



Request for Proposals (RFP)
FOR THE OPERATION OF CAFÉ BLU
UNIVERSITY OF THE BAHAMAS NORTH (UB NORTH)
FREEPORT, GRAND BAHAMA, BAHAMAS

Issued by:

The Business Enterprise Unit
University of The Bahamas

Issue Date: April 13, 2026

Proposal Submission Deadline: May 22, 2026

Deadline for Submission for Questions/Requests for Clarification: April 29, 2026

Submit all questions and requests for clarification in writing to: businessenterprise@ub.edu.bs

RFPs should be submitted via email: businessenterprise@ub.edu.bs and addressed to:

Business Enterprise Unit
University of The Bahamas
#1 University Drive
Nassau, N.P., The Bahamas

Contents

Section 1 – Business Opportunity and Background Information..... 3

 1. The Opportunity..... 3

 2. Institutional Overview 3

 3. Description of the Commercial Space 4

Section 2 - Anticipated Lease 5

Section 3 – Rental, Fees and Revenue Share Structure 6

Section 4 – Revenue Management & Reporting..... 6

Section 5 – Rights and Responsibilities 7

Section 6 – Operating Requirements 7

Section 7 - Required Proposal Format 8

Section 8 – Proposal Instructions..... 10

Section 9 - Site Visit 11

Section 10 – Administrative Requirements 11

Section 11 - Proposal Submission and RFP Timelines..... 12

Section 12 – Evaluation and Award..... 13

Section 13 – Terms and Conditions for Proposals..... 14

Appendix 1 – Inventory List..... 15

Appendix 2 – Floor Plan..... 18

Appendix 3 – Sample Lease Agreement..... 19

Section 1 – Business Opportunity and Background Information

1. The Opportunity

University of The Bahamas (UB, “University”) invites qualified food service operators (“Proposers”) to submit proposals for the operation of Café Blu, a café-style food and beverage concession located at UB North in Grand Bahama.

Café Blu is intended to operate as a welcoming and convenient gathering space for students, faculty, staff, and visitors. The café will provide high-quality beverages, light meals, and grab-and-go food options to support the needs of the UB North community.

The University seeks a capable operator who can deliver professional food service operations, maintain high standards of quality and customer service, and operate a café concept that contributes positively to the student experience.

The selected operator will be responsible for the daily management, staffing, food preparation including quality and safety, menu development, financial reporting, and operational oversight of Café Blu.

2. Institutional Overview

University of The Bahamas Vision: University of The Bahamas will foster a culture of research, innovation and inquiry through its undergraduate and graduate programmes. It will meet the educational aspirations of its students and nurture their creativity. It will promote the values of learning, leadership and service.

University of the Bahamas Mission: The mission of the University shall be to advance and expand access to higher education, promote academic freedom, drive national development and build character through teaching, learning, research, scholarship and service. *Article 4, University of The Bahamas Act, 2016*

The University is the national public University of The Bahamas and the country’s primary institution for higher education, research, and national development. Established as the successor to the College of The Bahamas in 2016, the University plays a central role in advancing academic excellence, expanding access to tertiary education, and supporting the social and economic development of the nation.

UB offers a broad portfolio of undergraduate and graduate programs across disciplines including business, education, health sciences, engineering, environmental science, hospitality, and the arts. Through teaching, research, and community engagement, the University seeks to prepare graduates who are intellectually curious, innovative, and equipped to contribute meaningfully to the advancement of The Bahamas and the global community.

Guided by its strategic vision, the University is focused on strengthening student success, expanding access to higher education, and positioning itself as a leading center of research and innovation for small island states. UB continues to build international partnerships, pursue accreditation, and invest in programs that support national priorities such as sustainability, workforce development, and economic resilience.

With a campus in New Providence and an instructional site Grand Bahama, the University serves thousands of students and remains committed to fostering a culture of learning, leadership, innovation, and service across The Bahamas.

UB North

UB North, located on West Mall Drive and Mackenzie Street in Freeport, Grand Bahama, serves as the University's primary academic hub for the northern islands of The Bahamas. UB North provides access to undergraduate degree programs, continuing education, and workforce development initiatives designed to support the economic and social advancement of Grand Bahama and surrounding communities.

UB North plays an important role in expanding access to higher education within the Family Islands while supporting regional industries such as tourism, business, education, and public service. Through academic programmes, community partnerships, and professional development initiatives, UB North contributes to the development of a skilled workforce and promotes lifelong learning throughout the region.

UB North's community is home to approximately 500 stakeholders, including students, faculty, administrative staff, and visiting members of the public who participate in academic, cultural, and professional activities throughout the year. This community forms the core customer base for on-site services and plays a vital role in shaping the student experience.

As the University continues to expand its impact across the archipelago, UB North remains an essential component of UB's mission to broaden educational opportunity, support national development, and foster innovation within The Bahamas.

The Business Enterprise Unit

The Business Enterprise Unit (BEU) of the University of The Bahamas is responsible for overseeing the University's auxiliary and revenue-generating operations that support the overall university experience while contributing to the financial sustainability of the institution.

Operating within the University's administrative structure, the Business Enterprise Unit manages a portfolio of commercial services designed to enhance convenience, accessibility, and engagement for students, faculty, staff, and visitors. These services include retail, food service operations, facility rentals, and other enterprise initiatives that complement the University's academic mission.

Through strategic planning, operational oversight, and partnerships with external vendors, the Business Enterprises Unit seeks to deliver services that are efficient, customer-focused, and aligned with the needs of the University community. The unit is committed to maintaining high standards of quality, operational accountability, and financial stewardship while fostering innovative solutions that enhance the university environment.

By developing sustainable commercial activities that support student life and engagement, the Business Enterprise Unit plays an important role in advancing the University's broader goals of institutional growth, service excellence, and long-term financial resilience.

3. Description of the Commercial Space

Café Blu is located at the heart of the UB North, providing a central and accessible location for the UB North community.

The café concession space comprises approximately 625 square feet, including:

- 400 square feet of dining space
- 225 square feet designated for food preparation and service

The University will provide certain equipment and furniture located within the space. A full inventory is listed in Appendix 1 and a copy of the floor plan has been provided in Appendix 2.

Operational Limitations

Vendors should carefully review the operational limitations of the space prior to submitting proposals.

The Café Blu space does not include a full commercial kitchen and the following limitations apply:

- There is no freezer within the space.
- There is no dedicated storage room; storage of inventory and supplies must be held within the unit or off site.
- Grease-based cooking equipment or tabletop cooking appliances are not permitted as there is no ventilation.
- Vendors may assemble and prepare food items within the prep area.
- Food items requiring cooking must be prepared off-site and transported to the campus for service.

Proposals should reflect a menu concept that is compatible with these operational limitations.

Certain equipment listed in Appendix 1 may be provided in the premises; however, the Operator shall use only such equipment as is expressly permitted by the University and compliant with the operational limitations of the space.

Section 2 - Anticipated Lease

The University of The Bahamas intends to enter into a 3-year concession lease agreement with the successful proposer. The lease agreement will establish the legal and commercial framework governing the operation of the café concession.

The lease will set forth, among other things:

- the rights and obligations of the proposer and the University with respect to the operation of Café Blu
- the financial terms governing rent, administrative fees, and revenue sharing
- operational standards for the café
- maintenance and repair obligations for equipment and premises
- reporting and financial controls related to revenue generation
- the permitted uses of the space and operational limitations of the facility

The proposer will be responsible for operating Café Blu in a manner consistent with the policies, operational requirements, and service standards of University of The Bahamas. The University anticipates entering into a formal concession lease agreement following the selection of the successful proposer and completion of contract negotiations.

The final lease agreement will incorporate the commercial terms described in this RFP together with additional legal provisions customary to commercial leases and concession agreements. A sample lease

Agreement is included in Appendix 3 of this report and is subject to final review and distribution by the University's General Counsel.

Section 3 – Rental, Fees and Revenue Share Structure

The Café Blu concession space will be leased at a rate of One Dollar and Sixty-Five Cents (\$1.65) per square foot. Based on the total leased space of 625 square feet, the monthly rental amount will be One Thousand Thirty-One Dollars and Twenty-Five Cents (\$1,031.25) per month.

In addition to base rent, the operator will be responsible for a monthly administrative fee of One Hundred Fifty Dollars (\$150.00) to cover utilities and facility-related costs associated with the operation of the space.

Proposers must also submit a financial proposal outlining the commercial terms under which they propose to operate the Café Blu concession. The financial proposal may include, but is not limited to:

- proposed revenue sharing or concession fee arrangements
- minimum annual guarantees, if applicable
- other financial considerations offered to the University.

Proposers should present financial structures that demonstrate both the financial sustainability of the café operation and value to the University. As part of the financial proposal, proposers must submit:

- a projected profit and loss statement for the café operation
- three-year financial projections including revenue, operating costs, and projected profitability
- key assumptions used in developing the financial projections.

The University will evaluate the financial proposal based on its realism, sustainability, and overall financial value to the institution.

Section 4 – Revenue Management & Reporting

All transactions conducted within Café Blu must be processed through a point-of-sale (POS) system capable of supporting multiple payment methods, including debit cards, credit cards, cash payments, the University Campus Card system, and approved departmental charges.

To ensure transparency and accountability, the selected operator will be required to maintain accurate financial records for all transactions conducted within the café. The operator must submit a monthly sales report to the Business Enterprise Unit no later than the 10th day of each month for the preceding month.

Monthly reports must include:

- total gross sales
- breakdown of sales by payment method
- reconciliation of Campus Card transactions
- documentation of approved University departmental purchases.

The University reserves the right to review or audit financial records related to café operations. Sales records must be retained for a minimum of three (3) years.

The financial relationship between the University and the selected operator, including any concession fee, revenue participation, or other financial arrangement, will be governed by the final concession lease agreement negotiated with the successful proposer.

Section 5 – Rights and Responsibilities

Responsibilities of the University

The University will:

- provide access to UB North and the Café Blu space as required
- provide equipment and furnishings listed in Appendix 1
- maintain structural components of the facility
- approve marketing material bearing the University's name and/or logo.

Responsibilities of the Operator

The operator shall:

- design, prepare and share marketing material, requesting approvals as required and submitting tickets to the Department of Communications for material to be shared with the community
- operate the café during agreed operating hours
- maintain the space in a clean and sanitary condition
- maintain equipment and furnishings provided by the University
- comply with all health and safety regulations
- comply with the financial reporting and revenue settlement procedures outlined in Section 4 – Revenue Management & Reporting.

The operator may not sublease or transfer the concession to another party without prior written approval from the University.

The University will provide access to certain equipment and furnishings located within the café space. All equipment and furnishings remain the property of the University.

The operator will be responsible for:

- maintaining equipment in good working condition
- performing routine maintenance
- repairing or replacing equipment damaged during operations

The operator will also be responsible for any damage to the premises during the term of the agreement.

Section 6 – Operating Requirements

Hours of Operation

During peak season (August-November, January – April) the café must operate at minimum: Monday – Thursday 8:00 a.m. – 6:00 p.m. and on Friday 8:00a.m. – 4:00p.m.

During off-peak seasons (December, May-July), the café must operate at minimum: Monday – Friday 8:00a.m. – 4:00p.m. daily.

Closures are permitted only during national holidays, scheduled UB North closures and approved temporary closures due to infrastructural emergencies.

Menu Offerings

The selected operator will provide a menu appropriate for a university café environment. Pricing must remain affordable and aligned with the purchasing power of the student population. The Proposer is required to provide pricing for all menu items and disclose suggested margins.

Default and Performance Clauses

The following may constitute default:

- failure to remit rent or revenue share payments
- failure to submit required financial reports
- repeated unauthorized closures
- failure to maintain equipment or facilities
- violation of health or safety regulations

The University will provide written notice of default. The operator will have ten (10) business days to remedy the issue. Failure to resolve the issue may result in termination of the concession agreement.

Minimum Sales and Performance Expectations

The University seeks an operator capable of delivering a reliable and financially sustainable café operation that effectively serves the campus community.

Proposers must demonstrate the financial viability of their proposed café concept through the financial documentation submitted as part of their proposal. Each proposer must submit three-year financial projections, including expected revenues, operating costs, and projected profitability.

These projections will assist the University in evaluating the financial feasibility of the proposed concept and the proposer's ability to sustain café operations over time.

Section 7 - Required Proposal Format

To facilitate a fair and consistent evaluation process, all proposals must be submitted using the following structure. Proposals that do not follow the required format may be considered incomplete.

Proposals must include:

1. Cover letter
2. Executive Summary (no more than 2 pages)
3. Company and ownership background and experience including contact information and registered address
4. Description of proposed café concept
5. Sample menu and pricing structure
6. Operational plan and staffing approach, please include CVs of management team
7. Financial proposal including projected annual income and cash flow
8. References from similar operations

Section 1 – Company and Ownership Profile

Vendors must provide:

- legal name of the business (a business license and VAT certificate will be required of the successful operator at the point of contract negotiation)
- years in operation
- description of the company's core business activities
- experience operating cafés, restaurants, or similar food service operations
- locations of existing or previous operations

Section 2 – Proposed Café Concept

Vendors must provide a description of the proposed concept for Café Blu, including:

- overall café theme or brand concept
- description of target menu offerings
- explanation of how the concept will appeal to a University environment
- explanation of how the concept will operate within the facility limitations described in this RFP

Section 3 – Sample Menu and Pricing

Vendors must provide a sample menu including proposed pricing for items. Menu pricing should reflect affordability for the student population and should demonstrate value for money while maintaining product quality.

Section 4 – Operational Plan

The operational plan should describe:

- staffing structure
- service workflow
- hours of operation
- food sourcing and preparation approach
- procedures for maintaining food quality and safety

Vendors should clearly indicate how food items requiring cooking will be prepared off-site and transported to the campus, given that cooking is not permitted within the café space.

Section 5 – Financial Proposal

Proposers must submit a financial proposal describing the commercial terms under which they propose to operate the Café Blu concession.

The financial proposal must acknowledge the following fixed facility costs:

- monthly base rent of \$1,031.25
- monthly administrative fee of \$150.00

In addition to these fixed costs, proposers must provide a profit and loss statement for the proposed café operation, three-year financial projections and a description of the financial arrangement proposed with the University, which may include concession fees, revenue participation, or other financial considerations. The University will evaluate the financial proposal based on financial sustainability, operational feasibility, and overall value.

Section 6 – References

Vendors must provide at least two references from previous or current clients for whom similar food service operations have been provided.

References should include:

- organization name
- contact person
- phone number or email address
- description of services provided

Section 8 – Proposal Instructions

To facilitate the most efficient, comprehensive and objective review and comparison of proposals, it is necessary that all submissions conform to the prescribed format. Proposals submitted in response to this RFP must meet all requirements outlined in this section.

RFP Package

Please review the full RFP package to ensure that you have in your possession all of the necessary documents. If you find that any documents or pages are missing from the package you may notify the unit via email: businessenterprise@ub.edu.bs to obtain a complete package.

University of The Bahamas will not be responsible for any oral instructions given regarding the completion and submission of any proposal.

Clarifications, Questions and Inquiries

All requests for clarification of the RFP must be submitted via email: businessenterprise@ub.edu.bs and received on or before 29 April 2026. The University may respond to written requests for clarification through formal addenda issued to all prospective proposers.

University of The Bahamas may issue additional information, clarification or modification to this RFP by written addendum. The University shall not be bound by oral or other explanations or clarifications not contained in such Addenda.

Each Proposer will assume the responsibility for ensuring that all required documents are complete and submitted with the proposal. No proposal by telephone or fax, or modifications to a proposal by said means will be considered.

Familiarity with Conditions Affecting Proposal

Each proposer shall, before its proposal is submitted, thoroughly examine, and assess the proposal documents and conditions and requirements for developing a retail concession. The Proposer must also be knowledgeable of all relevant laws, rules, notices, directives, standards, orders and regulations, licensing and permit requirements, labor market, and other circumstances that may affect the proposal. Submission of a proposal constitutes a representation by the Proposer that it is familiar with and accepts all of the foregoing.

Declaration

By submitting a proposal, the Proposer represents that:

1. The proposal is genuine and not submitted in collusion with any other party;

2. The proposer has reviewed and understands the requirements of this RFP;
3. The proposer agrees to be bound by the terms and conditions contained herein; and
4. The proposer is a Bahamian-owned company or will establish an appropriately constituted Bahamian-owned company prior to commencement of the concession agreement.

Proposers must clearly and unambiguously show that they have the experience, capability, and financial capacity to successfully develop and operate the proposed retail concession.

Section 9 - Site Visit

An optional site visit will be held on 7 May 2026 from 10:00a.m. – 12:00p.m. for vendors wishing to view the Café Blu space and better understand the operational environment.

While attendance is not mandatory, vendors are encouraged to attend.

Vendors wishing to participate must notify the Business Enterprises Unit via email: businessenterprise@ub.edu.bs no later than May 4, 2026.

Section 10 – Administrative Requirements

The following administrative requirements govern the submission and review of proposals in response to this Request for Proposals (RFP).

Proposal Submission

Proposals must be submitted electronically no later than the Proposal Submission Deadline indicated in this RFP. Proposals received after the submission deadline may not be considered.

It is the responsibility of each proposer to ensure that their proposal is submitted in accordance with the instructions contained in this document. The University will not be responsible for late, incomplete, or improperly submitted proposals.

Proposal Validity

All proposals submitted in response to this RFP shall remain valid for a period of ninety (90) days following the proposal submission deadline.

Modification or Withdrawal of Proposals

A proposer may modify or withdraw its proposal at any time prior to the submission deadline by providing written notice to the University.

After the submission deadline has passed, proposals may not be modified or withdrawn except at the discretion of the University.

Confidentiality of Proposals

All proposals submitted in response to this RFP will be treated as confidential during the evaluation process. The University reserves the right to share proposal information with members of the evaluation committee and other authorized University representatives as necessary for the purpose of evaluating submissions.

Costs of Proposal Preparation

All costs incurred in the preparation and submission of proposals are the sole responsibility of the proposer. University of The Bahamas shall not be liable for any expenses incurred in connection with the preparation, submission, or presentation of proposals.

Reservation of Rights

University of The Bahamas reserves the right to:

- reject any or all proposals
- waive minor irregularities in submissions
- request additional information from proposers
- invite selected proposers to participate in interviews or presentations
- negotiate with one or more preferred proposers
- amend, suspend, or cancel this RFP at any time prior to execution of a concession agreement

The issuance of this RFP does not obligate the University to award a contract or enter into a concession agreement.

Section 11 - Proposal Submission and RFP Timelines

Proposals must be submitted electronically to:

Business Enterprises Unit

University of The Bahamas

Email: businessenterprise@ub.edu.bs

Proposals must be received no later than 3:00 p.m. on 7 May 2026. Proposers are solely responsible for ensuring that their submissions are complete and received by the deadline. Proposals submitted after the deadline may not be considered. Proposals must be submitted electronically in accordance with the format specified in Section 7 – Required Proposal Format.

The anticipated timeline for the Café Blu Request for Proposals process is outlined below. These dates are intended to provide prospective vendors with adequate time to review the opportunity, submit questions, participate in a site visit if desired, and prepare a complete proposal.

The University reserves the right to adjust this timeline if necessary.

Milestone	Date
RFP Issued	April 13, 2026
Deadline for Vendor Questions/Request for Site Visit	April 29, 2026
Optional Site Visit	May 7, 2026
Responses to Vendor Questions Issued	May 6, 2026
Proposal Submission Deadline	May 22, 2026
Proposal Evaluation Period	May 25 – June 5, 2026
Vendor Interviews (if required)	May 28 – June 2, 2026
Notice of Intent to Award	June 15, 2026

Milestone	Date
Contract Finalization	June 30, 2026
Target Commencement of Operations	August 1, 2026

Section 12 – Evaluation and Award

All proposals submitted in response to this Request for Proposals will be evaluated by a review committee appointed by the University of The Bahamas. The evaluation process is intended to ensure that the selected operator demonstrates the experience, operational capability, and concept quality necessary to successfully operate Café Blu and effectively serve the campus community.

The University will evaluate proposals based on several factors, including but not limited to the vendor’s experience operating food service establishments, the quality and suitability of the proposed café concept, menu variety and pricing affordability for the student population, operational capability, and the overall financial viability of the proposed operation.

Proposals will be evaluated using the criteria below:

Criteria	Weight
Vendor experience	25%
Quality of café concept	25%
Menu diversity and affordability	25%
Operational plan	15%
Quality and completeness of proposal	10%

The University may also consider the proposer’s demonstrated ability to operate successfully within the operational limitations of the Café Blu space, including the absence of a full kitchen, freezer, and storage facilities. The University will also evaluate the proposer’s projected financial performance, including the submitted profit and loss statement, three-year financial projections, and the financial consideration offered to the University.

During the evaluation process, the University reserves the right to request additional information from proposers, clarify elements of submitted proposals, or invite selected proposers to participate in interviews or presentations to inform the final evaluation.

Following completion of the evaluation process, the University may identify one or more preferred proponents. The University will then enter into discussions or negotiations with the preferred proposer to finalize the terms of the concession lease agreement.

The issuance of this Request for Proposals does not obligate the University to award a contract. Additional procurement rights reserved by the University are described in Section 10 – Reservation of Rights.

The successful proposer will be required to enter into a concession lease agreement with the University of The Bahamas prior to commencing operations.

Section 13 – Terms and Conditions for Proposals

The following terms and conditions will apply to the concession lease agreement that may result from this Request for Proposals.

Proposer Due Diligence

Each proposer should conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this RFP and obtain independent advice from appropriate sources. Submission of a Proposal constitutes a representation that it has conducted its own due diligence and is familiar with and accepts all the contents of this document and its appendices.

Compliance with Laws and Regulations

The successful proposer will be required to comply with all applicable laws, regulations, and public health standards governing food service operations within The Commonwealth of The Bahamas. The operator must maintain all required permits, licenses, and certifications necessary to operate a food service establishment.

Insurance Requirements

The successful operator will be required to maintain appropriate insurance coverage for the duration of the concession lease agreement. Such coverage includes general liability insurance and any additional insurance deemed necessary by the University of The Bahamas.

Proof of insurance will be required prior to the commencement of operations and must remain valid throughout the lease term.

Maintenance and Condition of Premises

The operator will be responsible for maintaining the café premises, equipment, and furnishings in a clean, safe, and sanitary condition. The operator shall ensure that all equipment provided by the University is properly maintained and shall be responsible for the repair or replacement of any equipment damaged during the course of operations.

Assignment and Subleasing

The operator may not assign, transfer, or sublease the concession space or any portion of the operation without the prior written consent of the University of The Bahamas.

Conflict of Interest

Proposers must disclose any potential conflicts of interest that may arise in connection with the submission of a proposal or the operation of the café concession.

Governing Law

This Request for Proposals and any concession lease agreement resulting from this process shall be governed by and interpreted in accordance with the laws of The Commonwealth of The Bahamas.

Execution of Concession Agreement

The successful proposer will be required to enter into a formal Concession Lease Agreement with the University of The Bahamas prior to commencing operations at Café Blu.

Acceptance of Terms

Submission of a proposal in response to this RFP constitutes acceptance by the proposer of the conditions and requirements set forth in this document.

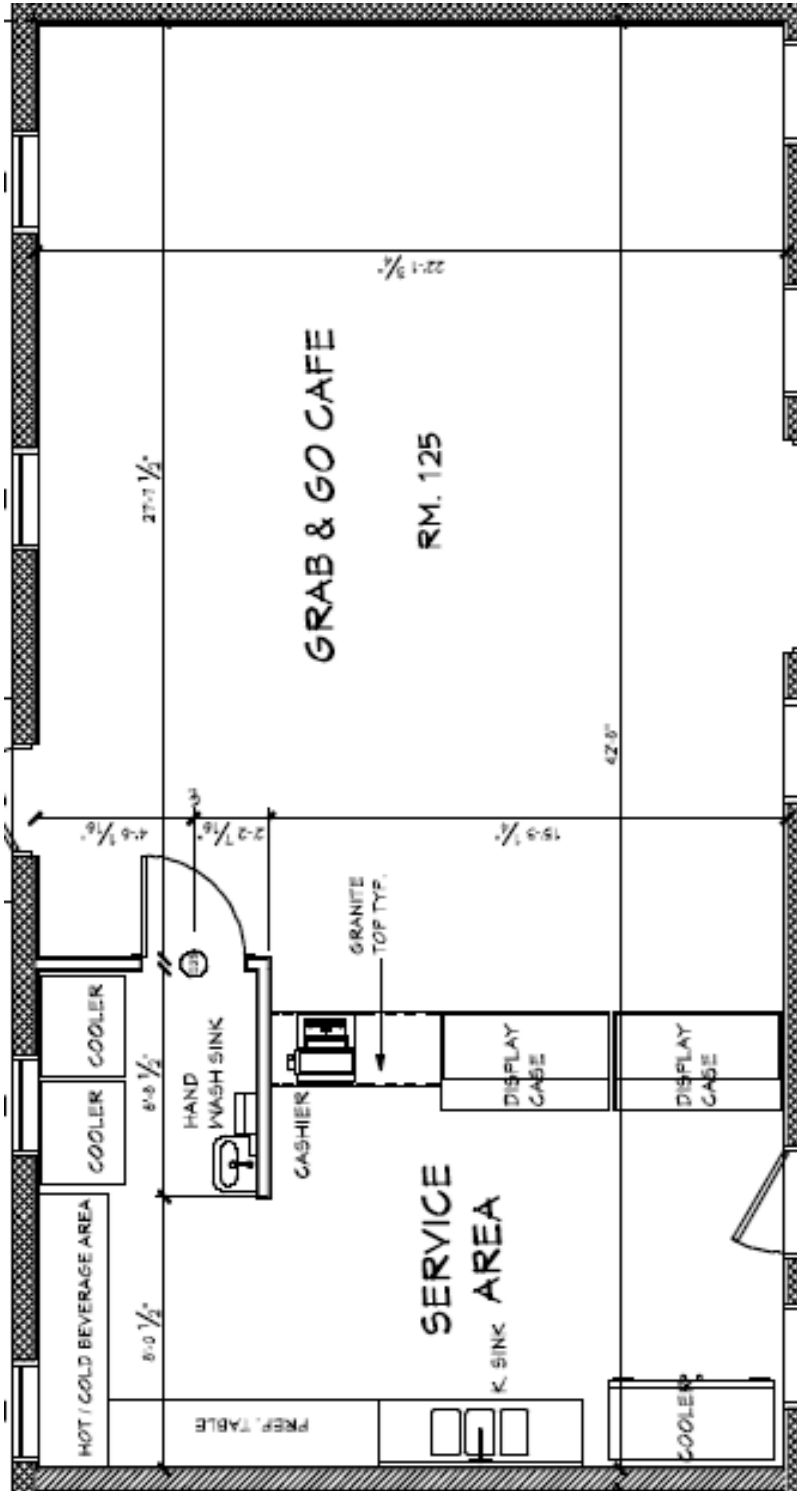
Appendix 1 – Inventory List**Equipment**

Short Description	Long Description	Quantity	Notes
Refrigerator	Avantco A-35R-HC 39 1/2" Solid Door Reach-In Refrigerator	2	
Display Case	60" Black 3-Shelf Curved Glass Dry Bakery Display Case with LED Lighting	1	
Display Case	48" Black 3-Shelf Curved Glass Refrigerated Bakery Display Case with LED Lighting	1	
Microwave	Galaxy MW-900-D0A Office Series Microwave with Push Button Controls	2	
Hot Dog Grill	Hot Dog Roller Grill with Sneeze Guard and Bun Cabinet	1	
Ice Machine	Avantco Ice UC-H-160-A 26" Air Cooled Undercounter Half Cube Ice Machine	1	
Coffee Brewer	Bunn 12950.0212 CWTF15-3 12 Cup Automatic Coffee Brewer with 3 Lower Warmers and Hot Water Faucet	1	
Vitamix Blender	Vitamix 36019-ABAB The Quiet One 3 hp Blender with Cover and 48 oz. Container	1	
Cheese Warmer with Pump	Carnival King HSPW35 3.5 Qt. Warmer with Heated Spout and Pump	1	
Countertop Display Case	Avantco 36" 3 Shelf Countertop Heated Display Case	1	
Panini Grill	Waring WDG250T Grooved Top & Smooth Bottom Panini Sandwich Grill with Timer - 14 1/2" x 11" Cooking Surface	1	
Portable Hot Plate	Double Burner Stainless Steel Portable Electric Side-by-Side Hot Plate	1	
Syrup Bottle Organizer	2 Tier 6 bottle Syrup Bottle Organizer	1	
Teabag Rack	Tea Rack / Merchandiser	1	
Wire Baskets	12" x 9" x 2" Metal Gray Rectangular Wire Basket	6	
Condiment Organizer	ServSense Black 4-Section Countertop Condiment Organizer	2	
Containers	8 Qt. Clear Square Polycarbonate Food Storage Container and Red Lid	4	
Pitchers	64 oz. Clear Polycarbonate Beverage Pitcher with Lid	4	
Whipped Cream Dispenser	1 Liter Whipped Cream Dispenser	1	
Coffee Decanter	64 oz. Glass Decanter with Orange Handle	1	
Coffee Decanter	64 oz. Glass Decanter with Black Handle	3	
Juice Dispensers	3 Gallon Black Slim Beverage / Juice Dispenser	3	
Carafes	64 oz. Insulated Thermal Coffee Carafe	2	
Cup Dispensers	Cup Dispensers	2	

Furniture & Fixtures

Short Description	Long Description	Quantity	Notes
	Bar height 6ft tables	2	
	Bar height 5ft wall table	1	
	Bar height chairs	9	
	Large coffee table	2	
	Small Coffee table	2	
	Standard height chairs - cloth covered		
	Standard size sofa (3 seater)	1	
Commercial faucet	1.15 GPM Wall-Mounted Pre-Rinse Faucet with 8" Centers and 8" Add-On Faucet	1	
Work Table	24" x 72" 16-Gauge Stainless Steel Commercial Work Table with 4" Backsplash and Undershef	2	
Microwave shelf	24" x 18" Stainless Steel Microwave Shelf	1	**Not installed
Storage shelf	24" x 42" NSF Black Epoxy 4-Shelf Kit with 64" Posts	1	
Wall Shelf	18 Gauge Stainless Steel 15" x 72" Solid Wall Shelf	1	**Not installed
Waste Bin enclosure	35 Gallon Concrete Receptacle Enclosure with "THANK YOU" Swing Door	1	
Overcounter shelf	Stainless Steel Single Deck Overshef - 12" x 72" x 19 1/4"	1	
Automated Paper Towel Dispenser	Lavex Select Translucent Black Auto Paper Towel Dispenser with Motion Sensor	1	
Napkin Dispenser	Tork Xpressnap 6332000 Black Standing / Wall Mount Interfold Napkin Dispenser N4	1	
Hand Soap Dispenser	Wall Mount Heavy Duty Bulk Hand Soap Dispenser	1	
2 compartment sik	17" x 15" Wall-Mounted Hand Sink with Gooseneck Faucet and Side Splash	1	
Work table w/wheels	24" x 48" 18-Gauge 304 Stainless Steel Commercial Work Table with Galvanized Legs and Undershef	1	
Merchandise shelf	18" x 36" NSF Black Epoxy Slanted Wire Shelf	1	
Speaker system	Surround sound speaker system	1	
Menu Monitors	55" TV Monitors	2	
Ad monitor	50" TV Monitor	1	

Appendix 2 – Floor Plan



Appendix 3 – Sample Lease Agreement

CONCESSION LEASE AGREEMENT

Café Blu Concession
University of The Bahamas

This Concession Lease Agreement (“Agreement”) is made and entered into as of the ___ day of _____, 20, by and between:

University of The Bahamas, acting through its Business Enterprises Unit, whose principal office is located at Oakes Field Campus, Nassau, The Bahamas (hereinafter referred to as the “University” or “Landlord”),

AND

[Vendor Name], a company duly organized and existing under the laws of _____, with its principal place of business located at _____ (hereinafter referred to as the “Tenant” or “Operator”).

The University and the Operator may collectively be referred to herein as the “Parties.”

1. DEFINITIONS

For purposes of this Agreement, the following terms shall have the meanings set forth below:

“Premises” means the café concession space known as Café Blu, located at University of The Bahamas in Grand Bahama.

“Gross Sales” means the total revenue generated from the sale of food, beverages, and related items at the Premises, excluding applicable government taxes and excluding Campus Card and departmental charges as described herein.

“Campus Card” refers to the University’s electronic payment system used by students, faculty, and staff.

“Departmental Charges” refers to purchases made by University departments through internal billing arrangements.

2. PREMISES

The University hereby leases to the Operator, and the Operator hereby leases from the University, the café concession space known as Café Blu.

The Premises consist of approximately six hundred twenty-five (625) square feet, including:

- Four hundred (400) square feet of dining area, and
- Two hundred twenty-five (225) square feet designated for food preparation and service.

The Premises are located at the heart of the UB North which serves a community of approximately five hundred (500) stakeholders, including students, faculty, staff, and visitors.

3. LEASE TERM

The initial term of this Agreement shall be three (3) years, commencing on _____ and expiring on _____, unless earlier terminated in accordance with the provisions of this Agreement.

Upon expiration of the initial term, the Agreement may be renewed for additional terms upon mutual written agreement of the Parties, subject to satisfactory performance by the Operator.

4. FINANCIAL CONSIDERATION

The Operator shall pay the University monthly base rent of \$1,031.25 and a \$150 administrative fee in accordance with the terms described in the Request for Proposals.

Any additional financial consideration payable to the University, including concession fees or revenue participation, shall be determined based on the financial proposal submitted by the successful proposer and incorporated into the final concession lease agreement executed between the parties.

5. PAYMENT PROCESSING

The Operator shall maintain a point-of-sale (POS) system capable of processing multiple payment methods, including:

- debit cards
- credit cards
- cash
- University department charges
- University Campus Card payments via a POS integration plug-in provided by the University.

The Operator shall ensure all transactions are accurately recorded through the POS system.

6. OPERATIONAL REQUIREMENTS

The Operator shall operate the Premises as a café-style food and beverage concession serving the University community.

6.1 Operational Limitations

The Operator acknowledges and agrees that the Premises have the following operational limitations:

- The Premises do not include a full commercial kitchen.
- There is no freezer within the Premises.
- There is no dedicated storage space.
- Cooking is not permitted on campus.
- Grease-based or tabletop cooking equipment is prohibited.

Food items may be assembled and prepared onsite, but any items requiring cooking must be prepared offsite and transported to the campus.

6.2 Hours of Operation

The Operator shall maintain regular operating hours sufficient to serve the campus community, subject to coordination with the University's academic calendar.

7. EQUIPMENT AND MAINTENANCE

The University shall provide certain equipment and furnishings located within the Premises, as detailed in Appendix 1.

The Operator shall be responsible for:

- maintaining such equipment in good working condition
- repairing any damage resulting from use or negligence
- replacing equipment where necessary
- maintaining the Premises in a clean and sanitary condition.

8. REPORTING AND FINANCIAL CONTROLS

The Operator shall submit monthly sales reports to the University no later than the 10th day of each month for the preceding month.

Reports shall include:

- total gross sales
- sales breakdown by payment method
- revenue share calculations.

The University reserves the right to audit the Operator's sales records for a period of three (3) years following the date of each report.

9. PERFORMANCE EXPECTATIONS

After an initial start-up period of six months, the Operator shall maintain minimum annual sales of Seventy-Five Thousand Dollars (\$75,000).

If sales consistently fall below this threshold, the University may require the Operator to submit a performance improvement plan outlining steps to improve operational performance.

10. INSURANCE

The Operator shall maintain appropriate insurance coverage throughout the term of this Agreement, including commercial general liability insurance, in amounts reasonably required by the University.

Proof of insurance shall be provided prior to commencement of operations.

11. DEFAULT AND REMEDIES

Failure by the Operator to comply with the terms of this Agreement may constitute a default.

Upon default, the University shall provide written notice to the Operator, who shall have ten (10) business days to cure such default.

If the default is not remedied within the cure period, the University may pursue remedies including termination of this Agreement.

12. TERMINATION

The University may terminate this Agreement in the event of:

- persistent operational failures
- non-payment of rent or revenue share
- violation of applicable laws or health regulations
- unauthorized assignment or subleasing.

13. ASSIGNMENT AND SUBLEASING

The Operator shall not assign, transfer, or sublease the Premises or any portion thereof without the prior written consent of the University.

14. COMPLIANCE WITH LAWS

The Operator shall comply with all health, safety, and food service regulations applicable within the Commonwealth of The Bahamas.

15. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of The Bahamas.

16. FORCE MAJEURE

Neither Party shall be liable for failure to perform its obligations where such failure is caused by events beyond its reasonable control, including natural disasters, governmental actions, or other force majeure events.

17. INDEMNIFICATION

The Operator shall indemnify and hold harmless the University from any claims, damages, or liabilities arising from the operation of the café concession.

18. CONFIDENTIALITY

Both Parties agree to maintain the confidentiality of proprietary or sensitive information disclosed in connection with this Agreement.

19. MISCELLANEOUS

This Agreement constitutes the entire agreement between the Parties and supersedes any prior agreements or understandings relating to the Premises.

Any amendments must be made in writing and signed by both Parties.

20. SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

University of The Bahamas
Authorized Representative

Date: _____

[Vendor Name]

Authorized Representative

Date: _____