

Limited Competitive Process for Lease of Snack and Coffee Shop in Historic Courthouse

Introduction:

The County has available approximately 118 square feet of space within the historic courthouse located at 115 N. Church Avenue, Tucson, AZ (the "Building"), which is suitable for use as a snack and coffee shop ("Snack Shop") for the convenience of Building tenants, employees, visitors, and the general public. The County intends to lease the Snack Shop without a public auction, as permitted under A.R.S. § 11-256(E), using a limited competition process. Interested submitters should:

- Read the lease
- Review the minimum requirements, evaluation criteria and additional information
- Compile/Provide all supporting documentation
- Complete the Candidate Information and Sheet
- Submit (see submittal information below)

Pima County makes no guarantee/warranty as to the condition of the Premises. The successful Submitter will accept the Premises, including all improvements, furniture, fixtures and equipment, in AS-IS condition. Any Lease Agreement is subject to Pima County Board of Supervisors approval and Pima County reserves the right to cancel the Lease at any time.

Minimum Requirements for Snack Shop Tenants

Tenant must:

- Be willing and able to abide by all terms, conditions and covenants outlined in the lease agreement (attached)
- Be registered through the Arizona Corporation Commission and be in good standing with an active status
- Be willing and able to operate during the following hours:

Monday-Thursday	6am-6pm
Friday	6am-10pm
Saturday	10am-10pm
Sunday	12pm-5pm

- Have or obtain an operating permit from Pima County Health Department and comply with all applicable laws, regulations, and guidelines.
- Provide documentation that all employees are certified food handlers
- Demonstrate experience in operation of a successful coffee shop and/or carts or related food & beverage business
- Demonstrate financial capacity to operate the business
- Fill out and submit the attached candidate information and solicitation sheet in a timely manner

Candidate Information and Solicitation Sheet

Company Name: _____

DBA (if any): _____

Business Address: _____

City: _____ St: _____ Zip: _____

Phone: _____ Email Address: _____

Business Owner(s) and Titles: _____

Phone: _____ Email Address: _____

Phone: _____ Email Address: _____

Preferred Contact Information for questions or follow-up):

Name: _____

Title: _____

Phone: _____ Email Address: _____

Text messages OK for above contact? Yes: No:

Number of Years in Business: _____

Number of Full-Time Employees: _____

Number of Part-Time Employees: _____

I have read and understand the Lease agreement and all Exhibits including Rules and Regulations and Snack Shop Operating Parameters Yes: No:

Lease Offer

Base rent of Snack Shop starts at \$300/Month.

Your Solicitation for the base rent (Base Rate) for Initial Term (24 months) is:
_____/Month.

If your business qualifies and is selected to lease the property, when will you be ready to begin operations?

Earliest Start Date: _____

Evaluation:

Submissions will be reviewed and scored by a panel. The successful submitter, having met all the minimum requirements will be scored using the following point system (0-100). 100 total points representing the best possible score.

- Offer Strength (0-15 points)
- Years of Experience (0-20 points)
- Start Date (0-10 points)
- Demonstrated Experience (0-15 points)
- Financial Strength (0-15 points)
- Completeness of Submission (0-25 points)

Submittal Information and Showings

Submissions must be received no later than **March 31, 2020**. Two showings are scheduled beginning:

SHOWING DATES

Thursday, March 5th at 10:00-11:30 a.m.

Tuesday, March 10th at 2:00-3:30 p.m.

Along with the information requested above, please provide written responses (in PDF or Word format), and be sure to include any additional required supporting documentation. Submissions may be emailed directly to kevin.button@pima.gov.

Please direct all questions to Kevin Button at kevin.button@pima.gov or 520-724-8230, Pima County Facilities Management. **Please Note:** Answers to all questions received via email to kevin.button@pima.gov will be shared with all candidates participating in the process.

Posted Date: February 28, 2020

Delivery: Responses may be delivered by email, regular or overnight mail or by hand to:

Pima County Facilities Management
150 W. Congress, 3rd Floor
Tucson, AZ 85701
Email: kevin.button@pima.gov
(520) 724-8230

Pima County provides equal access and equal opportunity in employment and services and does not discriminate. [View the Pima County Equal Employment Opportunity Plan \(EEO\)](#).