



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: Wednesday, April 13, 2016      NOON**

### **2016 Mobile Food Concession Service Licenses**



The Centre Region Parks & Recreation Authority invites sealed proposals from food and beverage concessionaires to provide specified services for the 2016 season (May through October) at the new Oak Hall Regional Park.

**Written proposals using the attached Form of Proposal are invited until NOON, Wednesday, April 13, 2016.** The Authority Board is expected to act on the proposals at their regular meeting on Thursday, April 21, 12:15 PM at the Centre Region COG Building, 2643 Gateway Drive, State College, PA 16801.

#### **2016 Food Concession Service License Overview**

The Authority desires to issue licenses for concession services for:

1. Softball Tournaments at Oak Hall Regional Park per the tentative tournament schedule listed below.
2. Softball Leagues at Oak Hall Regional Park, weeknights starting at 4:30 PM.

#### **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 considers 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 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.

**Menu Products to be offered:**

- Standard “ballfield foods” (hotdogs, hamburgers, french fries, candy items, bagged snacks, etc.)
- Providing "Healthy Food Choices" (including fruit items) 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.

**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.

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

- Vendors must provide their own service equipment for use in an owner-operated, free standing vehicle or for use in the Oak Hall Regional Park Concession Room (a separate maintenance agreement is required for use of Concession Room). Vendors may not store supplies in CRPR facilities without prior approval in writing, in advance by the CRPR Director. Additional storage structures must be proposed in writing and approved in writing, in advance by the Director.
- Utilities provided by the Authority: Electricity and public water are available and provided at the Oak Hall Regional Park. 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.
- The Authority 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 must be posted during the operation of each unit.
- Staff will notify vendors of the status of their proposals upon action by the Authority Board.
- A 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 Authority staff. 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 ten calendar days of the award by the CRPRA.

**2016 Tournament Schedule 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 due to factors including lack of registration and inclement weather. Weather make-ups are scheduled when possible.
- Providing services at each tournament is required and is an important part of this contract.

	<b>2016 Dates</b>	<b>Sponsor/Event</b>	<b>Site (s)</b>
1	Sat-Sun, Apr 30-May 1	CRPR Men's Slow Pitch	Oak Hall Reg. Park
2	Sat-Sun, May 14-15	USSSA Happy Valley Spring Explosion	Oak Hall & Hess
3	Sat-Sun, June 11-12	USSSA Happy Valley Showdown	Oak Hall & Hess
4	Fri-Sun, June 17-18-19	ASA 14u & 16u Class A Championship	Oak Hall & Hess
5	Fri-Sun, June 24-25-26	ASA 18u & 16u Class B Championship	Oak Hall & Hess
6	Fri-Sun, July 1-2-3	State College ASA 20th Annual Firecracker	Oak Hall & Hess
7	Sat-Sun, Jul 9-10	USSSA Super State Championship	Oak Hall & Hess
8	Sat-Sun, July 23-24	ASA Women's State Championship	Oak Hall Reg. Park
9	Sat-Sun, July 30-31	ASA 45 & Over State Championship	Oak Hall Reg. Park
10	Sat-Sun, Aug. 6-7	ASA 50 & Over State Championship	Oak Hall Reg. Park
11	Sat-Sun, Aug. 13-14	ASA 35 & Over State Championship	Oak Hall Reg. Park
12	Sat-Sun, Aug 20-21	Centre Co. Cutters Youth Baseball	Oak Hall & Hess
13	Sat-Sun, Sep 24-25	Centre Co. Cutters Youth Baseball Tournament	Oak Hall & Hess
14	Sat-Sun, Oct 15-16	USSSA Pumpkin Smash Tournament (Also PSU Parent's Weekend)	Oak Hall & Hess

There are currently 14 tournaments scheduled for 2016; this schedule is subject to change. Additional tournaments may be added.

Please note that additional services may be requested for special events throughout the year at various CRPR sites.

**2016 SOFTBALL LEAGUE SCHEDULES**  
(SUBJECT TO CHANGE)

<b>HESS SOFTBALL COMPLEX</b>	<b>Field # H1</b>	<b>Field # H2</b>	<b>Field # H3</b>	<b>Field # H4</b>
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			

<b>OAK HALL REGIONAL PARK</b>	<b>Field # OH1</b>	<b>Field # OH2</b>	<b>Field # OH3</b>	<b>Field # OH4</b>
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](mailto:ntourscher@crcog.net) (814) 231-3071

**Attached: FORM OF PROPOSAL**



**FORM OF PROPOSAL  
2016 Mobile Food Concession  
Services Licenses**

**SEALED PROPOSALS WILL BE ACCEPTED UNTIL 11:00 AM, FRIDAY, FEBRUARY 26, 2016 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:** \_\_\_\_\_

**Proposals must include the following information:**

<input type="checkbox"/> <b>OAK HALL REGIONAL PARK</b>	Vendor will provide services for all above-listed tournament dates <u>except as listed here:</u> * <hr/>
	Vendor will provide services for all evening leagues, <u>except as circled below:</u> <div style="text-align: center;">           Mo   Tu   We   Th   Fr         </div>
<p><b>BID PRICE #1: Proposed Percentage of Gross Sales</b> that will be paid to the Authority in monthly payments no later than the 15<sup>th</sup> of the following month (one check may be submitted monthly with the detailed, multiple-site report): _____ <b>% of gross revenue</b>          Hess Field Complex: May - October 2016          Oak Hall Regional Park: May - October 2016          Welch &amp; Park Forest Pools: Memorial Day Weekend through Labor Day Weekend</p>	
<p><b>PRICE #2: Proposed Utility Reimbursement</b> to the Authority utilities/recycling/trash expenses, payable by May 1, 2016 for all proposed facilities.</p> <p>\$ <u>500</u> per year for the Oak Hall Regional Park for 5.5 months</p>	

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

(Continued)

**IN ADDITION, the following information/documents must be submitted with each sealed proposal to be considered for service:**

1. List of proposed equipment (vehicle, size & features) and/or use of the Oak Hall Regional Park Concession Room. Photos are recommended but optional.
2. Copies of the following must be submitted prior to first scheduled tournament:
  - A. Certificate of Insurance
  - B. *ServSafe*® *Food Safety Certifications*
  - C. Municipal & State Business Tax Licenses/Permits
  - D. Copies of Criminal Background and Child Abuse Clearances per the CRPR Child Safety Policy, available at <http://www.crpr.org/agency/Policies/Child-Safety-Policy-Full.html>
3. Utility requirements and any other requests for serving each site.
4. List of 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.
5. Proposed Schedule of Service (league nights, tournaments, daily hours of operation).
6. The contact information for 3 business references.