



**Questions and Answers**  
**Request for Proposals**  
**For Community Center Café**  
**Operator**

**Date: April 5, 2024**

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**Question 1** Is the Operator to manage the current Café that is in the space or is it to manage and operate their own business?

Answer: The RFP is seeking a tenant to operate their own café business in the space at District56.

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Café Operator Site Walk Q&A  
April 11, 2024

**Question 2** What would the start date and transition look like between the existing and new operator?

Answer: The current Café contract expires in July or August of 2024. We would work with the new operator on a transition timeline as part of the contract negotiations.

**Question 3** The application says it needs to be ADA compliant. What does that entail?

Answer: The proposal needs to adhere to the font and font size listed in the guidelines for the proposal to ensure it is consistent.

**Question 4** What is the City looking for in an operator?

Answer: Per our Purchasing guidelines, we need to seek new vendors for services from time to time to see what the market is like. Sometimes that means better pricing and products for the City and the taxpayers. Overall we want

an operator that provides a customer service oriented amenity for the District56 campus.

**Question 5** How many events does the Center host each year?

Answer: We mostly host private events and primary on weekends but have steady stream of weekday uses as well. A good estimate is probably 200-250 events per year with many bringing in their own catering.

**Question 6** How does the process for catering work?

Answer: We let any reservation know that they are allowed to bring in their own catering. One option is to use the Café which is convenient as it is on-site, but not required. Any contract between a reservation and the Café for catering is negotiated by them, we are not involved in those negotiations.

**Question 7** Do you provide custodial?

Answer: The City provides custodial services for shared areas like the lobby, restrooms, and our rooms that are reservable. The Café operator is responsible for the café area including the back of the house and seating.

**Question 8** Can you verify what equipment is provided?

Answer: The kitchen equipment list is provided in the RFP.

**Question 9** Can the café operator use the commercial kitchen?

Answer: This can be negotiated for use for a rental price and based on reservations.

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Date: April 18, 2024

**Question 10** Are all of the appliances listed on the RFP in good working order?

Answer: All items listed on the equipment list will be in good working order prior to operator opening.

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**Question 11** What is the hourly rate for commercial kitchen rental?

Answer: The commercial kitchen is an hourly rental rate of \$50. Use and cost may be negotiated during contract award.

**Question 12** Is there a different fee for the use of the oven in the Veterans Hall than the commercial kitchen? How open is the schedule?

Answer: The fee for use of the Veterans Hall kitchen space can be negotiated. Room availability varies weekly, and the schedule can be shared with tenants upon request.

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**Question 13** I am a sole proprietor, in the RFP it states the following “Unless Operator is a sole proprietorship, Operator must be registered and in good standing with the California Secretary of State within 14 days following notification of the City’s intent to award a contract to the Operator and prior to execution of a final contract. Failure to timely register with the Secretary of State may result in the City awarding the contract to another Operator.” Is there anything else you need as far as licensing?

Answer: See sections 7, 7.1, and 7.2 of the RFP addressing permits, licensing, and compliance with laws. The operator is responsible for ensuring all applicable licenses and permits are obtained.

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**Question 14** As far as answering the questions on the RFP, do I answer them as my name as operator? I have a new business name with all experience under a previous business name, how do I clarify this on the RFP?

Answer: You are welcome to use your new business name in applying for the RFP and cite your experience in your previous businesses to demonstrate that you’re qualified. Regardless of which name you use, please ensure that it is registered with the State and all permits are in good standing as previous stated in answer to Question 13.

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Date: April 25, 2024

**Question 15** What was the annual revenue in 2023 for the current Café?

Answer: The Café pays the City 8% of revenue. In 2023, the amount invoiced to the Café was \$9,800.35.

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**Question 16** What were the annual operating expenses for the current Café in 2023 ?

Answer: The Café is independently operated, and the City of Elk Grove does not track their operating expenses.

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**Question 17** When is the busiest time of year (months) for the current Café?

Answer: Traffic in the Café is consistent as the Senior Center of Elk Grove and the Center at District56 operates year around. They will see upticks in business during summer (June-July) due to swim meets at the aquatics center and high traffic on campus in general.

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**Question 18** Estimate rent to City flat rate or % of revenue?

Answer: Currently 8% of gross revenue.