



425 S. Palos Verdes Street Post Office Box 151 San Pedro, CA 90733-0151 TEL/TDD 310 SEA-PORT [www.portoflosangeles.org](http://www.portoflosangeles.org)

Karen Bass *Mayor, City of Los Angeles*

Board of Harbor  
Commissioners

Edward R. Renwick  
*Vice President*

Diane L. Middleton  
*Commissioner*

Michael Muñoz  
*Commissioner*

Lucille Roybal-Allard  
*Commissioner*

Lee Williams  
*Commissioner*

Eugene D. Seroka

*Executive Director*

**DATE:** September 28, 2023

**SUBJECT: REQUEST FOR PROPOSALS FOR PORT PANTRY OPERATOR**

Pursuant to the Port Pantry Operator Request for Proposals (RFP), all proposers were to submit any questions regarding this RFP by no later than Thursday, September 21, 2023. Questions were to be submitted in writing, and all questions and responses were to be posted on [the Department's website](#) and [www.rampla.org](http://www.rampla.org).

Below is a list of questions received from proposers, and the Department's response:

**1. Q: Can you please share pictures of the café/kitchen space?**

A: Please see attached photos.

**2. Q: Can you confirm the number of people on site daily for the Harbor Administration Building (HAB) and for the Construction and Maintenance Division?**

No. The number of people on site at HAB vary each day due to operational needs, work schedules, and hybrid schedules. The Construction & Maintenance Division have around 275 daily.

**3. Q: Is there currently any hybrid/remote work schedule in place that impacts the number of people on site daily?**

A: Yes.

**4. Q: How much does the City currently subsidize for the dining services (percentage and/or dollar amount) monthly/annually?**

A: Currently, the Harbor Department subsidizes 20% of the regular sale price, not including applicable sales tax for food items, snacks and beverages sold at the Port Pantry. Please see page 11 of the Request for Proposals.

**5. Q: Do the sales summary include catering services?**

A: No.



**6. Q: What is the annual catering spend?**

Year	Paid Catering Services
2018	\$2,018.00
2019	\$4,037.00
2020	\$4,039.00
2021	\$4,041.00
2022	\$4,043.00

**7. Q: How often does the City require catering services?**

A: The Board of Harbor Commissioners meeting every two (2) weeks may need catering services. See schedule of Board Meetings from [www.portoflosangeles.org](http://www.portoflosangeles.org).

**8. Q: What is the location of all vending machines?**

A:

LOCATION	ADDRESS	COUNT
Harbor Administration Building	425 S Palos Verdes St. San Pedro, CA 90731	2
Port Police Headquarters	330 S Centre St. San Pedro CA 90731	2
Maritime Law Enforcement Training Center	300 E Water St. Wilmington, CA 90744	2
Construction & Maintenance Yard	500 Pier A St. Wilmington, CA 90744	2
Construction & Maintenance Administration Building	500 Pier A St. Wilmington, CA 90744	1

**9. Q: Is there profit sharing from your vending incumbent? If so, what is your audit process for guaranteeing your paid commissions?**

A: No.

**10. Q: What are the top three feedback/comments you've received about your current café program?**

A: The feedback we have received about the food and catering services has been good, reliable, and consistent. Some employees have requested a rotating variety of dishes.

**11. Q: Can you differentiate the amount of the historical yearly Sales Summary that the past Port Operator received for 2018 at the pantry from the amount the Operator was paid by the Port?**

A: Port Pantry Operator was paid for the following in 2018:

2018 Services	2018 Payments
Subsidy Port Pantry Services	\$48,898.85
Coffee Services	\$28,340.74
Catering Services	\$6,582.42

**12. Q: Are monthly and or yearly Historical Sales the only profit the Pantry Operator receives?**

A: Currently, yes, because the existing Operator subcontracts the vending machines and coffee services.

**13. Q: Does the Port pay the wages of the employees the Pantry Operator hires?**

A: No.

**14. Q: If the Operator gives a Bar-B-Q, can they charge or ask for donations from employees?**

A: Operator can use kitchen equipment provided by the Harbor Department as listed on Attachment 2 of the RFP. Operator may request specific equipment which the Harbor Department may or not provide in its sole and absolute discretion.

All food served in the Port Pantry must be cooked on the Port Pantry premises with City-provided equipment. Operator will be paid in accordance with the contract compensation section.

**15. Q: Are there any fundraisers that the Port wants the Operator to cater?**

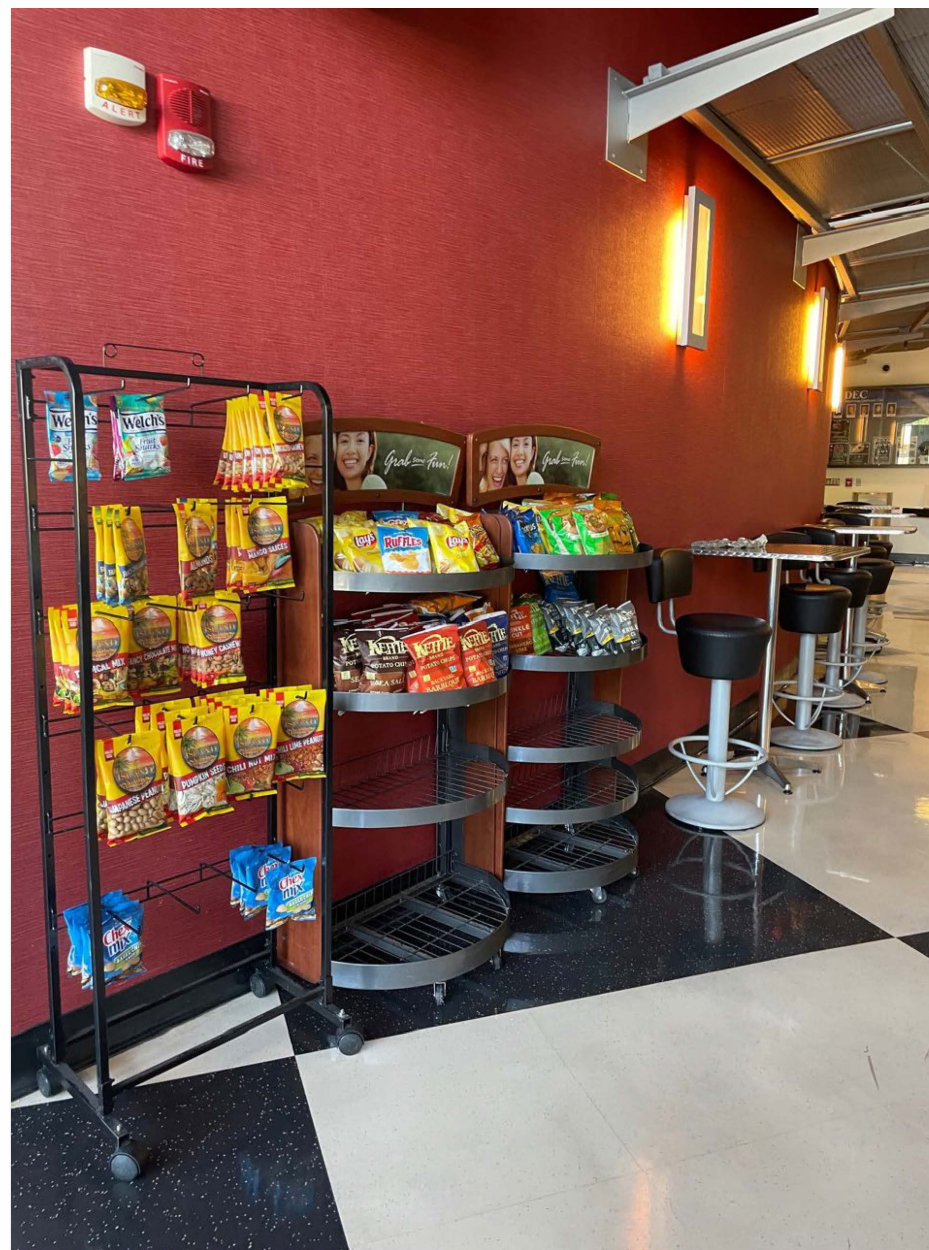
A: There have not been any fundraisers at the Harbor Department, but in the future, it may be at the Harbor Department's sole and absolute discretion.

## PORT PANTRY LOUNGE





## PORT PANTRY SNACK AREA



PORT PANTRY COFFEE MACHINE







PORT PANTRY SODA DISPENSER MACHINE

## PORT PANTRY CUSTOMER COUNTER





## PORT PANTRY SALAD BAR



PORT PANTRY FIRE EXTINGUISHER





PORT PANTRY REFRIGERATOR



PORT PANTRY SELLER COUNTER



PORT PANTRY COFFEE & SODA SUPPLIES





PORT PANTRY UTENSILS STORAGE



PORT PANTRY ICE MACHINE



PORT PANTRY POTS & TRAYS STORAGE





PORT PANTRY SINK AREA



PORT PANTRY REFRIGERATOR



## PORT PANTRY SODA VENDING MACHINES





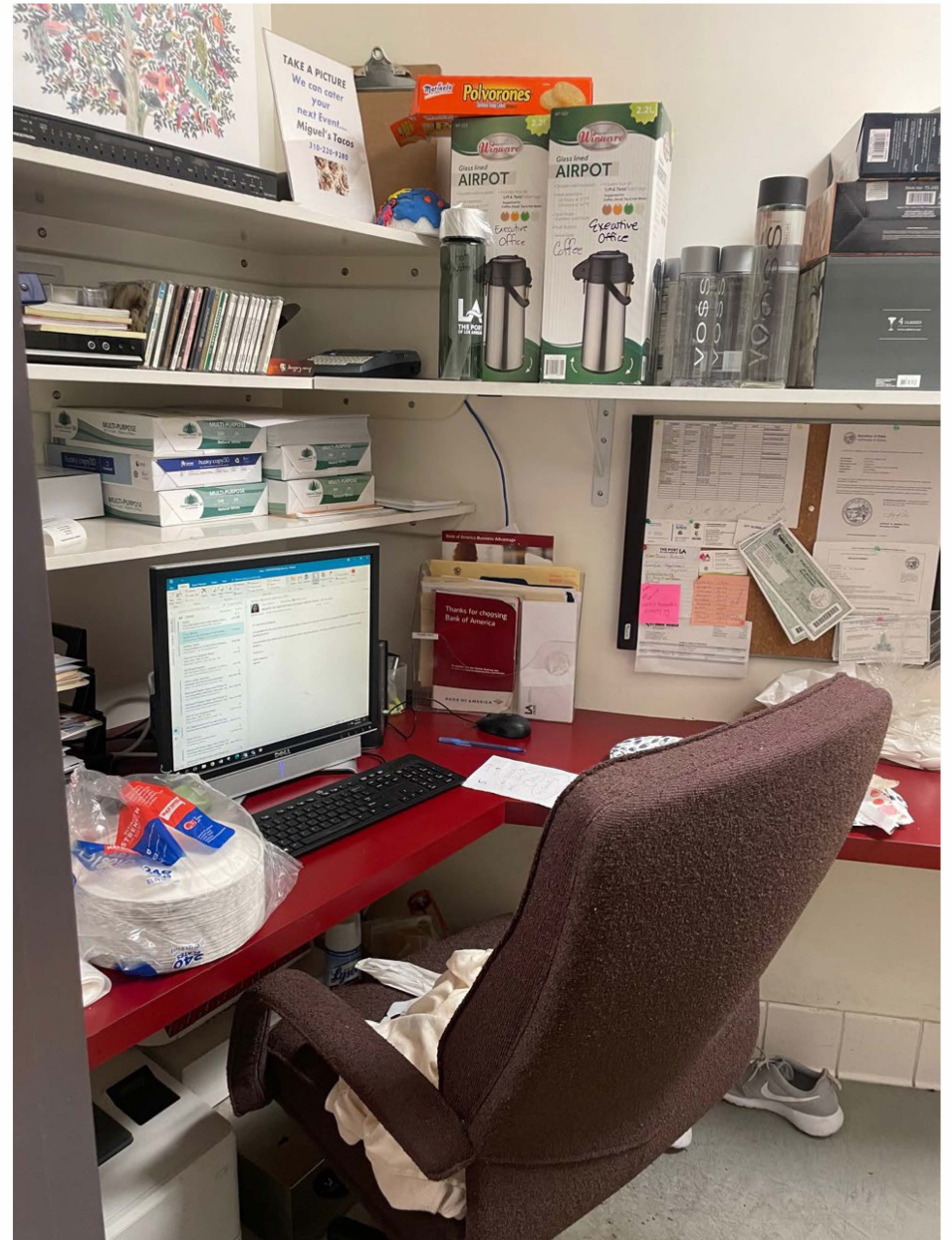
PORT PANTRY SUPPLIES STORAGE AREA



PORT PANTRY FREEZERS

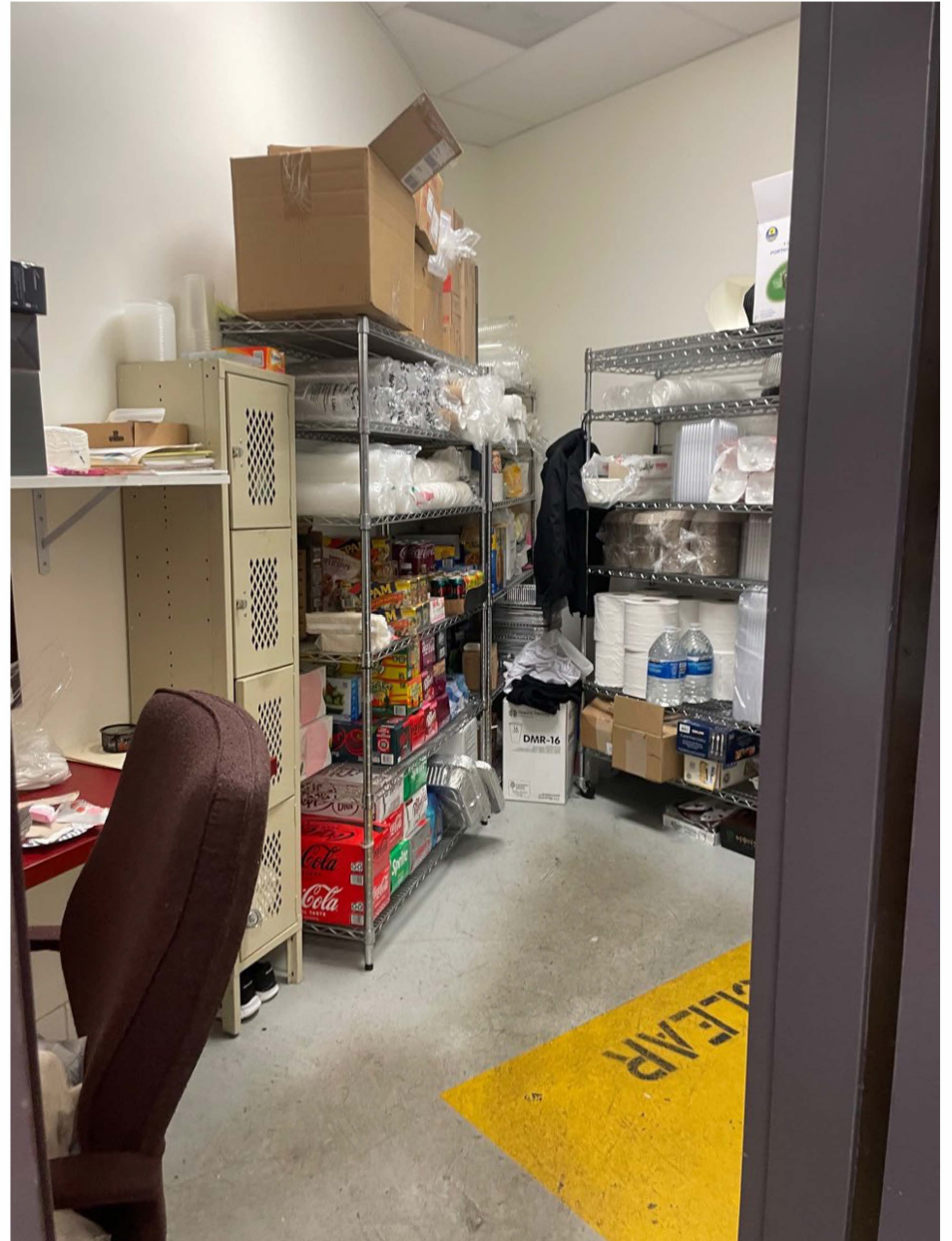


## PORT PANTRY OFFICE





PORT PANTRY SUPPLIES STORAGE AREA



PORT PANTRY COOKING COUNTER



PORT PANTRY SINK AREA





Sent from my iPhone

## PORT PANTRY MAIN ENTRANCE

