

**THE UNIVERSITY OF NEW MEXICO HOSPITALS
PURCHASING DEPARTMENT
933 Bradbury Dr. SE, Suite 3165
ALBUQUERQUE, NM 87106**

REQUEST FOR INFORMATION (RFI) COVER SHEET

Information Due Date/Time: April 15, 2016 @ 3:00 pm MDT

TITLE: UNM Comprehensive Cancer Center Café

The University of New Mexico Hospital (Owner) invites you ("Offeror") to submit information set forth in this Request for Information (RFI). Please read carefully the instructions, specifications Information must be submitted no later than the deadline date of **April 15, 2016 @ 3:00 pm MDT**. New Mexico civil and criminal law prohibit bribes, gratuities and kickbacks.

UNMH Purchasing Contact Information:

Name: Justin M. Ayala
Title: Procurement Specialist
Telephone: 505-925-4333
E-mail: jmayala@salud.unm.edu

Hard Copies:

- 1. Only hard copies will be accepted and must be submitted manually via hand delivery, carrier or first class mail and must submit:**

One (1) Original, marked on the cover as "Original,"
Two (2) copies, marked on the cover of each as "Copy" and

Hard copies must be printed in ink and corrections must be initialed. Any Offeror's submitted sealed envelope, box or package must be clearly marked with the RFI Title and Opening Date (see Offer Due By date above) in the lower left hand corner. Failure to mark your sealed offer may result in your offer being opened early or your offer not being included RFI opening.

Buyer Attachments:

1. Food Service Equipment Specifications
2. Café Drawings

Questions:

Questions should be sent to UNMH Purchasing no later than **April 6, 2016 @ 3:00 PM MDT**

Site Visit:

A site visit is scheduled for **April 1, 2016 at 8:30AM MDT**. UNM Comprehensive Cancer Center Café is located at 1201 Camino de Salud NE, Albuquerque, NM. Please meet outside the main entrance to the Cancer Center.

(Specifications to follow)

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SECTION I. SPECIFICATIONS

1.1. Specifications

The University of New Mexico Hospitals ("UNMH") is soliciting for information from a qualified vendor to provide cafeteria services inside UNM's Comprehensive Cancer Center. As a result of reviewing the information submitted, it is anticipated that UNMH will set a reasonable timeline for the next phase of the procurement process.

Introduction:

The mission of the University of New Mexico Comprehensive Cancer Center (UNMCCC) is to assure that *all* New Mexicans have access to world-class cancer diagnosis and treatment and benefit from the latest advances in cancer research. In 2003, the New Mexico state legislature designated the UNM Comprehensive Cancer Center as the Official Cancer Center of New Mexico. In 2005, the Center first received recognition as one of the nation's pre-eminent National Cancer Institute (NCI) designated Cancer Centers. In 2015, the UNM Cancer Center was designated a comprehensive cancer center by the NCI, bringing significant federal funding to our state for cancer research, education and training, community outreach programs, and access for *all* New Mexicans to the most advanced cancer treatments through clinical trials. UNMCCC is located at 1201 Camino de Salud NE, Albuquerque, NM.

The UNMCCC Café consists of two levels. The primary level, located on the 1st floor (2,989 gross sq. ft.) will consist of eating/seating space, coffee bar and final prep kitchen. A demonstration kitchen has been designed to accommodate nutritional seminars to be conducted outside of hours of operation by UNMCCC and external staff. In addition, an exterior patio area will accommodate more seating as well as a secondary entrance to the Café space. The primary level is served by the Ground floor area via a service stairwell and elevator. The secondary level, located on the Ground floor (1,312 gross sq. ft.) consists of dry storage, cold prep area, primary refrigerators and freezers, dishwashing and dish storage, refuse room, Café Manager's office, and Café staff restroom. The grand total for both areas will be approximately 4,301 gross square feet.

Information Requested:

Please describe in detail the following;

1. Provide a summary of proposed breakfast and lunch food menu and a la carte items with portion size and prices.
2. Provide list of appliances not on the Food Service Equipment Specifications that may be requested.
 - A deep fryer will not be provided and will not be allowed on premises.
3. Provide a proposed monthly base rent or any other proposed leasing payment structure.
4. If applicable, provide prior experiences and qualifications for providing cafeteria services.

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UNMH and UNMCCC seek to satisfy, at the minimum, the following objectives:

- Obtain the highest quality and delivery of products and services at best overall value
- Enhanced customer satisfaction and improvements
- Facilitate purchases and not limit UNMH choices or negate requirements
- Obtain an extensive selection of products and services
- Support Offeror(s) that act in an efficient and effective responsible manner

This request for information documents the required specifications and terms and conditions. It also provides instructions for responding. Please read carefully all information herein because failure to comply with the instructions in this RFI may result in your proposal being classified as non-responsive or negatively evaluated. New Mexico criminal law prohibits bribes, gratuities and kickbacks. (13-1-191 NMSA 1978).

The [University of New Mexico Hospitals](#) (UNMH) is New Mexico's only academic medical center and the State's only Level One Trauma Center, treating nearly 90,000 emergency patients and seeing more than 500,000 outpatient visits annually. UNMH is also the largest clinical component of the University of New Mexico Health Sciences Center (UNMHS). There are five hospitals included within the UNM Hospital System: UNM Hospital (UNMH), Carrie Tingley Children's Hospital (CTH), Children's Psychiatric Center (CPC), UNM Psychiatric Center (UNMPC), Sandoval Regional Medical Center (SRMC). UNM Hospitals (UNMH, CTH, CPC, UNMPC) are located as part of the Main UNMHS campus.

UNMH currently has 629 beds and is recognized for clinical excellence in many specialties including Trauma and Emergency Medicine, Pediatrics, Orthopedics, Cancer Research and Treatment, Transplantation and many others. The Hospital and its components provide primary, secondary, tertiary and quaternary care and receive referrals from counties throughout New Mexico and the entire Southwest. Inpatient visits are approximately 178,092 per year.