



A NEW DAY

City of Jacksonville, Florida
Donna Deegan, Mayor

Procurement Division
www.coj.net

ADDENDUM NO. ONE (1)

BID NUMBER 17067-25

TITLE OF BID Request for Qualifications (RFQ) for Restaurant Operators in St. Johns River Park / Friendship Fountain

OPENING TIME AND DATE 10:00 a.m., OCTOBER 8, 2025

THIS ADDENDUM IS ISSUED FOR THE INFORMATION OF BIDDERS ON THE ABOVE TITLED PROJECT AND WILL BE PART OF THE CONTRACT.

- THE PURPOSE OF THIS ADDENDUM IS FOR THE FOLLOWING:

Clarification to the RFP:

- 1) Close Date: OCTOBER 8, 2025 at 10:00 a.m. time is extended to **OCTOBER 24, 2025 at 4:00 p.m.**
- 2) A 2nd Non-Mandatory Meeting will be held on **OCTOBER 14, 2025 at 10:30 a.m.**

[Join the meeting now](#)

Meeting ID: 266 114 664 090

Passcode: tY9uw933

- 3) See page 2 – 3 of the Summary Addendum for RFP.

DATE **Oct 7, 2025**

BUYER *Ruth Keith*



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Summary Addendum for RFP - Non-Construction 17067-25

1. Title Page - Include only RFQ Title, RFQ Number, Contractor's full name, address, phone number.
2. Cover Letter –
 - a. Date of Letter
 - b. RFQ Title and Number
 - c. Bidder's full name, address and phone number
 - d. Names of the persons who will be authorized to make representations for the Bidder, their titles, addresses (including email address) and telephone numbers
 - e. Bidder's Federal Employer ID Number.
 - f. Acknowledgement that (i) the Response is based on the terms set forth in the RFQ and all amendments thereto posted on City's website as of the date of the Response, and (ii) the Bidder will be responsible for monitoring City's website for subsequent amendments and for either maintaining, amending, or withdrawing the Response prior to the Response Due Date based on those subsequent amendments.
 - g. Signature of Authorized Representative.
3. Required Forms
 - a. Business references (covers 4b below)
4. Proof of Minimum Requirements
 - a. Provide evidence demonstrating they have experience in providing services similar to those described in the Scope of Services.
 - b. Names, address and telephone numbers of at least three (3) references of vendors or clients with direct knowledge of the experience of the proposer's involvement in restaurants, catering, and operations. One of the references must be the proposer's principal food supplier.
 - c. F&B Experience
 - i. The minimum ownership qualifications are five (5) of the most recent seven (7) years as principal Owner of a standalone restaurant or resort.
 - Administration of a liquor license and the sale of alcoholic beverages as a retail vendor.
 - i. The minimum Operating Partner qualifications are seven (7) years of successful food and beverage experience within the most recent ten (10) years in the following
 - Administration of a liquor license and the sale of alcoholic beverages as a retail vendor.
5. Statement of Qualifications. This portion of the Response will be used to provide the information City needs to evaluate how well the Contractor meets the criteria listed in the Evaluation Criteria.
 - a. **COMPETENCE.** List previous food and beverage operations that the operations team has been involved with within the last 10 years. Identify, specifically, the key personnel who will be part of the operation and describe the work they will perform. Provide resumes of Owner, General Manager, Chef and other principal staff showing years of experience in food and beverage operations. **(40 points maximum score; scores shall reflect the quality of establishments cited)**
 - b. **RECENT, CURRENT AND PROJECTED EXPERIENCE AND WORKLOAD.** Provide the number and size of food and beverage location currently in operation. Discuss ability to operate multiple units. **(20 points maximum score)**

FINANCE AND ADMINISTRATION DEPARTMENT

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8800 | Fax: 904.255.8837 | www.coj.net



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- c. **FINANCIAL RESPONSIBILITY.** Describe the form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Operator may wish to supply to demonstrate and be scored on financial responsibility. *(20 points maximum score)*
- d. **PROXIMITY TO THE PROJECT.** Document the location of each location currently in operation and corporate headquarters, if one exists. *(15 points maximum score)*
- e. **PAST AND PRESENT DEMONSTRATED COMMITMENT TO SMALL AND MINORITY BUSINESSES AND CONTRIBUTIONS TOWARD A DIVERSE MARKETPLACE.** Responses to this evaluation criterion should include, without limitation, statements that document the Operator's: (i) commitment to members and/or employees that make up its firm; (ii) commitment to diversity within its community and beyond; and (iii) commitment to and/or utilization of small and emerging businesses as vendors. *(5 points maximum score)*