

Request for Expressions of Interest (RFEI)

Suffolk County Department of Economic Development and Planning is Seeking Interest Inquiries about

Securing Food Trucks for Suffolk County Buildings

Timeline

Advertised/Issue Date: December 16, 2019

**Technical Questions Due: December 23, 2019
3:30 P.M.**

Must be submitted in writing (fax/email acceptable) to the Suffolk County Department of Economic Development and Planning Department

**Submissions Due: January 6, 2020
3:30 P.M.**

Contact Information

Juliann Navarra
Community Engagement Coordinator
Suffolk County Department of Economic Development & Planning
100 Veterans Memorial Highway, 11th Fl., Hauppauge, NY 11788
Email: juliann.navarra@suffolkcountyny.gov

Tel: (631) 853-5003
Fax: (631) 853-4767

I. Description

1. The Suffolk County Department of Economic Development and Planning (the “Department”) seeks to help reduce the amount of single occupancy vehicle trips during lunch hours, provide convenient lunch options to employees, while supporting the next phase of the Suffolk County Mobility Study to improve transportation efforts Countywide.
2. The Suffolk County Department of Economic Development and Planning released a survey to employees, based on their location of employment, inquiring about food truck preferences. The survey was sent to all 781 employees located in Yaphank or Hauppauge; 308 employees responded within the 8 day window. The following data was collected:
 - a. Most employees typically eat lunch from 12pm-2pm

II. Administrative Information

1. Questions and Comments

- a.** Administrative Questions. Administrative questions (e.g., procedural questions on how to respond to this RFEI) may be submitted by telephone or in writing (fax/email acceptable) to the Economic Development & Planning (EDP) staff member listed on page one of this RFEI.
- b.** Technical Questions. Technical questions (questions which are specific to the information requested in this RFEI) must be submitted in writing (fax/email are acceptable) on or before the date set forth on page one of this RFEI to the attention of the EDP staff member listed on page one of this RFEI.

2. Responses

- a.** Interested parties are requested to respond to set forth responses to the request for information identified in Article V hereunder.
- b.** Responses should be submitted electronically to juliann.navarra@suffolkcountyny.gov Proprietary information, if any, should be minimized and **MUST BE CLEARLY MARKED**. To aid Department, please segregate any proprietary information. See Section 6 below.
- c.** Please be advised that all submissions become County property and will not be returned.

3. Due Date for Responses

Responses to the RFEI (Responses) must be submitted to the attention of the EDP staff member, listed on page one, by 3:30 p.m. on the date set forth on page one of this RFEI. In the interest of fairness to all participants, no extensions or exceptions will be permitted, unless issued as an Addendum to this RFEI and applicable to all Respondents.

4. RFEI Policies, Procedures and Disclaimers

- a.** The information provided in this RFEI is subject to change and is not binding on the County.
- b.** This RFEI is issued solely for information and planning purposes and does not constitute a solicitation or offer to procure or contract for any services. The County is not at this time seeking proposals and will not accept unsolicited proposals. Responses to this RFEI are not an offer and cannot be accepted by the County to form a binding contract.
- c.** This RFEI is not intended, and shall not be construed, to commit the County to pay any costs incurred in connection with any Response submitted during the RFEI process. The Respondent shall be solely and fully responsible for all costs associated with the development, preparation, transmittal, and submission of any material in

response to this RFEI. The County may request selected Respondents to present their material in person to the County's representative at County offices, and the costs of such presentations shall be solely the responsibility of the Respondent. The County assumes no contractual or other obligations as a result of the issuance of this RFEI, the preparation or submission of materials by a Respondent, the evaluation of materials, the Respondents conducting of presentations, or the selection of any Respondent for further negotiations. There may be no claims whatsoever for reimbursement from the County or any of its consultants or agents for such costs.

- d. The County reserves the right to amend or withdraw this RFEI at any time in the sole discretion of the County. The County reserves the right to request additional information from any Respondent. While the County is under no obligation to contact Respondents for clarifications, it reserves the right to do so. Depending on the number and quality of the Responses received, the County may elect to interview all or some of the Respondents.
- e. Not responding to this RFEI does not preclude participation in any future RFEI, if any is issued.
- f. No oral response by any employee, consultant or agent of the County shall be binding on the County, or shall in any way constitute a commitment by the County.

V. General Conditions

Responses to this RFEI are considered public under the Freedom of Information Act, and respondents should have no expectation of privacy with regards to descriptions of proprietary technology or methodology.

VI. Evaluation Review Process

1. This RFEI is the initial step in the County's planning phase.
2. A determination to issue an RFP will be predicated on the results of the RFEI.
3. Submission of a response to this RFEI shall not be a prerequisite for eligibility to respond to any future related RFP.

**** NOTE: The County is seeking feedback on the requested information in this RFEI and will consider any information, including partial responses, received in response to this RFEI.**