



**City of Green Parks & Recreation Division
Request for Proposals
Food and Beverage Concessions-Parks/2016**

Opportunity

The City of Green Parks & Recreation Division (“City”) invites organizations, agencies, non-profit groups, for-profit groups, and other interested parties to submit proposals to provide food and beverage service for various Parks & Recreation facilities located within the City of Green.

Overview

The City wishes to establish a one (1) year contract, with an option of additional one year renewal terms, with qualified vendor(s) to provide, operate, and manage food and beverage concession operations at one or more of the Green Parks & Recreation parks, facilities and events identified in this RFP.

It is intended that the successful applicant will have the responsibility to provide concession services at all regularly scheduled games, tournaments, special events and daily activities within the desired facility. Exception: At City’s sole discretion, event organizers may be allowed to bring in additional vendors during tournaments and/or special events, to meet the needs of their event.

By submitting this RFP, applicant agrees in advance that if it is a selected vendor, it agrees to enter into an agreement with terms defined in the City’s standardized concession agreement (see Attachment A), and will operate the awarded facility according to the terms and conditions outlined in the agreement. Applicant may suggest contract amendments, but the City, in its sole discretion, may accept or reject any proposed amendments without waiving the City’s absolute right to require the terms of the contract. Be specific with any proposed amendments to contract terms. Substituting a form contract for the included contract is unacceptable and may result in rejection of your proposal. Entering into a final contract is contingent upon approval by the City’s Mayor or his/her designee.

The successful applicant shall comply with and perform the services in accordance with all applicable Federal, State, County and City laws including, without limitation, all city codes, ordinances, standards and policies, as now existing or hereafter adopted or amended, including but not limited to the following:

- Federal, State, and local health, safety and licensing laws relating to the sale of concession goods;
- City code provisions requiring any person or entity doing business in the city to obtain a vending permit; and
- City Parks and Recreation policies.

The City is seeking vendors that best demonstrate the ability to provide innovative,

affordable, safe and reliable services to park patrons while paying reasonable concession fees to the City.

Applicants are encouraged to offer services and/or products that would be complementary to the existing use of the park(s), facilities and events and provide healthy menu items.

Proposals

All proposals should be prepared simply, and provide straightforward concise descriptions of the applicant's capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.

Proposals shall include a signature line, with name and title of signatory, in either PDF or Word document 8 ½" x 11" format, and include three (3) copies.

All proposals must include the following:

- Organization name, address, telephone number, and email address (if available).
- Name and telephone number of contact person.
- Specify which park(s) you are submitting this proposal for.
- A list of principal(s) with their respective experience and background as it pertains to concession operations.
- Proposed food, drink and/or any other products to be sold at the concession, with an emphasis on healthy choices. Alcohol/tobacco sales prohibited.
- List of proposed vendor-supplied equipment.
- Provide a statement of what specifically qualifies you to perform concession operations.
- Propose a monthly lease fee to be paid to the City by the end of each month and/or season.
- List 3 professional references, including names, addresses, and phone numbers.

All costs for developing proposals are entirely the responsibility of the applicant and shall not be chargeable to the City.

All proposals become the property of the City and are subject to public disclosure laws.

If you are awarded a concessions contract you may NOT sell, transfer or give the concession rights to anyone else without the written approval of the City. It is the City's preference that whoever submits this proposal operates the concession site that is awarded.

Service Locations

All applicants are encouraged to visit their desired site prior to submitting a proposal. Sites vary in locations and in description; some use permanent concession facilities, while others will require mobile units that need to be removed at the end of each business day.

- **Boettler Recreation Park**
 - **Location: 5300 Massillon Rd. (Mobile Unit Location)**
 - Description: Youth soccer games (10 youth fields ages 5-9), 2 playgrounds, 2 sand volleyball courts, 4 tennis courts, basketball court, walking trails, fishing pond, 2 pavilions
 - Estimated gross receipts: 2015 – N/A
 - Park Season: April through mid-October
 - Desired business hours: Park opens at sunrise and closes at sunset. Also, concession operations are encouraged to open ½ hour before league games start, close at the start of last scheduled game in the evening or conclusion of final game.
 - Space/site available: Mobile Unit Location
 - Utilities available: Water, restrooms nearby

- **Greensburg Park**
 - **Location: 4899 Massillon Rd.**
 - Description: youth and adult baseball/softball leagues, local & regional tournaments, 4 lighted ball fields, playground, pavilion, youth flag football fields.
 - Estimated gross receipts: 2015 N/A
 - Park Season: April - October.
 - Desired Business Hours: Open ½ hour before league/tournament games start, close at start of last schedule game in the evening or conclusion of final game.
 - Space/site available: **20 x 20 Concessions Stand**
 - Utilities available: 2 sinks (3 compartment/1 compartment), hot/cold water, electrical power (12 outlets, 120 volt/20 amps), storage coolers, freezer, restrooms nearby, no monitored security, customer service window/door

- **Ariss Park**
 - **Location: 2520 Wise Rd.**
 - Description: Three (3) Multi- purpose game fields – football and lacrosse, several practice fields, walking track; the Park hosts youth lacrosse and youth football practices and games. Lacrosse season begins mid-march and runs through mid-may. Football season begins August 1 and runs through mid-October.
 - Estimated gross receipts: 2015 – N/A
 - Park Season: Mid-March through Mid-May, August through mid-October
 - Desired Business Hours: weekdays Lacrosse – 5:00pm – 7:00pm, Football, 5:30pm – 8:30pm weekdays and 9:00am-3:00pm Saturday, as events are scheduled.
 - Space/site available: Concession Stand 464 Sq Ft; Storage 98 Sq Ft.
 - Utilities available: 14 electrical outlets (120 volts / 20 amps; 11 outlets on separate circuits), hot / cold water, restrooms attached, heater

- **Spring Hill Sports Complex**
 - **Location: 3749 Fortuna Dr.**
 - Description: youth and adult soccer practices and games. Five (5) full size soccer fields and two (2) youth size fields.
 - Estimated gross receipts: 2015 – N/A
 - Park Season: April through May; Mid-August through Mid-October
 - Desired Business Hours: As per the season schedule.
 - Space/site available: Concessions Stand 464 Sq Ft; Storage 98 Sq Ft.
 - Utilities available: 2 sinks (3 compartment/1 compartment), hot/cold water, electrical power (4 outlets, 120 volt/3 amps), heater (electric), storage, restrooms nearby, no monitored security, customer service, window/door.

- **Kreighbaum Park**
 - **Location: 3143 Kreighbaum Rd (Mobile Unit Location)**
 - Description: Youth baseball / softball games. Two (2) ball fields
 - Estimated gross receipts: 2015 – N/A
 - Park Season: April through end of June, August through mid-October.
 - Desired business hours: Open ½ hour before league games start. Close near or at conclusion of scheduled games
 - Space/site available: Mobile Unit Location
 - Utilities available: None

- **East Liberty Park**
 - **Location: 471 East Turkeyfoot Lake Rd (Mobile Unit Location)**
 - Description: Youth baseball / softball games. Two (2) ball fields, Two (2) tennis courts, Two (2) basketball courts, playground, pavilion, portable restrooms, walking trail.
 - Estimated gross receipts: 2015 – N/A
 - Park Season: April through end of October.
 - Desired business hours: Varied hours while park is open April through October; Open ½ hour before league games start. Close near or at conclusion of scheduled games or as determined by park activity
 - Space/site available: Mobile Unit Location
 - Utilities available: None

- **Central Park**
 - **Location: 1795 Steese Rd**
 - Description: Community Park, playground, splash pad, walking trails, amphitheater.
 - Estimated gross receipts: NEW
 - Park Season: Memorial Day Weekend through Labor Day and other scheduled special events.
 - Desired Business Hours: Open 11am close 7pm or during special events. Example: Concerts, Art Shows, Various Festivals
 - **Splash Pad Concessions**
 - Approx 100 sq. foot serving area; 65 sq ft storage area
 - Utilities available: 1 sink, hot/cold water, electrical power (7 duplex outlets, 120 volt/ 20 amps), storage room (3 duplex outlets 12 volt/ 20 amp, restrooms attached, customer service counter.
 - **Amphitheater Concessions**
 - 200 sq. foot serving area
 - Utilities available: 1 sink, hot/cold water, electrical power (7 duplex outlets, 120 volt/ 20 amps), storage, restrooms attached, customer service counter.

- **Please Note**

- Nearly all facilities are open seven days a week with varying seasons and hours.
- Hours of operation for concessions will be determined in conjunction with the successful applicant and the City, based on the season and need of each specific facility.
- Applicants should check the existing electrical capacity of the concession site prior to submittal to ensure there is sufficient electrical capacity for their specific equipment.
- Applicant agrees to an inspection by City prior to, during the season, and at the conclusion of seasonal operations.
- Applicant agrees the concessions area is for concessions sales only and is not to be used for storage of items other than what is necessary for concession operations.
- Applicant agrees to not sublease / sublet concession operations.

Method of Selection

Submittals will be evaluated using the following criteria by a selection panel. These criteria represent the primary factors for consideration. Selection of the most qualified concession proposal will be based on a number of factors including, but not limited to:

- Demonstrated experience in concession and/or food operations.
- Qualifications of the applicant.
- Anticipated revenue proposed to City of Green
- Financial ability of the applicant to operate the facility.
- Ability to deliver a high quality concession menu on an ongoing basis.
- Interview.

In evaluating the proposals, revenue proposed to the City will not be the sole factor. The City may consider any factors it deems necessary and proper for best value including, but not limited to, price, quality of service, response to this request, experience, staffing, and general reputation. Following the review process, the City, at the City's sole discretion, may select the applicant(s) best able to meet the City's needs.

The City reserves the right to determine the completeness of all proposals. Late or incomplete proposals may not be considered. The City reserves the right to reject any and all responses submitted or to cancel this RFP at any time. The City reserves the right to waive any irregularities in the submittal and evaluation process. All costs incurred in the preparation of a response and participation in this RFP process shall be borne by the applicants.

The City reserves the right to request additional information from each applicant and to request additional oral interviews.

Schedule

The City's proposed schedule for review of the proposal submittals and final selection of the concession vendor is as follows:

March 11, 2016	RFP Packages are available on city Web page, mailed, emailed or picked up.
March 18, 2016	Site visits available-request via email to melkins@cityofgreen.org
March 25, 2016	Deadline for written questions to the Parks Department
April 1, 2016	RFP submittal deadline: 4:00 pm
April 4-8, 2016	RFP reviews
April 11 – 15, 2016	Oral Interviews-if needed; optional by Service Department
April 22, 2016	Concession contract(s) awarded.

All applicants will be notified of the City's decision once the vendor(s) are selected.

Submittal

US Mail to:

City of Green Finance Department
Parks & Recreation "2016 Concessions in Parks RFP"
Attention: Finance Director
PO Box 278
Green, Ohio 44232

The RFP must be received by the city no later than 4:00 p.m. on April 1, 2016

Emailed to:

"2016 Concessions in Parks RFP" in the subject line and be addressed to:

finance@cityofgreen.org (emailed proposals must be PDF or MS Word format)

The RFP must be received by the city no later than 4:00 p.m. on April 1, 2016

Deliver to:

City of Green Finance Department
Parks & Recreation "2016 Concessions in Parks RFP"
Central Administration Building
Attention: Finance Director
1755 Town Park Blvd
Green, Ohio 44685

The RFP must be delivered to the city no later than 4:00 p.m. on April 1, 2016

Proposal Questions:

Michael B. Elkins
Superintendent, Parks & Recreation
330-896-6607
melkins@cityofgreen.org