

STATE OF WASHINGTON

**DEPARTMENT OF SERVICES FOR THE BLIND**

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# REQUEST FOR INFORMATION

# DSB24-0009

# CUSTOM FOOD TRAILER

## Who We Are

The Department of Services for the Blind (DSB) is the state's vocational rehabilitation agency serving individuals with visual impairments or blindness. DSB works with participants to assist them in making informed choices to achieve full community participation through employment, education, and independent living opportunities. The Business Enterprise Program (BEP) provides opportunities for qualified, trained, legally blind adults to operate concession services or vending facilities in government buildings. The program provides these opportunities through the federal Randolph-Sheppard Act.

## What DSB is Seeking

DSB is seeking to add a food trailer to its portfolio of existing entrepreneurial food service opportunities (cafés, espresso stands, micro markets, snack stands, traditional vending, cafeterias in government buildings). The goal is to include equipment in the trailer that lends itself to a producing a wide variety of fresh simple menu options without focusing on a particular pre-determined ethnic or cultural type of food.

DSB’s Business Enterprise Program is looking for suppliers who have the capability, expertise, and capacity to design, build and outfit a custom 8.5 x 24-foot food trailer food trailer to be delivered to Lacey, Washington by July 31, 2024.

Trailer will need to be fully furnished with brand new commercial-grade equipment to potentially include exhaust hood, fire suppression, convection oven, rapid cook oven, gas grill, griddle, refrigeration, deli table, generator, sinks, prep tables, and cabinetry, hot and cold holding units. DSB would team with vendor to determine final equipment list. See attachments for sample layout and potential equipment list.

## Request for Information Process

This Request for Information is not a competitive solicitation that will result in the award of a contract to one or more bidders. Rather, it is intended to obtain information that may assist the Department in determining the contractual options that may be available should the Department elect to pursue a competitive solicitation for expert consulting and food trailer building services.

Participation in this RFI is voluntary and responses are not considered proposals. This document does not oblige the Department to issue a competitive solicitation to evaluate the services of any responding organization or to enter into any contract. The Department reserves the right to explore any and all options for meeting its need for services including, but not limited to, options that are brought to its attention through this RFI. The Department shall not be responsible for any cost that may be incurred by persons responding to this RFI.

## Desired Outcomes from this RFI

Your voluntary response to this RFI is greatly appreciated. At this time, we are seeking limited information just to help determine the availability of businesses that may fit our program needs. Notice of this RFI will be sent to persons who may know of potential respondents and will be published on the Department’s website as well as on Washington’s Electronic Business Solution (WEBS), the procurement website hosted by the State Department of Enterprise Services. The Department reserves the right to utilize freely any ideas and information received as a result of this RFI in developing potential solutions to the Department’s requirements.

## Questions and Answers about this RFI

Because of the rapid response time that is requested, the Department will not be able to respond to questions regarding this RFI at this time.

## How to Respond to this RFI

If you are interested in being considered for a contract as described in this RFI, please submit a letter of interest together with a completed questionnaire addressing your capabilities and experience. The questionnaire is appended to this RFI as Attachment 1. Please submit your response by email to: [DSBContracts@dsb.wa.gov](mailto:DSBContracts@dsb.wa.gov), no later than February 8, 2024.

## Confidentiality

The Department of Services for the Blind is subject to public records laws. As a result, responses are not confidential and are subject to public disclosure. We ask that you not submit any confidential and proprietary information in response to this RFI. No pricing is solicited at this time.

## Timeline and Next Steps

The Department will review responses and may engage one or more respondents in discussion regarding this RFI.

Thank you for your assistance and participation in this Request.

# Attachment 1: Respondent Questionnaire

Please provide the following information. Please include the text of the inquiry and enter your responsive information directly after each numbered question in the order given below.

1. Business Name:
2. Business Address:
3. Business Phone:
4. Business Email:
5. Business Website:
6. Point of Contact:
7. List Qualifications:
8. Describe experience fully designing, building, and outfitting custom food trailers from the ground up, including the following:
   1. Software or other tools utilized to design a food trailer.
   2. Typical industry lead-times to design and build an 8.5 x 24-foot, equipped, food trailer.
   3. Commercial kitchen equipment procurement experience and services offered.
   4. Knowledge and compliance of Washington State Labor & Industries (LNI), Washington State Public Health Code and state licensing requirements.
   5. Experience with the LNI two-step inspection and permit process in Washington State.
9. In 300 words or less, briefly explain how your business could potentially meet our needs.

# Attachment 2: Sample Food Trailer Layout

A diagram of a kitchen

Description automatically generated

# Attachment 3: Sample Food Trailer Equipment List

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| DESCRIPTION |
| CLOSED CABINET (SPEED RACK) |
| HOT HOLDING CABINET |
| SINGLE CONVECTION OVEN (ALTO SHAM) |
| RAPID COOK OVEN |
| PROPANE 6 OPEN BURNER TOP |
| EQUIPMENT STAND WITH LEGS |
| PROPANE COUNTERTOP GRIDDLE |
| STAINLESS WORKTABLE WITH CABINETS BELOW |
| SURFACE HOT/COLD FOOD WELLS |
| PREP SINK W/FAUCET |
| 3-COMPARTMENT SINK W/FAUCET/SPRAYER |
| PRE-RINSE FAUCET ASSEMBLY WITH ADD-ON FAUCET |
| HAND WASH SINK W/FAUCET |
| REACH-IN REFRIGERATOR |
| WALL SHELVING, STAINLESS STEEL |
| WALL MOUNTED SPLASH GUARD |
| STAINLESS WORKTABLE, CABINET BASE SLIDING DOORS |
| WALL CABINETS (ALUMINUM) |
| SANDWICH/SALAD PREPARATION REFRIGERATOR (DELI TABLE) |
| REACH-IN REFRIGERATOR WITH PREP TOP COUNTER |
| WALL CABINET (ALUMINUM) |
| REFUSE BOX - GARBAGE/RECYCLING |
| EXHAUST HOOD |
| ANSUL SYSTEM ABOVE CABINET |
| SERVICE WINDOW W/FLIP OUT AWNING |
| CONVENIENCE OUTLETS THROUGHOUT |
| EXTERNAL MENU/MONITOR – TYPE/LOCATION TBD |
| MECHANICAL ROOM |
| WATER HEATER (TANKLESS WATER HEATER) |
| WASTEWATER |
| FRESH WATER |
| GENERATOR |
| BACK ACCESS DOOR |
| BREAKER BOX AND PANEL FOR SHORE POWER |
| GENERATOR |
| ROOF AND OTHER COMPONENTS |
| PROPANE TANKS REAR MOUNT - IN STEEL BOXES |
| ROOF AC UNIT |
| ROOF HOOD VENT |
| FOLD DOWN PANEL/MENU BOARD/FLATSCREEN |
| INSIDE OVERHEAD LED LIGHTING |
| PORTABLE FIRE EXTINGUISHER |
| WALL MOUNT PAPER TOWEL AND SOAP DISPENSERS |
| TIRE PREFERERENCE |
| INTERIOR HEATER |
| FINISHES |
| DIAMOND PLATE STEEL FLOORING |
| OUTSIDE FINISH - BLACK |
| OPTIONAL COMPONENTS |
| UNDER COUNTER FREEZER |
| ICE MACHINE |
| FLIP UP LAPTOP WORKTABLE |
| PORTABLE CHAIR/STORAGE |
| OUTSIDE FLIP UP SERVICE SHELF |
| OUTDOOR LIGHTING |