



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

REQUEST FOR PROPOSALS

Deadline: Friday, February 6, 2015

11:00 AM

2015 Mobile Food/Beverage/Snack Concession Service Licenses at:



- **John Hess Softball Field Complex**
- **Oak Hall Regional Park (Softball Complex),**
- **Park Forest Community Swimming Pool**
- **Wm. L. Welch Community Swimming Pool**

The Centre Region Parks Recreation Authority invites sealed proposals from food/ beverage/snack concessionaires to provide specified services for the 2015 season (May through October) at the John Hess Softball Field Complex, Oak Hall Regional Park and/or at Welch and Park Forest Community Swimming Pools. **Written proposals using the attached Form of Proposal are invited until 11:00 AM, Friday, 6 Feb 2015.** The Authority Board is expected to act on the proposals at their regular meeting on Thursday, 19 Feb 2015, 12:15 PM at the Centre Region COG Building, 2643 Gateway Drive, State College, PA 16801.

2015 Food Concession Service License Overview

The Authority expects to issue licenses for concession services for:

1. Softball Tournaments at the Hess Softball Complex and/or Oak Hall Regional Park per the tentative tournament schedule listed below.
2. Softball Leagues at Hess Complex and/or Oak Hall Regional Park, weeknights starting at 4 PM.
3. Park Forest and Welch Pools for scheduled services to patrons (Memorial Day - Labor Day).

Concession License Awards

The Authority reserves the right to accept or reject any or all proposals, to waive irregularities in proposals, to accept more than one vendor for services, to accept those proposals which are deemed to be the most favorable to the Authority, and, prior to awarding the license(s), conduct interviews with the vendor or with their references. The Authority will also consider the following factors:

- the bidder's food service experience and references,
- the ability of the vendor to finance and operate the proposed concession service,
- the proposed menu/product options and prices,
- the proposed schedule and sites of operation, and

- the commission/fees proposed by each bidder to remit to the Authority.

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

Bidders may request a pre-bid visit to any of the facilities by contacting [Ms. Tourscher](#).

Menu Products to be offered:

- Standard “ballfield foods” (hotdogs, hamburgers, French fries, candy items, bagged snacks, etc.)
- Providing "Healthy Food Choices" (including fruit items) to patrons is encouraged.
- Coffee/tea, hot cocoa, soda, bottled water, etc.
- Flavored water ice or similar novelties and refreshments, including soft pretzels.
- No glass containers, tobacco products or alcoholic beverages shall be sold or distributed at any CRPR site. No chewing gum may be sold at either swimming pool.

Other Authority-Licensed Concessions

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

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

Staff will notify vendors of the status of their proposals upon action by the Authority Board.

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.
- A vendor may not assign or sublet the concession services license without the prior written consent of the Authority.
- The vendors may not store food or supplies in CRPR facilities. Additional storage structures must be proposed in writing and approved in writing, in advance by the Director. The Authority does not guarantee security for any inventory or property stored at any site.
- Utilities provided by the Authority: Electricity and a public water connection are available and provided at each site. 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.
- 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.
- The successful vendor will be permitted to display signage on the mobile unit(s), but not on the park facilities or premises except with advance written permission of the Authority. 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 Authority facilities as a result of the vendor service.
- The Authority reserves the right to suspend and/or revoke the license based upon inadequate services, noncompliant service or nonpayment by the vendor. Notice of such action by the

Authority 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 Region Parks and 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 CRPRA 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 coverage:
 - 1. Premises - Operations
 - 2. Independent Contractors and Subcontractors
 - 3. Products and Completed Operations.

The certificate shall list the Centre Region Parks and Recreation Authority as an Additional Insured. Such certificates shall be provided within fourteen calendar days of the award by the CRRA.

2015 Tournament Schedules for Oak Hall Regional Park and/or Hess Softball Complex

- Tournaments may be schedule at one or both locations pending tournament size.
- Schedule is subject to change.
- Providing services at each scheduled tournament is required and is an important part of this contract. Currently, the following tournaments are planned:

1. Sat-Sun., May 16-17	USSSA	6. Sat-Sun., July, 25-26	ASA
2. Sat-Sun., June 13-14	USSSA	7. Sat-Sun., Aug. 1-2	ASA
3. Fri-Sun., June 20-21	ASA	8. Sat-Sun., Aug. 8-9	ASA
4. Fri-Sun., June 26-28	ASA	9. Sat-Sun., Aug. 15-16	ASA
5. Fri-Sun., July 3-5	ASA	10. Sat-Sun., Oct. 17-18	USSSA

There are currently 10 tournaments scheduled for 2015. Additional pending tournaments include:

- Penn State Univ. Athletic Conference: One Annual Tournament (May)
- National Club Softball (College-age): One Tournament (October)

Services are also requested for the **Oak Hall Regional Park Grand Opening Celebration** on Saturday, May 2, 2015 (Raindate May 3). This all-day event will be open to the public with a variety of activities for all ages.

Also see the League Schedules on the next page.

2015 SOFTBALL LEAGUE SCHEDULES

HESS SOFTBALL COMPLEX	Field # H1	Field # H2	Field # H3	Field # H4
MON. May-August	Church League	Church League	Church League	<i>Field # H4 is scheduled for limited play due to sun glare (resulting from the field orientation).</i>
TUE. June-August	Girl's Fast Pitch	Girl's Fast Pitch	Girl's Fast Pitch	
WED. May-August	Women's League	Women's League	Women's League	
THU. June-August	Girl's Fast Pitch	Girl's Fast Pitch	Girl's Fast Pitch	
FRI. - SAT. - SUN.	Tournament games as scheduled			
OAK HALL REGIONAL PARK	Field # OH1	Field # OH2	Field # OH3	Field # OH4
MON. May-August	Men's League	Men's League	Men's League	Men's League
TUE. May-August	Men's League	Men's League	Men's League	Men's League
WED. May-August	35+ League	35+ League	35+ League	35+ League
THU. May-August	45+ League	45+ League	45+ League	45+ League
FRI. - SAT. - SUN.	Tournament games as scheduled			

STAFF CONTACT:

Niki Tourscher, CRPR Program Manager ntourscher@crcog.net (814) 231-3071

Attached: FORM OF PROPOSAL



**FORM OF PROPOSAL
2015 Mobile Food/Beverage/Snack
Concession Services Licenses**

**SEALED PROPOSALS WILL BE ACCEPTED UNTIL 11:00 AM, FRIDAY, 6 FEB 2015 AT THE
CRPR OFFICE, 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 (check beside the name of each location planned):

<input type="checkbox"/> HESS FIELD COMPLEX	Vendor will provide services for all above-listed tournament dates <u>except as listed here:</u> * <hr/> <hr/> Vendor will provide services for all evening leagues, <u>except as circled below:</u> Mo Tu We Th Fr
<input type="checkbox"/> OAK HALL REGIONAL PARK	Vendor will provide services for all above-listed tournament dates <u>except as listed here:</u> * <hr/> <hr/> Vendor will provide services for all evening leagues, <u>except as circled below:</u> Mo Tu We Th Fr
<input type="checkbox"/> WELCH POOL <input type="checkbox"/> PARK FOREST POOL	Please indicate on the next page the specifics of your proposed services at each site (products and schedule).

BID PRICE #1: Proposed Percentage of Gross Sales that will be paid to the Authority in monthly payments no later than the 15th of the following month (one check shall be submitted monthly with the detailed, site-specific reports): _____% of Gross Revenue

- Hess Field Complex: May - October 2015
- Oak Hall Regional Park: May - October 2015
- Welch & Park Forest Pools: may 23-Sept 7, 2015.

BID PRICE #2: Proposed Utility Reimbursement to the Authority for utilities/recycling/trash expenses, payable by April 30, 2015 for all proposed facilities.

\$ _____ per year for the Hess Field for 5.5 months
 \$ _____ per year for the Oak Hall Regional Park for 5.5 months
 \$ _____ 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.**

*For tournament weekends that the primary vendor will not provide service, please indicate the provisions to furnish another qualified service provider.

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

1. Listing of proposed mobile equipment (size & features) at each site. Photos are recommended.
2. Utility requirements and any other requests for serving each site.
3. List 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 Authority reserves the right to reject specific items if, in the opinion of the Authority, these items are not appropriate for sale in a public park setting.
4. The proposed 2015 service details and schedule at the applicable locations:
 - A. Hess Field Complex
 - B. Oak Hall Regional Park
 - B. Welch Pool
 - C. Park Forest Pool
5. List contact information for 3 business references.