

FACILITY NO: 7-133-F

DATE: August 30, 2007

**FACILITY: Naval Air Station, Coronado
Langley Landing, Bldg. 2003
Coronado, CA 92134**

CVPC DISTRICT NO.: 10

CVPC DELEGATE: David Hanlon

This facility is available to ALL LICENSEES AND VENDORS in the Business Enterprises Program (BEP). All applications must be postmarked by **October 15, 2007**. Send all applications to John L. Westbrook, Program Manager, BEP, P.O. Box 944222, Sacramento, CA 94299-9222.

NOTES:

- **The BEP does not provide initial stock loans.**
- Licensees currently owing delinquent fees, penalties, insurance payments, or loan payments are not eligible to compete at this time.
- Unless otherwise specified in this notice, no equipment changes, additions, removals or relocations are contemplated at this time.
- The following information is provided to assist you in evaluating this facility. The BEP does not guarantee the accuracy or validity of this data.

ALL APPLICANTS FOR A SPECIFIC FACILITY WILL NEED TO SUBMIT THEIR APPLICATION AND OPTIONAL RESUME BY THE CLOSING DATE DESIGNATED ON THE ANNOUNCEMENT.

**THE RESUME MUST CONFORM TO THE FOLLOWING FORMAT:
A MAXIMUM OF TWO SINGLE SIDED 8.5 BY 11 INCH PAGES (NO COVER SHEET), FONT MUST BE 12 POINT OR LARGER.**

BEP WILL NOT ACCEPT ANY APPLICATIONS OR RESUMES AFTER THE CLOSING DATE UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE PROGRAM MANAGER.

Note: This snack bar facility is being circulated to award it as a permanent (primary) site. However, if there are no applicants to take it on this basis the BEP will consider awarding it to be combined with your primary facility. Please indicate, on the application attached, whether you want it as a primary site or whether you want to combine it with your existing primary facility. The business at this facility varies depending on the number of ships in port.

The vendor is responsible for utilities AS BILLED. The Vendor receives vending machine commissions from machine sharing on base and also stocks several BEP machines. Commissions have been diminishing over the years.

Housing near this facility: Yes; Rentals: \$900.00 and up; Homes for purchase: \$989,000.00 and up; Bus Service: Yes.

Current Hours: 5:00 a.m. to 6:00 p.m., Monday-Friday; Number of seats: Four outdoor patio tables; Average number of customers: 250 daily; Serving and preparation area: 576 sq. ft., Office: 60 sq. ft, Vending area: 200 sq. ft.; Employees required:3; Estimated inventory: \$10,000.00.

ACTUAL based on 12 month average from June 2006-May 2007. (Absentee vendor due to poor health) ESTIMATE based on Actual Net Sales with close cost control

FINANCIAL DATA	ACTUAL		ESTIMATE	
Gross Sales	\$	25,035.00	\$	25,035.00
Cost of Goods	\$	16,431.00	72%	\$ 14,270.00 57%
Labor	\$	6,025.00	26%	\$ 4,506.00 18%
Other Expenses	\$	1,897.00	9%	\$ 1,575.00 6%
Net Proceeds	\$	682.00		\$ 4,684.00
V.M. Commissions	\$	0.00		
Other Income	\$	0.00		
Net Proceeds	\$	682.00		\$ 4,684.00
Fee	\$	805.00		\$ 1,502.00 6%
Net Income	\$	-124.00		\$ 3,182.00

RECAP OTHER OPERATING EXPENSES:

	ACTUAL		ESTIMATE	
Accounting	\$	143.00	\$	125.00
Laundry/Janitorial	\$	118.00	\$	95.00
Utilities	\$	783.00	\$	982.00
Pest Control/Trash	\$	20.00	\$	20.00
Supplies	\$	191.00	\$	100.00
Telephone	\$	103.00	\$	50.00
Liability Insurance	\$	206.00	\$	203.00
Rent	\$	0.00	\$	0.00
Transportation	\$	0.00	\$	0.00
Other Expenses	\$	319.00	\$	0.00

LOCATION EQUIPMENT BY AREA:

Preparation Area	Sinks, refrigerators, freezer, oven, slicer, counter, table, bag-in-box storage, door fan, toaster, shelving, cabinet, hot water heater, fly fan.
Serving Area	(4) food warmers, (2) display refrigerators, counters, display racks, hot dog machine, menu board, security system, fans, ice maker, soda dispenser, (2) cash registers, (2) microwave ovens.
Office	Money counter, shelving, security system, safe, storage booth.
Vending Machines	(3) cold drink, (2) snack (Machines located in areas adjacent to the snack bar).

COMPETITION:

Coffee pots in building:	No
Food services within six blocks:	Yes
Other BEP stands in buildings:	No
Competitive vending machines:	Yes
Vending trucks:	Yes

The following attachments are incorporated into the permit for the vending facility. They set forth the minimum standards for operating the vending facility and are provided for your information.

PERMIT ATTACHMENTS:

- Attachment C:** List of Items for Sale
- Attachment H:** Maintenance and Cleaning Schedule
- Attachment I:** Business Operations and Practices

NOTE: **Please do not send your application or resume to the Field Office. You must mail them to the BEP Central Office in Sacramento and they must be received by the closing date listed above.**

If you have questions or concerns regarding the selection committee process, please contact Jo Ann Fleming at (916) 263-8890.

You will be notified of the time and place of the selection committee. For additional information and application forms, contact:

**Marilyn Harder, Business Enterprise Consultant
San Diego, BEP Field Office
(619) 525-4224**

ATTACHMENT C
LIST OF ITEMS FOR SALE

Type of articles to be sold and services offered at the Naval Air Station snack bar and vending operation at North Island Naval Air Station, Langley Landing, Bldg., 2003.

The items that are to be sold are in line with this administration's policy of a healthier California. This agency wants its employees and visitors to make an informed choice for healthy fresh-made food that looks and tastes great. Whole grain bread must be available.

The following are the minimum requirements of goods and/or services that the BEP vendor shall provide. However, the BEP vendor is not prohibited from augmenting the menu. These menu items can be offered in all appropriate venues available to the vendor within the parameters set forth in applicable codes and regulations. (Examples: Vending Machines, Snack Bars and Coffee Carts) The BEP vendor may request a change in writing to reduce the level of goods and services based upon the needs of the building population and marketability of certain products. Any such request for change shall be approved in writing by the BEP.

PREPACKAGED ITEMS NOT PREPARED ON PREMISES:

Bakery: Muffins; donuts; croissants; bagels; cakes; cookies, breads; pies; pastries.

Beverages Cold: Soda canned/bottled; juices canned/bottled; Iced Tea canned/bottled; bottled water; sports drinks; orange juice 1/2 pint, v-8, Starbucks, Milk. "diet" or "sugar free" canned/bottled beverages will be offered for sale to meet the special dietary requirements of customers.

Confections and Snacks: Potato Chips: A minimum of 8 flavors/types two of which must low fat and baked varieties; pretzels; nuts; trail mix; granola; popcorn, string cheese, fresh fruit to include oranges, apples, bananas.

Candy Bars: A minimum of 5 nationally recognized brand items.

Candy Hard: A minimum of 5 nationally recognized brand items.

Gum: A minimum of 4 selections of which 1 must be "sugar free".

Breath mints: A minimum of 3 selections of which 1 must be "sugar free".

Frozen Novelties A minimum selection of 5 items; similar but not limited to: ice cream cups; specialty frozen novelty items that are nationally recognized; ice cream sandwiches; frozen fruit bars sugar free frozen deserts.

Dairy Products: Milk 1/3 quart; Milk reduced fat 2% 1/3 quart; Milk nonfat 1/3 quart; milk chocolate 1/3 quart; Yogurt 6 oz., cottage cheese 1/2-pint.

Specialty Foods, Microwavable or Ready to Eat: a minimum of four selections: similar to, but not limited to, burritos; hot pockets; pizza; cheeseburger; chili dog; beef charbroil with barbeque sauce; Italian combo sandwich; pastrami and cheese sandwich; chicken or pork sandwiches; sausage and biscuits; Pre packed sandwiches/wraps: At least 4 types offered on a variety of breads including but not limited to wheat, white, sourdough, and/or rye. The sandwiches shall have a minimum portion of 2.5 oz of protein food; Wraps are made with flavored and/or whole wheat tortillas.

Salads, five selections of pre-packed salads or made on premises: Tossed green salad; Must have a minimum of two (2) types of lettuce and at least three fresh vegetables, such as, but not limited to: carrots, cucumbers, tomatoes, radishes, celery, mushrooms, etc.; chef salad; shrimp/crab, tuna salad; chicken salad; macaroni salad; potato salad; fruit bowls to consist of at least three (3) fresh fruits, minimum size 4 oz.

Salad Dressing: A minimum of Three (3) selections shall be available. One (1) of the selections shall be of the low fat/reduced calorie type.

APPROVED SUNDRY ITEMS:

Publications: Newspapers 1 local daily newspaper; other publications approved by Contracting Agency.

ITEMS PREPARED ON PREMISES:

Beverages Cold: There shall be three (3) sizes of cups available for all cold beverages as follows: 12 oz., 16 oz. and 32 or 44 oz.

Fountain Beverages: A minimum of one selection shall be offered from the fountain beverage dispenser as "diet" or "sugar free".

Beverages Hot: There shall be three (3) sizes of cups available for all hot beverages (excluding espresso type drinks) as follows: 8 oz., 12 oz. and 16 oz.

Coffee: Flavored Coffee A minimum of one flavor per day; decaffeinated coffee; hot chocolate; hot tea a minimum of 5 selections, minimum one each, black, decaf, green or white and herb.

Soup, Chili and Like Items: Minimum one daily. Ready to eat type products (canned or frozen), heat and serve, no preparation other than heating food to a temperature of 165 degrees Fahrenheit and holding the food at 135 degrees Fahrenheit.

Confections and Snacks: hard-cooked eggs

APPROVED SUNDRY ITEMS:

Publications approved by Contracting Agency. Tobacco sales require license from State of CA.

ATTACHMENT H MAINTENANCE AND CLEANING SCHEDULE

All cleaning and sanitation shall be done in accordance with CalCode and any other applicable codes or regulations. The following schedule and guidelines represent a minimum adherence standard:

The following items for maintenance and cleaning are found in serving, kitchen, storage and vending machine areas. Areas or parts of the facility requiring special attention are identified separately, for example the outdoor patio area has specific requirements for patio tables and are identified separately.

- **Counters:** To be thoroughly wiped and sanitized after each break period and as often as required, to keep counters free of spots, spills, residue and refuse.
- **Floors:** To be inspected on a regular basis in conjunction with the use of a floor sweep schedule and are to be swept at a minimum of two times daily and as often as required, to keep floors free of refuse. Floors will be mopped thoroughly at a minimum of once per day and damp mopped as often as required, to keep floors free of spills and residue. Hard and resilient tile floors are to have a single coat of finish applied monthly and thoroughly stripped and waxed quarterly. Alternate floor maintenance systems, which will achieve the same results, may be substituted subject to the approval of the contracting agency.
- **Food Contact surfaces:** Food contact surfaces, equipment and utensils are to be clean to sight and touch and sanitized before use.
- **General Equipment:** To be wiped and sanitized at a minimum of once per day and after each use and otherwise as often as required, to keep equipment free of spots, spills and residue and in sanitary condition for use. Toasters

- Refrigeration: To have the bottoms, insides including the door tracks cleaned thoroughly at a minimum of once per week and as often as required, to keep them free of spills, residue and build up.
- Direct food dispensing equipment: To include but not limited to hot dog machine, soda, coffee equipment, soup kettles, toasters, is to be cleaned and sanitized in accordance with CalCode on a daily basis. Cleaning of spills, spots and any residue shall be done as often is required, to keep equipment free of such matter and in a sanitary operating condition.
- Glass surfaces: To be cleaned with appropriate cleaner at least once per day and as often as required, to keep surfaces free of spots, film, spills and residue. Care should be taken when cleaning glass with chemicals in the presence of exposed food. Exposed food should be removed before any cleaning with chemicals takes place. Such cleaning shall occur after or before prepared food is placed in unit.
- Trash Cans: To be emptied daily and as often as required, to keep refuse from spilling out of the cans. Cans are to be wiped daily and thoroughly cleaned weekly and as often as required, to keep them free of spots, spills, residue and any odors.
- Walls: To be thoroughly cleaned monthly and to be spot cleaned as often as required, to keep walls free of spots and residue.
- Air Supplies and returns (Ceiling Vents): To be thoroughly cleaned quarterly.
- Floor sinks: To be inspected and cleaned on a daily basis or as often as necessary, to keep them free of stains, residue and refuse.
- Storage shelving and cabinets: To be thoroughly wiped and cleaned monthly and as often as required, to keep them free of residue and build up.

Dining Area (Including patio and vending machine areas)

- Tables: To be cleaned at a minimum of 4 times daily and as often as required, to maintain them free of residue and refuse.
- Table Bases: To be thoroughly cleaned monthly and as often as required, to keep the bases free of residue and or build up.
- Chairs: To be thoroughly cleaned monthly and as often as required, to keep chairs free of spots, spills or residue.

Vending Machines (Vending Machine service responsibilities)

- Machine exteriors: To be cleaned and polished with appropriate cleaner at least once per day and as often as required, to keep surfaces free of spots, film, spills and residue.
- Machine delivery trays: To be cleaned and wiped daily and as often as required, to keep surfaces free of spots, film, spills and residue.
- A daily inspection of the area under and behind vending machines shall be made to insure that the area is free from waste paper and debris and compressor motors have adequate ventilation.
- A regular schedule for cleaning product trays and interior of snack and cold food machines will be necessary.

ATTACHMENT I

Within 30 calendar days after the vendor is selected he/she should prepare the following facility plan to BEP in writing. The plan should include at a minimum the following areas and components:

- 1) "Public and Employee Relations" which shall include plans for:
 - a. Customer feedback
 - b. Public relations training for vending facility employees
 - c. Employee relations – company standards and policies
 - d. Refund policy
- 2) "Merchandising" which shall include plans for:
 - a. A variety of merchandise and menus in addition to the minimum set forth in Attachment C
 - b. Menu preparation
 - c. Merchandise display(s)
 - d. Inventory control
- 3) "Staff Supervision" which shall include plans for:
 - a. Sufficient level of staffing for type of vending facility
 - b. Duty statements
 - c. Training and cross training of staff
 - d. Supervision of employees
 - e. Controlling employee turnover
 - f. Standards for performance and appearance of staff
 - g. Employee evaluations
- 4) "Financial Responsibility" which shall include plans for:
 - a. Accounting – a system to monitor the daily financial performance of the business, including the records required by BEP as identified in Title 9, California Code of Regulations, Chapter 6 business Enterprises Program for the Blind, Revises March 1993, Article 7, Section 7220 (j).
 - b. Payroll
 - c. Inventory Control
- 5) "Sanitation and Safety" which shall include:
 - a. Compliance with the state injury prevention program as specified in Labor Code section 6401.7
 - b. Compliance with food safety certification requirements as specified in Health and Safety Code, Section 113716
 - c. A Hazard Analysis Critical Control Points (H.A.C.C.P.) plan for food safety.