

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

2016 REQUEST FOR PROPOSALS: SNACK VENDING MACHINE SERVICE LICENSE(S)



January 25, 2016

The Centre Region Parks & Recreation Authority invites sealed proposals from qualified vending machine operators to provide services for the 2016 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 2016 <i>See tentative event schedule on Page 4.</i>	Combined, hosted 1,239 games and 15 tournaments in 2015.
Oak Hall Regional Park 120 Linden Hall Rd Boalsburg, PA 16827	Season: May - Oct 2016 <i>See tentative event schedule on Page 4.</i>	
Park Forest Swimming Pool 2100 School Drive State College, PA 16803	Season: May – Sep 2016	Combined, hosted 101,098 visits in 2016.
Welch Swimming Pool 670 Westerly Parkway State College, PA 16801	Season: May – Sep 2016	

These facilities are open 7 days/week in-season, weather-permitting. **Sealed proposals including the information requested below will be received until 11:00 AM on Friday, February 26, 2016.** 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, March 17, 2016, 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 & Oak Hall Regional Park

2016 TOURNAMENT SCHEDULE (schedule subject to change)

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

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

There are currently 15 tournaments scheduled for 2016; this schedule is subject to change. Additional tournaments may be added.

2016 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.



**FORM OF PROPOSAL
2016 SNACK VENDING MACHINE
SERVICES LICENSE(S)**

Sealed proposals will be accepted until **11:00 AM, Friday, February 26, 2016**
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 2016, 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.