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Request for Proposal

FY23: City Bus Retrofit to Mobile Market

Issued: 10/13/22

Central Texas Food Bank (CTFB) is requesting proposals to overall with a retrofit of one city bus into a mobile food market. The 2001 Gillig, 40-ft inner-city transit bus will provide fresh, frozen, and dry commodities across our 21 county area. Value added options to also install a vehicle wrap will be strongly considered.

BACKGROUND OF THE ORGANIZATION

The mission of the Central Texas Food Bank (CTFB) is to nourish hungry people and lead the community in the fight against hunger. CTFB recognizes that our more than 250 Partner Agencies across 21 counties are critical partners in achieving that mission and recognize that continued support and investment is essential to ensure we can sustain our current efforts and continue to grow in order to meet the increased need across Central Texas.

PROECT GOAL

The regular access to fresh and health food is important to our mission. The goal of this project is to bring a variety of food directly to clients in rural and urban communities. The interior redesign of a 2001 Gillig, 40-ft inner-city bus into a mobile market will help provide greater community access to a variety of healthy foods

SCOPE OF WORK

CTFB recently acquired a 2001 Gillig, 40-ft inner-city transit bus from Capital Metro. The two door bus will be converted into a mobile market for clients to shop fresh produce, canned goods, dairy, proteins and culturally familiar foods. The project requires a complete rebuild of the bus interior. Proposals should include a solution to transport and display a variety of food types including shelf-stable, refrigerated, and frozen. The display space must include dedication of the following food types; PRODUCE (50%)/FROZEN/REFRIGERATED (30%)/SHELF STABLE (20%). Exact quantities to be delivered is contingent on the final design. Images of a similar unit shown on pages five and six.



Other specifications for the retrofit of the bus includes:

1. Separate points of entry and egress (front and back).

To allow for a smooth flow of traffic in a confined space, the mobile grocery should have an entrance and exit at opposite ends. This will also allow staff to assist with questions and expectations prior to entry, and help with check out once our neighbors have completed shopping, so a space for standing and a pull down work station at entrance and exit is needed.

2. One Large Window

An open area facing the entry side can serve as a point to interact with customers.

3. Interior Shelving

Both sides of the interior will have rows of shelves for food. So that they are displayed according to the SWAP process placing the foods with most nutritional value at eye level. Space should be left for a freezer.

4. Exterior Shelving or attachments suitable to hold containers

Exterior shelves must be either removable or with a fold away mechanism. Hooks or a device for baskets or containers would also be an acceptable option.

5. Retractable Sunshade Awning

To protect neighbors from inclement weather and provide some shade outside of the bus this would a necessity. Also staff at the greeting and check out area would also benefit from this. Although optional, a misting system will be beneficial for added cooling from the Texas heat.

6. TV Hookup

A marquee inside and a display outside will provide information sharing and education

7. Wireless capability

Having Wifi or ability to access the internet will help with use of tablets, computers for easy check in and check off services.

8. External power outlets

Power outlets should also accommodate 30 amp for large appliance (freezer/ cooler)

9. ADA compliant

The mobile grocery store must meet federal guidelines by being ADA compliant and the varying abilities of our neighbors.

10. Wrap Logo

A complete wrap of the bus will be required after the retrofit. The design will be provided by CTFB marketing department.



PROPOSED COST

Proposals must include a design solution. Wrap installation is optional to quote.

Estimated timeline to complete the retrofitting should be submitted along with the proposal. Target timeline to completion is within four to six months after awarding an offer.

SUBMISSION & EVALUATION CRITERIA

Submit all questions and responses directly to Christina Harding: charding@centraltexasfoodbank.org

This RFP opens on October 14, 2022. CTFB requires all proposals to be **submitted by November 15, 2022 at 11:59pm**. Submissions will be reviewed as received. Discussions with vendors will be held over Zoom or in person at 6500 Metropolis Dr. Austin, TX 78744. CTFB reserves the right to extend the bidding and review process in the best interests of our mission.

Determining factors include efficient use of space for maximum storage, adjustable shelving, ease of set-up/tear-down, quality of workmanship, and final turnaround time.

Quotes are scored based on the weighted criteria listed below.

Scope of Work....60%

- Proposed solution to overall and retrofit bus
- Timeline to completion

Industry Experience...10%

- Similar Projects
- Reviews/Referrals

Project Cost.....30%

- Retrofit to Mobile Market
- Wrap print/install
- Warranty

HUB Certification.....05% (Bonus)



LEGAL REQUIRMENTS

LIABILITES

- I. Central Texas Food Bank is not liable for any expense resulting in the preparation of the respondent's proposal. Material submitted will not be returned.
- II. Review of proposal does not indicate contractual award to the respondent. CTFB reserves the right to cancel, not award, or provide multiple awards in the best interest of the food bank.

CONFLICT OF INTREST

- III. Respondents shall not lobby or offer incentives to the Central Texas Food Bank or its staff; including monetary items, gifts, favors or actions that otherwise may potentially influence the selection process.
- IV. Respondents may not hire Board members, managers, or support staff involved in the evaluation/selection process. The use of lobbying by any respondent will result in immediate rejection of the bid or termination of the agreement.



LWVB Bus will be wrapped with it's logo and that of all the partners



Marketing Display



This will be used for income generating purposes

Interior View



Additional Option for Interior



Stackable shelves



Enough space to shop and allow for positive customer experience



Refrigeration



Space needed for frozen foods and prepared meals

Rear Exit



Display board must be retained for educational information and events



Window Opening



Maximize Use of space
at the rear



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