

EXHIBIT B - QUALIFICATION SUBMITTAL FORM

Concessionaire Applicants: An Electronic Microsoft Word version of this Exhibit may be obtained by request per one of the following Town contacts.

Lea Duke (928) 759-3100 - lduke@pvaz.net Pam Gray (928) 759-3043 - pgray@pvaz.net

Applicants are required to provide information as requested per this Exhibit form. Failure to complete the form may subject the application to disqualification from the Proposal process. It is understood that this form will grow in size as it is filled in. Applicants are permitted to include attachments as necessary.

CONTACT INFORMATION

SUBJECT	APPLICANT TO FILL IN THIS SECTION
Name(s) of Applicant	Stephanie R. Burkett
Title(s) of Applicant	
Mailing Street Address/PO Box #	7511 N. Summit View Dr.
City, State, Zip	Prescott Valley AZ, 86314
Business Telephone Number	
Cell Telephone Number (if available)	575-779-9830
Fax Telephone Number (if available)	
Email Address (if available)	spysteff@yahoo.com

1. Provide a summary of utility/mechanical requirements needed onsite to effectively operate if the current layout is unacceptable. Costs to modify shall be borne by the Concessionaire.

[The current onsite utility and mechanical equipment shown during tour are sufficient to maintain a small café business.](#)

2. Provide a list of equipment that would be provided/installed for the services to be rendered.

All equipment listed below will be of commercial grade:

Automatic Espresso Machine
Air Pots (6)
Coffee Grinder
Iced Tea and Iced Coffee Brewer
Under Counter Refrigerator (2)
Mix Blender
Register
Toaster (4 Slice Capacity)
Juice Machine
Microwave
Small Baking Oven
Ice Maker

3. Proposed name of Café / Coffee bar in the new Library. Subject to approval by the Town.

Steph's Café Magic

EXHIBIT B - QUALIFICATION SUBMITTAL FORM (CONT)

4. Proposed hours of operation.

Hours of operation will be at a minimum the hours required within the RFP.

Proposed hours of operations:

Monday: 7 a.m. to 9:00 a.m. and 11.a.m. to 1 p.m.

The proposed evening hours of operation are 4 p.m. to 8 p.m.

Tuesday thru Thursday: 7 a.m. to 8 p.m.

Friday: 7 a.m. to 5 p.m.

Saturday: 8 a.m. to 3 p.m.

Sunday: Closed

The facility would also be opened during Town Council Meetings and special events and functions.

5. Provide proposed menu selection and pricing. May attach additional sheet(s) if necessary.

Please this find this information provided as Appendix A.

6. References from at least five (5) individuals or organizations familiar with your ability to operate a Café / Coffee Bar. The reference list should include the name, address, telephone number(s), email address (if available) and relationship of the reference to your business.

Name: Orlando Ortega
Address: 114 Don Juan Valdez Ln.
El Prado, NM 87529
Phone: 575.779.2656 (Cell)
575.751.1450 (Business)
Relationship: Business Owner (Orlando's Café)

Name: Yvette Ortega
Address: P. O. Box 348
Arroyo Hondo, NM 87513
Phone: 575.770.1709 (Cell)
575.751.1450 (Business)
Relationship: Business Owner (Orlando's Café)

Name: Roberta Ortega
Address: Don Juan Valdez Ln.
El Prado, NM 87529
Phone: 575.776.6041 (Cell)
575.751.1450 (Home)
Relationship: Floor Manager (Orlando's Café)

Name: Bernadette Fernandez
Address: Albuquerque New Mexico
Phone: 575.770.7384 (Cell)
Relationship: Former Co-Worker (Orlando's Café)

Name: Derek Apodaca
Address: Paseo del Pueblo Norte (Michael's Kitchen)
El Prado, NM 87529
Phone: 575.741.0090 (Cell)
Relationship: Owner (Michael's Kitchen) and frequent customers at Orlando's Café

Name: Gina Apodaca
Address: Paseo del Pueblo Norte (Michael's Kitchen)
El Prado, NM 87529
Phone: 575.741.0565 (Cell)
Relationship: Owner (Michael's Kitchen) and frequent customers at Orlando's Café

THE FOLLOWING TWO (2) ISSUES REPRESENT MINIMAL QUALIFICATIONS

7. Demonstrated experience in like endeavor.

Please this find this information provided as Attachment B.

8. Demonstrate financial capability to secure equipment, supplies, inventory, etc. to setup, operate and manage the new Café / Coffee Bar.

Financial information can be provided which will indicate my financial capability to equip, supply and inventory to setup, operate and manage a Café / Coffee Bar. At which time my company is selected as the preferred vendor for this endeavor whatever financial information is needed will be provided at that time.

EXHIBIT B - QUALIFICATION SUBMITTAL FORM (CONT)

FINANCIAL PROPOSAL

Town selection of a Concessionaire to operate and manage a Café / Coffee Bar in the new Library will be based on the highest percentage of gross sales fees to the Town as long as minimal qualifications are met. For Example: Concessionaire receives \$100.00 in gross sales for the month of February. Concessionaire has agreed to a 5% return of gross sales to the Town. Town will receive \$5.00 as payment for said month. In the event that two or more applicants submit the same percent, a descending "Tie-Breaker" system to determine the frontrunner shall be utilized in the order that follows:

1. A non-profit organization registered in the Town of Prescott Valley will be given preference over one that is not.
2. Authenticated ownership of a coffee service business measured in length of time. Preference will be given to the applicant with the longest timespan. Does not have to be consecutive. A difference of less than one (1) year between applicants shall move the selection process to step 3.
3. Draw numbered tiles from a hat.

Financial proposal in regard to a defined percentage of gross sales fees to the Town. No sliding scales permitted. Specify the percentage in the cell to the right.	_____ 25 _____ %
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RECEIPT OF ADDENDA ACKNOWLEDGMENT

ADDENDUM NUMBER	DATE OF ACKNOWLEDGMENT	INITIALS

Concessionaire:

Stephanie R. Burkett
 BY: Signature and initials of Owner/Officer/Agent

Stephanie R. Burkett owner
 Print Name(s) and Title(s) of Person

Appendix A

Proposed Steph's Cafe Magic Drink Menu

Coffee Varieties	12 OZ.	16 OZ.	20 OZ
Regular Coffee	\$1.35	\$1.65	\$1.85
Latte	\$2.35	\$2.85	\$3.05
Mocha (Reg or White)	\$3.00	\$3.50	\$3.75
Americano	\$1.50	\$1.75	\$2.00
Cappuccino	\$2.35	\$2.85	\$3.05
Espresso Single and Double Shots	\$1.50, \$1.75		
Iced Coffee		\$1.75	\$1.96
Shot in the dark (coffee with an espresso shot)	\$1.75	\$2.05	\$2.25

Teas	12 OZ.	16 OZ.	20 OZ
Iced or Hot - Herbal or Black	\$1.25	\$1.55	\$1.80
Chai	\$2.85	\$3.35	\$3.70

Italian Sodas		16 OZ.	20 OZ
Various flavors		\$2.75	\$3.00
With cream		\$2.85	\$3.10

Fresh Made Juices	12 OZ.	16 OZ.	20 OZ
Seasonal	\$2.25	\$2.50	\$2.75

Extras !!!!	Espresso Shot	Shot of Flavoring	Soy- Rice Milk-1/2 & 1/2
	\$0.45	\$0.25	\$0.35

Available Flavors:

Stawberry	Mango	Raspberry
English Toffee	Cherry	Peppermint
Hazelnut	Vanilla	Almond
Irish Cream	Carmel	

Bottled Water	\$1.00
Blue Sky Canned Sodas	\$1.25
Coke Brand Canned Sodas	\$0.85

Flavored Latte Of The Week 16 OZ \$2.00

Mid Week Coffee Special 16 OZ \$1.00

Steph's Magic Menu

Provided Daily

Various fresh fruits	.50-.85
Yogurt with or without granola	\$1.25 - \$1.50
Mixed fresh fruit cup	\$1.50 - \$2.00
Bagel	\$1.50
Croissant	\$1.75
Brownies (fresh baked)	\$1.50
Turnovers (various)	\$1.25
Various cookies	\$1.00

Each desert baked daily onsite of course.

Magic lunch for the day

Monday:

Turkey Avocado Croissant Sandwich

Served with tomatoes, red onion, choice of sprouts or lettuce, choice of cheese, mustard and or mayo. Includes a side of tortilla chips and salsa.
(Also available in veggie).....\$6.25

Tuesday:

Soup of the day and a small salad

It could be chicken noodle or green chili stew made from scratch, or any other soup variety.....\$5.75

Wednesday:

Smoked salmon spinach salad

Chilled smoked salmon served with a lemon dill dressing and fresh baby spinach leaves and lemon wedge.....\$5.75

Thursday:

Chicken/fresh zucchini wrap

Brown rice, artichoke hearts, walnuts, black olives and sun dried tomato with a pesto spread wrapped in a tortilla.....\$4.50

Friday:

Café Style Taco Salad

Chicken breast, with pinto or black beans, cheese, lettuce, tomato, onion and corn tortilla chips. Served with a side of homemade salsa and homemade guacamole.....\$5.25

Saturday:

Stephs' Magic salad:

Diced turkey, bacon, mixed baby greens, candied pecans, red cabbage, shredded carrots, and sliced strawberries.....\$5.50

*******Every Day Special**** Italian Sausage Stuffed Mushrooms with small Chef or small dinner salad.....\$6.00**

Appendix B

Stephanie R. Burkett – Field Related Work History

Work Experience

Orlandos New Mexican Café
1114 Don Juan Valdez Lane
El Prado, NM 87529
Spring of 1998 to June 2011

Restaurant setup: Load fountain drink dispenser with ice from ice machine. Inventory desserts and advise cooks of brownies or cookies needed for the shift, clean and setup dessert case. Setup wait staff prep station with appropriate amounts of guacamole, salsa and chips to be dispensed for the shift. Brew and set up tea dispensers. Set up water dispensers and coffee station. Ensure white wine was well chilled and red wine was accessible for ease of flow during busy shift. Prepare batches of wine margaritas in order to provide fresh product. Count out bank and tickets for the shift.

Customer service includes: Greet customers and answer any questions about the menu and ingredients in any of the dishes they might have. Take and serve drink order, serve food, and provide any food extras needed to enjoy dining experience. Bill added up manually and collection for lunch or dinner taken care of for my section of the restaurant and for others when help was needed.

Closing duties: Balance out register at the end of the shift. Clean tables, put up chairs, mop the restaurant and replenish salsa, guacamole, bottled soft drinks, beer and wine for the next shift. Inventory completed for all products used such as homemade pies, cookies, brownies, brewing tea, hot teas, coffee, milk, whipped cream, sour cream all paper goods needed for to go orders.

In the absence of the floor manager during my shift I was responsible to act as floor supervisor, to ensure flow of work was efficient and smooth. In the event there were customer complaints, I was responsible to accommodate the customer in a manner that would be beneficial to both them and the restaurant. I was responsible to train all new wait staff in standard restaurant operational procedures.