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An agency of the Centre Region Council of Government.
Serving the Borough of State College and the Townships of College, Ferguson, Harris and Patton.

REQUEST FOR PROPOSALS

DUE BY 11 AM on Friday 3 May 2013

2013 Mobile Food, Beverage & Snack Concession Services License
for the John Hess Softball Field Complex

(and optional locations as proposed)

The Centre Regional Recreation Authority (CRRA) invites proposals from food, beverage & snack concessionaires to provide specified services for the 2013 summer season (May 11 through October 27, 2013) at the John Hess Softball Field Complex, 1707 Shingletown Rd., State College, PA 16801, in Harris Township, Centre County. Scheduled supplemental services may also be proposed for Welch and Park Forest Community Swimming Pools.

Written proposals, using the attached <u>Form of Proposal</u>, are being accepted until 11:00 AM prevailing time, Friday, May 3, 2013. The Authority Board is expected to act on the proposals at their regular meeting on Thursday, May 16, 12:15 PM at the Centre Region COG Building, 2643 Gateway Drive, State College, PA 16801.

The Authority reserves the right to accept or reject any or all proposals, to waive irregularities in any proposal, to accept those proposals which are deemed to be the most favorable to the Authority, and, prior to awarding the license(s), schedule interviews with the vendor or with their references.

Food Concession Service License Overview

The CRRA desires to issue licenses for concession services on:

1. 2013 Softball Tournaments (per the tentative tournament schedule listed below)
   Along with the following optional sites, as may be specified by the vendor:

a) Scheduled, supplemental services at Welch and Park Forest Community Swimming Pools.
b) Youth Softball Leagues on Monday and Tuesday evenings starting at 4 PM.
c) Adult Softball Leagues on Wednesday and Thursday evenings.

Concession License Awards

The Authority intends to issue licenses to the responsible bidder(s) whose proposal is deemed in the best interest of the Authority. The Authority will consider factors such as:

- the bidder's food service experience and references,
- a capability of the vendor to finance and operate the proposed concession service,
- the available menu/product options and prices,
- the proposed schedule of operation,
- the proposed sites of operations and
- the fees proposed by each bidder to remit to the Authority.

Documents submitted must represent a full and complete proposal from each vendor. Proposals with conditions / options not fully-detailed in the submitted proposal will not be considered by the Authority.

Menu Products

- Standard "ballfield foods" such as grilled hotdogs, hamburgers, french fries, candy items, bagged snacks, etc.
- Coffee/tea, hot cocoa, cold soda, bottled water, etc.
- Flavored water ice or similar items and refreshments, including soft pretzels.
- Providing optional "Healthy Food Choices" (including fruit items) to patrons is encouraged.
- No glass containers, tobacco products or alcoholic beverages shall be sold or distributed at any CRPR site.

Other CRRA-Licensed Concessions

Only CRRA-licensed concessionaires will be authorized or permitted to provide food or snack concessions at each site. In addition to the services requested in this proposal, vending machine services and other, unduplicated services may also be made available, by separate licenses. Therefore, the CRRA may award multiple concession licenses based upon:

- the respective schedules of proposed services at the site, and/or
- if the products to be provided to visitors are not duplicative in nature, and/or
- to provide specialty food items to visitors and/or
- the proposed service schedules of each license-holder at each site.

Submitting a proposal verifies the vendor's compliance with the following requirements:

- Concession vendors must provide their own service equipment (such as a portable cart, trailer or vehicle) and secured storage areas. The vendors may not store their items in CRPR facilities. Additional storage structures must be proposed in writing and approved in advance by the Authority.
- Utilities provided by CRRA: Electricity and a public water connection will be available and provided at the Hess Field Complex. No wired telephone service is available to vendors. Wireless Internet service may be available, but is not guaranteed. The vendor is required to provide all necessary and Code-approved connections to the owner-provided utilities.
- CRRA does not guarantee security for any inventory or property stored at any site.
- Vendors are solely responsible to obtain the required Municipal Business Tax Licenses/Permits, as applicable for each site, and to fully comply with PA Sales Tax regulations, where applicable.
- Vendors are solely responsible for compliance with all municipal and state ordinances/ regulations/ inspections, including *ServSafe ® Food Safety Certifications* and Centre Region Code Agency requirements. Such certifications and permits shall be posted during the operation of each unit.
- CRRA will notify vendors of the status of their proposals upon action by the CRRA Board.
- A contracting vendor may not assign or sublet the concession services license without the prior written consent of the Authority.
- The successful vendor will be permitted to display signage on the mobile unit(s), but not on the park facilities or premises without advance written permission of the CRRA. Vendors are required to post vendor contact information in a location on each unit that is clearly visible to all patrons - to assist with resolving any service issues.
- The vendor is responsible for any vendor-related damages caused to CRRA facilities as a result of the vendor service.
- The CRRA reserves the right to suspend and/or revoke the license based upon inadequate services or noncompliant service by the vendor. Notice of such action by the CRRA shall be

provided in writing to the licensee, to include that all vendor property must be removed within ten calendar days of delivery of the written notice.

- The vendor agrees to protect, defend, indemnify and hold the Centre Regional Recreation Authority, its officials, employees and agents free and harmless from and against any and all losses, penalties, damages and costs arising directly or indirectly from this license.

Insurance Requirements

Prior to issuance of a CRRA Concession License, the licensee shall provide at their expense the following insurance, in companies licensed in the Commonwealth of Pennsylvania, as evidenced by certificates to be provided to the Authority:

A. Workers' Compensation, Statutory - in compliance with the workers' compensation law of the Commonwealth of Pennsylvania.
B. General Liability Insurance - with a minimum limit of liability per occurrence of $500,000 for bodily injury and $500,000 for property damage. (A combined single limit of $1,000,000 is also acceptable). This insurance shall list on the Certificate of Insurance the following coverages:
   1. Premises - Operations
   2. Independent Contractors and Subcontractors
   3. Products and Completed Operations.

The certificate shall list the Centre Regional Recreation Authority as an Additional Insured on the Liability Policy. Such certificates shall be provided within ten calendar days of the award by the CRRA.

The John Hess Softball Field Complex

Operated by the Centre Regional Recreation Authority

2013 Event & League Schedule (as of April 23, 2013; schedule subject to change)

Providing services at each tournament is required and is an important part of the contract.

No.	2013 Tournament Dates	Sponsor	Estimated No. of Teams
1.	Sat-Mon., May 25-27	USSSA	24 youth teams
2.	Sat-Sun., June 1-2	USSSA	24 youth teams
3.	Sat-Sun., June 15-16	USSSA	24 youth teams
4.	Fri-Sun., June 28-30	ASA	32 adult teams
5.	Fri-Sun., July 5-7	ASA	30 youth teams
6.	Sat-Sun., July 27-28	ASA	20 adult teams
7.	Sat-Sun., Aug. 3-4	ASA	16 adult teams
8.	Sat-Sun., Aug. 17-18	ASA	28 adult teams
9.	Sat-Sun., Aug. 31-Sept. 1	USSSA	24 youth teams
10.	Fri-Sun., Oct 4-6	CCT	10 college youth teams
11.	Sat-Sun., Oct. 19-20	USSSA	24 youth teams

Additional tournaments may be scheduled pending future inquiries.

2013 Softball League Schedules

DAY	Field # H1	Field # H2	Field # H3	Field # H4
MON. Starting in Jun	Centre Region Girl's Fast Pitch	Centre Region Girl's Fast Pitch	Centre Region Girl's Fast Pitch	*Field # H4 is scheduled for limited play due to sun glare (resulting from the field orientation).*
TUE. Starting in Jun				
WED. Starting in May	35+ Slow Pitch	35+ Slow Pitch	35+ Slow Pitch	
THU. Starting in May	45+ Slow Pitch	45+ Slow Pitch	45+ Slow Pitch	
FRI. - SAT. - SUN.	Tournament games as scheduled			
SUN. After 4 PM starting in May	35+ Slow Pitch	35+ Slow Pitch	35+ Slow Pitch	

2013 Mobile Food, Beverage & Snack Concession Services Licenses at the John Hess Softball Field Complex

(and other sites as proposed)

Sealed proposals are being received until 11:00 AM prevailing time, Friday, May 3, 2013 at the CRPR Offices, 2643 Gateway Drive #1, State College, PA 16801.

"I understand and will comply with all the stated requirements of these documents."

Company Name: _____ **Fax:** _____

Mailing Address: _____
_____

Signature: _____ **Phone:** _____

Name Printed: _____ **Date:** _____

Email Address: _____

Each proposal must include the following information:

BID PRICE #1: **Proposed Percentage of Gross Sales** that will be paid to the CRRA with monthly payments per site, by the 15th of the following month (one check may be submitted monthly with the detailed, multiple-site report):

_____% of gross revenue

Hess Field Complex: May 22 - October 27, 2013 = 5.5 months (approximately)
Optional - Welch & Park Forest Pools: May 25 - September 8, 2013

BID PRICE #2: Proposed Utility Reimbursement to the CRRA for utility/recycling/trash service expenses, payable annually by 30 Jun 2013, per site.

$___500_____ per year for the Hess Field Complex for 5.5 months (mid-May - October only)

$_____ per year for Welch Pool for 3 months (June - August only, if proposed)

$_____ per year for Park Forest Pool for 3 months (June - August only, if proposed)

$_____TOTAL Utility Reimbursement proposed.

IN ADDITION, the following information/documents must be submitted with each sealed proposal:

1. Listing of proposed mobile equipment (size & features).

2. Utility requirements and any other concession service requests for each site.

3. Listing of all proposed merchandise and product pricing. Proposals shall include a description of the menu items proposed to be sold, in addition to any additional or sundry items to be offered for sale. The CRRA

reserves the right to reject specific items if, in the opinion of the CRRA, these items are not appropriate for sale in a public park setting.

4. The supplemental sites proposed (Welch and Park Forest Pools).

5. The proposed 2013 service schedule for:
    A. Hess Field Complex - please indicate same on the Page 3 Event Schedule
    B. Welch Pool - if proposed
    C. Park Forest Pool - if proposed

5. The contact information for 3 business references.