

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

2015 REQUEST FOR PROPOSALS: SNACK VENDING MACHINE SERVICE LICENSE(S)



December 18, 2014

The Centre Region Parks & Recreation Authority invites sealed proposals from qualified vending machine operators to provide services for the 2015 operating season at the following 4 sites:

| FACILITY | SEASON | 2014 STATISTICS |
|--|---|---|
| Hess Softball Field Complex 1707 Shingletown Road State College, PA 16801 | Season: May - Oct 2015 <i>See the 2015 event schedule on Page 4.</i> | Hess hosted 867 games & 11 tournaments in 2014. |
| Oak Hall Regional Park 120 Linden Hall Rd Boalsburg, PA 16827 | Season: May - Oct 2015 <i>See the 2015 event schedule on Page 4.</i> | Grand Opening May 2, 2015 |
| Park Forest Swimming Pool 2100 School Drive State College, PA 16803 | Season: 23 May – 13 Sep 2015 | In 2014 this facility hosted 33,044 visits. |
| Welch Swimming Pool 670 Westerly Parkway State College, PA 16801 | Season: 23 May – 7 Sep 2015 | In 2014 this facility hosted 61,974 visits. |

These facilities will be open 7 days/week in-season, weather-permitting. **Sealed proposals including the information requested below will be received until 11:00 AM prevailing time on Friday, February 6, 2015.** In advance of submitting a proposal, site inspections may be arranged by contacting the CRPR Office at (814) 231-3071. 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.

Concession License Awards

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. Incomplete proposals will not be considered. Documents submitted must represent the 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. The Authority intends to issue licenses to the responsible bidder(s) whose proposals are deemed to be in the best interest of the Authority. The Authority will consider such factors as:

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

The CRRA expects to award one vending machine contract to include all four sites for a maximum of 14 machines. In addition to the vending machine services requested in this proposal, each site will also offer mobile food and snack concession services, by separate contract.

CRRA invites proposals to provide the following vending machines at each site:

- Chilled soda (no glass bottles)
 - Chilled beverages (water, juice and/or sports drinks; no glass bottles)
 - Snacks (heat-tolerant products but no gum or Starburst-type products at the pools)
 - Chilled candy or ice cream novelties (optional pending available space).
- At Oak Hall Regional Park: 3 machines max. The available alcove measures 10' wide x 40" deep.
- Hess Field Complex: 3 machines.
- At Welch Comm. Swimming Pool & Park Forest Comm. Swimming Pool: 3-4 machines each pending available space.

The machines provided as part of this proposal must process coins and bills, and must be clearly marked with the Vendor's name, address and phone number for service / repair / restocks. Each machine must be fully-secured (wall-chained) to prevent tip-over hazards. Weekend service calls are both likely and important to the Authority. The vendor may not assign or sublet the vending machine services without the prior written consent of the Authority. No alcoholic beverages or tobacco products may be sold.

Insurance Certifications

Prior to execution of a vending machine contract, the successful vendor shall provide at its own expense the following insurance, in companies licensed in the Commonwealth of Pennsylvania, as evidenced by certificates:

Workers' Compensation - Statutory - in compliance with the workers' compensation law of the Commonwealth of Pennsylvania.

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). The Certificate of Insurance shall indicate the following coverage: Premises - Operations; Independent Contractors and Subcontractors; Products and Completed Operations. The Authority must be shown as an "Additional Insured" on the Certificate of Insurance with respect to Liability Coverage. Such certificates shall be provided within 14 calendar days of the award by the Board.

Other Board-Licensed Concessions

Only Authority-licensed concessionaires will be authorized or permitted to provide food or snack concessions at each site. Therefore, the Authority may award multiple concession licenses based upon:

- the respective schedules of proposed services and events at each 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.

Other Requirements & Provisions:

1. Vendors may not store their items in Authority facilities. No guarantees are provided or implied for any vendor inventory or property. Additional storage structures must be proposed in writing and approved in advance by the Authority.
2. Utilities provided by the Authority: Electricity and a public water connection will be available and provided. 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.
3. 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.
4. 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, if applicable. Such certifications / permits shall be posted during the operation of each unit.
5. A contracting vendor may not assign or sublet the concession services license without the prior written consent of the Authority.
6. 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 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.
7. The vendor is responsible for any vendor-related damages caused to Authority facilities as a result of the vendor service.
8. The Authority 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 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 John Hess Softball Field Complex

Operated by the Centre Region Parks & Recreation Authority

2015 TOURNAMENT SCHEDULE (schedule subject to change)

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

- | | | | |
|-------------------------|-------|--------------------------|-------|
| 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 19-21 | 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)

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
 In advance of submitting a proposal, site inspections may be arranged by contacting the CRPR Office at (814) 231-3071.



Sealed proposals will be accepted until **11:00 AM, Friday, 6 Feb 2015**
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:

Date: _____

BID PRICE #1: Proposed Percentage of Gross Sales that will be paid to the CRRA with
monthly payment and reporting standards: _____ **% of gross revenue**

BID PRICE #2: Proposed Utility Reimbursement to the Authority for utility / recycling / trash
service expenses, payable annually by 30 Jun 2015, per site.

\$_____ per year for Welch Pool for 3 months (June - August only)

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

\$_____ per year for the Hess Field Complex for 6.5 months (mid-April - October only)

\$_____ per year for Oak Hall Regional Park for 6.5 months (mid-April - October only)

\$_____ TOTAL Utility Reimbursement proposed.*

No bid surety is required.

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

1. Listing of proposed machines, merchandise and product pricing for each location. Only those items or food products approved in advance by the Authority may be sold on-site. 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 staff, these items are not appropriate for sale in

a public park setting. Providing optional "Healthy Food Choices" to patrons is strongly encouraged.

2. Proposed sample Vending Service Contract. If any item in that contract runs counter to the provisions listed here, these requirements will prevail.
3. A sample report which details gross sales and the calculations for each commission payment by site.
4. The proposed commission payment & utility reimbursement schedule (at least monthly). One check may be submitted monthly provided that the revenue details for each site are provided.
5. Proposed method for providing refunds to patrons.
6. Proposed stocking / restocking schedule, including weekends if needed pending scheduled events.
7. Quality of Service Guarantees (for machines and products).
8. Electrical requirements and any other vending service requests.
9. Vendors are encouraged to follow the provisions of the "COG Greenhouse Gas Reduction Policy" as posted at http://www.crpr.org/agency/Legals/COG_Green_Res2011.pdf Specify if any of the proposed products/services will use high-efficiency technologies.
10. By submitting a proposal the vendor agrees to protect, defend, indemnify and hold the Centre Region Parks & 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 agreement.