your company.

- ☐ **Experience, Key Personnel & References**

Provide information on past experience in providing interpreting services and include the industry that services were provided for. Discuss the key personnel and their qualifications and skills. Also provide at least 3 references from previous clients.

**APPENDIX A**  
***RFP RESPONSE COVER SHEET***

**Blue Ridge Community and Technical College**

**CUSTOM FOOD TRUCK**

**CORPORATE NAME OF APPLICANT ORGANIZATION:** \_\_\_\_\_

\_\_\_\_\_

**CORPORATE ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**MAIN CONTACT PERSON:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **TELEPHONE #:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF OFFICIAL AUTHORIZED TO  
BIND APPLICANT TO A PROVIDER AGREEMENT**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**TYPED NAME OF AUTHORIZED OFFICIAL IDENTIFIED ABOVE**

**DATE SUBMITTED:** \_\_\_\_\_

## APPENDIX B

### COST PROPOSAL TO BE SUBMITTED IN BINDER #2 ONLY

Offeror to provide prices in accordance with specifications, services and requirements provided herein. The prices provided below may be adjusted based on County desired changes. **BRCTC reserves the right to add or delete options and/or negotiate the price of options if it is to the best interest of BRCTC.** Final costs will be negotiated.

Vehicle - Base Vehicle Cost	\$ _____
Structure Cost per Vehicle	\$ _____
Plumbing Cost per Vehicle	\$ _____
Electrical Cost per Vehicle	\$ _____
Mechanical Cost per Vehicle	\$ _____
Kitchen Equipment Cost per Vehicle	\$ _____
Ancillary Equipment Cost per Vehicle	\$ _____
Delivery of Fully Equipped Truck to 87102	\$ _____
<b>"Total Cost of Vehicle" ready for operation (sans fuels)</b>	<b>\$ _____</b>

The following will not be factored into the evaluation of cost points:

1. Discount off of list for other accessories or add-ons? \_\_\_\_\_
2. Labor rates:

Offeror to provide a supplemental attachment of any applicable labor rates.

Offeror at their discretion may provide supplemental detail to the cost offer submitted above. However, cost points will be evaluated only on the "Total Cost of Vehicle" ready for operation (sans fuels).