REQUEST FOR PROPOSALS (RFP)

Purpose of RFP: Food and Beverage Service Provider

RFP Description: The City of Concordia is seeking proposals from qualified vendors to provide food and beverage service for the Concordia Sports Complex, 1500 E 7th.

Department: Concordia Recreation Department

Contacts: Chris Curtis, 785-243-2670

Site Visit Requirements: Available upon request

Copy Requirements: Three (3) copies

Submission Deadline: Friday, April 21, 2017 - 5:00 p.m.

Submit To Address: Concordia Recreation Department
701 Washington
Concordia, Kansas 66601

The City of Concordia is accepting proposals for the operation of Food and Beverage Services. Each proposal should be completed using the form attached to this RFP. The City reserves the right to reject any or all proposals. If you are interested in visiting the location, please contact Chris Curtis at 785 243-2670, recreation@concordiaks.org

Completed proposals are to be submitted by 5:00 p.m. Friday, April 21, 2017 to:
Concordia Recreation Department
701 Washington
Concordia, Kansas 66901

FACILITIES

The complex includes seven total fields including two baseball fields, two slow-pitch softball fields, two fast-pitch softball/youth baseball fields, and one T-ball field. All but the T-ball field are lighted for night play. There are two concessions, two restroom facilities, and a small playground
LENGTH OF CONTRACT

Contract will be effective through December of 2017, based on annual review and mutual agreement of both parties. This agreement shall automatically renew for additional one year terms unless a party seeking termination shall give written notice of intent not to renew not less than ninety (90) days before the expiration of the initial term or any agreed extension.

FOOD AND BEVERAGE CONCESSION

Minimum Hours of Operation
The Vendor will be responsible for providing food and beverage services for those events and facilities described in this agreement. The Vendor or his/her employee(s) shall have the concession facilities open at least 15 minutes prior to the first scheduled game/event at any given facility. The Vendor or his/her employee(s) shall keep the concessions open until the events are completed.

In the event of inclement weather the Vendor will be responsible for following a predetermined procedure to be outlined by the Recreation Department.

City of Concordia Provisions
The City will provide water, electricity and trash removal from the site. The city reserves the right to turn water and electricity on and off depending on the weather. The City reserves the right to pursue contracts with beverage Vendors that would require exclusive use of Vendor’s product. A refrigerator will be provided at the facility. Additional equipment may be provided, depending on the vendor selected to be the City’s beverage provider. The City will be responsible for, but not limited to, maintenance and repair to facilities and structures as specified in contract or addendum.

Vendor Provisions
The Vendor will provide food and refreshment items to be sold at concession facilities and any additional equipment needed that is not provided (see City provisions). The Vendor will be responsible for notifying City staff of any emergencies or maintenance problems that might arise at facility. (i.e. plumbing problems, City owned equipment failure, etc.)

The Vendor shall offer a variety of items and will be encouraged to meet the City of Concordia Nutritional Guidelines (see page 3). The Vendor will also be required to provide the City with a copy of the menu with prices annually for approval. The City must approve any change in the menu to include sales item(s) and pricing. Items in glass containers and alcoholic beverages may not be included as part of the menu.

The Vendor will be responsible for cleaning of the immediate area in and around the concession facilities. Maintenance will include picking up and disposing of trash in pre-designated receptacles and wash down of area as needed. Final maintenance requirements shall be negotiated between Vendor and The City and specified in the
contract. The Vendor will be required to provide adequate staffing in order to provide maximum service to patrons, unless other arrangements are made with the City’s approval. The Vendor will be responsible for maintaining the concession site(s) in a sanitary manner and will be subject to inspections by the City and the Kansas Department of Health and Environment. The Vendor will be required to have concession stands cleaned with any remaining products removed within 14 days after closing date of each facility with inspection following.

The Vendor will obtain all necessary licenses to fulfill the City of Concordia, Cloud County and State health requirements and have all licenses posted on site(s) at time of opening.

The Vendor will maintain an accurate record of gross sales in accordance with generally accepted accounting practices to be outlined by the City Finance Director and shall provide all necessary reports as required.

The Vendor will provide general liability insurance for the term of the agreement which will be as follows: Comprehensive General Liability with a broadening endorsement to include: For Concession premises/operations; products/completed operation; Blanket Contractual; and Personal Injury. Bodily injury and property damage must have combined single limit of $1,000,000.00.

The Vendor shall hold the City, its officials, and employees free and harmless, and shall indemnify the City from loss from each and every suit, liability, expense, damage or claim or demand of whatever nature, made on behalf of or by any person or persons, for any wrongful act or omission on the part of the Vendor, his employees or agents.

If the Vendor fails to perform any covenant or condition herein required, the City shall be entitled to terminate this Agreement by providing the Vendor with written notice. The Wellness and Recreation Director may at his or her discretion, provide notice to the vendor of the violation or sub-standard performance and provide the Vendor an opportunity to cure the default. If in the opinion of the Director a satisfactory correction of the violation or the substandard performance is not completed within fourteen (14) calendar days, this agreement shall terminate.

The Vendor shall not transfer, assign or pledge this contract to another without the prior written consent of the City.

NUTRITIONAL GUIDELINES FOR CONCESSIONS

In the interest of public health, the City of Concordia Recreation Department has created the following nutrition guidelines. The voluntary implementation of these guidelines will promote good nutrition and create a positive environment to foster healthy eating habits for the community, staff, and others who use the City of Concordia Recreation facilities.

Vending Machines and Concession Stands:
A. A minimum of 50% of all food and beverage items offered shall meet the nutritional standards listed below.
B. The price of the products meeting the nutritional standards listed below shall be equal to or less than the comparable products that do not meet the nutritional standards.
C. Products which meet the nutritional standards listed below shall be grouped together and shall be placed in the center rows or in the far left rows of the machines for easy viewing and selection.
D. All prepackaged products shall be offered in regular-sized single-serving packages.
E. Concessions: Vendors shall offer at least one fresh fruit or vegetable.

**Beverages Meeting the Nutritional Standard:**
A. Plain water, flavored waters, diet drinks, and sports drinks limited to ≤45 calories per container and ≤270 milligrams of sodium per container.
B. Milk or flavored milk, 1% or fat free, including lactose-free, soy or nut beverages, with ≤200 calories, limited to a maximum 12-ounce container size.
C. 100% Fruit juice or fruit juice combined with water or carbonated water and with no added caloric sweeteners, limited to a maximum 12-ounce container size.
D. 100% vegetable juice with no added caloric sweeteners, and ≤200 milligrams of sodium per container, limited to a maximum container size of 12 oz.

**Vending and Concession Food Standards**
Snack and entrée food items that meet the nutritional standards offered shall meet all the following criteria for each individual package (not listed serving size) or as prepared. An entrée is defined as a food generally regarded as being the primary food in a meal, including all sides provided as part of the entrée. Non entrée concession items such as side dishes are defined by snack standards, if not provided as part of the entrée.
A. Calories: **Snacks:** No more than 200 calories; **Entrées:** No more than 400 calories.
B. Fat: Total calories from fat may not exceed 35 percent, except for packages that contain 100% nuts or seeds; and low-fat or reduced-fat cheese.
C. Saturated Fat: No more than 10% of calories from saturated fat except for packages that contain 100% nuts or seeds; and low-fat or reduced-fat cheese.
D. Trans Fat: 0 grams trans fat
E. Sugar: No more than 35 percent by weight, with the exception of: (1) fruits and vegetables that do not contain added sweeteners or fat; or (2) yogurt that contains no more than 30 grams of total sugars per 8-ounce container (and adjusted proportionally for smaller containers).
F. Sodium: **Snacks:** No more than 200 mg of sodium per serving for snacks and non entrée concession items; **Entrées:** No more than 480 mg of sodium per serving.

**Support for Standards**
1. Dietary Guidelines for Americans (DGA) are made to guide healthful eating patterns, and these guidelines were referenced in the development of the standards.
2. Model standards from NANA (the National Alliance for Nutrition and Activity); GSA (Government Services Administration) Federal Concessions and Vending Operation,
(Proposed) Smart Snacks in School, along with other standards also were used identifying the language. This will help to develop consistency in these or other standards that may be developed or revised in the future. NANA, an alliance of 400 health organizations such as the Academy of Nutrition and Dietetics and the American Heart Association, was the source of the majority of the guideline language.

3. There are several exceptions to the NANA model in these standards. These exceptions are considered a necessary part of implementing these first-ever standards given changing expectations of consumers and evolving vendor products. The exceptions here include:
   a. More liberal beverage guidelines. NANA standards call for 100% of beverages in vending machines to meet the prescribed standard.
   b. The inclusion of candy bars and other foods of minimal nutrition value.
• REQUEST FOR PROPOSALS (RFP)

PROPOSAL FORM

Name of Firm: ________________________________________________________________
Name of person completing this form: ____________________________________________
Address: ___________________________________________________________________

Street  City  State  Zip

Telephone: Work (___) - _______   Home (___) - _______
Cell Phone: ______________________   E-mail Address: ___________________@__________

Type of Payment for the right to operate concessions:
* Gross sales from past years are available upon request.

☐ Flat Rate  $___________ per month

- or -

☐ Percent of gross sales (before tax): _________% per month

☐ Combination/Other Method: (describe in depth) use separate sheet if necessary

Please list three references that are not former or current employers and are not related to you.

Name  Address  Phone

Name  Address  Phone

Name  Address  Phone

1. Describe your qualifications and Vendor experience. Use separate sheet if necessary.
2. List all menu items that are proposed to be offered, its size/volume/ and the price of each:
Must include but not limited to at least one hot food item. Fountain and bottled beverages must be made available for sale at all locations unless otherwise specified. Fountain equipment is provided. Use separate sheet if necessary:

Example:
Soft drinks
12 oz  $.00
16 oz  $.00
20 oz  $.00

3. List all equipment to be provided by Vendor for the provision of the above menu items. Use separate sheet if necessary.