

REQUEST FOR PROPOSALS
CONCESSION OPERATION
FOR
THE CITY OF ALICE MULTI USE COMPLEX

The City of Alice will accept proposals until 2:00 p.m., Monday, April 30, 2018, for the operation of the City of Alice Multi Use Complex, concessions, and on-site catering associated with the City of Alice Multi Use Complex, Alice, Texas. Three (3) copies of the proposal shall be submitted to the follow individual and address, by the above noted deadline.

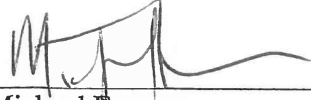
Michael Esparza
Interim City Manager
City of Alice
500 East Main Street (78332)
Post Office Box 3229
Alice, Texas 78333
(361.668.7210)

The Request for Proposals, Project Summary and the Scope of Services information for this project are available from the above noted individual, and/or office.

Proposals will be evaluated on the thoroughness of the individual's or business' response to this request, the experience of the proposal staff, ability to comply with all operational requirements, procurement of proper insurance, etc. Certain businesses or individuals may be selected for personal interviews based on the City's evaluation of the proposals and a final selection made. The successful proposing company should be prepared to assume responsibility for the project at a time agreed upon by both parties.

Proposals received after the above deadline will be returned to the respective firm unopened. If there are any questions regarding any part of this Request for Proposal, the questions should be directed to: Joshua Flores, Community Development Director 668-7211 or Rolando Ramos, Finance Director, 668-7233. Proposals delivered in person should be hand carried to City Hall, Second Floor, 500 East Main Street, Alice, Texas 78332; mailed proposals should be sent to City Manager, City of Alice, Post Office Box 3229, Alice, Texas 78333; both methods of delivery subject to the same deadline date.

Publish: Sunday, April 1, 2018
Sunday, April 15, 2018



Michael Esparza
Interim City Manager

REQUEST FOR PROPOSALS

CONCESSION OPERATION

FOR THE CITY OF ALICE MULTI USE COMPLEX

PROJECT SUMMARY

The City of Alice Community Development Department is attempting to procure the services of a professional concessionaire, hereafter referred to as Company; to develop, improve, manage and operate the food, beverage, and eating area concession for the facilities at the City of Alice Multi Use Complex for a period of one year. The Company supplying this service must be experienced in the food, beverage, concession, restaurant and eating area industry and be able to operate a economical, effective, healthy, and safe public, concession, operation which complies with all applicable local, county, state, and federal policies, procedures, rules, regulations, codes, and laws. The Company must be able to obtain all pertinent kitchen concession, restaurant, and dining room facility operational permits and license and pay all associated local, county, state, and federal fees, registrations, and taxes. The Company will be fully insurable to City established levels of coverage, name the City of Alice as policy co-insured, and keep in effect all required coverage's during the term of the leased facility agreement; if chosen as the successful service provider. Proposals will be evaluated by personnel from the City of Alice.

Concessionaires able to offer the City net annual concession income gains through facility lease rents, utility payments, facility improvements, service improvements, etc., will be considered for the Multi Use Complex concession, , and associated maintenance operation for the term of the lease. Should this arrangement prove successful, subsequent facility lease agreements would be re-negotiated for future year catering/operating and associated business and maintenance. All private concession service proposals should contain complete detailed written information on: scope of operations, scope of services, projection of income, development plans, improvement plans, personnel employed, personnel background, firm employment history, current financial status, self-supplied fixtures and furnishings.

The successful Company must be able to enter into a facility lease agreement with the City of Alice for the period of one year, abide-by all lease conditions and procure all pertinent insurance requirements. The City will provide the facility in as-is condition, unless otherwise specified; along with existing kitchen fixtures and furnishings, cooking utensils, cooking space, serving utensils, service space, office space dry goods storage space, frozen goods storage space, dining tables, dining seats, and dining chairs. The City of Alice Multi Use Complex, kitchen, and restaurant/eating areas will be available for concessionaire inspections, by calling 361-668-7210 for appointments, prior to the RFP submittal deadline.

SCOPE OF SERVICE

The Company shall address and provide all the information requested under this proposal in connection with and with respect to the following goals, objectives, and provisions for the previously described project.

A. Company Provides Products and Services:

The scope of services shall, as a minimum, include and provide for the following:

1. High quality culinary products, meals, and beverages for the concession and on-site catering service for the general public at a reasonable price and in sufficient quantity.
2. A high quality and pleasant system of product and service delivery, and associated sanitary disposal.
3. An aesthetically pleasing atmosphere of product and service delivery, and related sanitary disposal.
4. A clean, sanitary, and healthy system of physical maintenance & operations which conforms to all City, County, State, and Federal: building, food service, restaurant operations, regulations, and health codes.
5. A food, beverage, and concession service level which maximizes the patronage of the complex and general public.
6. An experienced operator who can order, purchase, dispense, inventory, track, control, and handle the waste stream of all products, materials, and supplies involved in the operation of concession, and dining room service and maintenance functions.
7. An accurate, up-to-date, efficient, and understandable means of business accounting and operations record keeping and reporting system.
8. An operation which is reliable, responsible, and responsive to the needs of the customers, patrons, and the City of Alice.

B. City Provides Accommodations:

The service arrangements shall take into account the following Multi Use Complex kitchen, and restaurant furnishings, fixtures, and spaces of operation available to the Company:

1. The entire area occupied by lease is located at City of Alice Multi Use Complex, located at 723 FM 1554, Alice, Texas. Said area consists of: eating area, kitchen, rest rooms and storage areas together with all equipment fixtures, and furniture therein contained; expressly excluding the offices/party rooms, lifeguard room, water park, pool area, showers and rest rooms.
2. The entire Multi Use Complex for the purpose of selling concession items: NON-alcoholic beverages, snacks, sandwiches, and soft drinks. This excludes the area occupied by the contracted vending service with the City of Alice for small snacks and soft drink sales.
3. Kitchen food cooking, preparation and utensil cleaning area, as is.
4. Kitchen food service, presentation and beverage service counters, as is.

5. Kitchen concession sales receipts and customers service areas, as is.
6. Kitchen dry goods, frozen goods, shelving and refrigerator storage area, as is **and if any.**
7. Use of current fixtures and other food service furnishings, as is and if any.

C. Operational Information:

The Company food service and dining maintenance operational proposal shall include the following information:

1. Annual Operational Plan: (a) estimated annual budget; (b) months, days and hours of operation; (c) employee, responsible organization contacts, telephone number(s) and address (es).
2. Example of menu selections and associated prices, showing the variety and value of the food service offerings. Examples of event/party packages offered.
3. Example of kitchen and eating area maintenance schedule for bussing of food products, garbage removal, table/counter cleaning, floor cleaning, etc.
4. Example of kitchen & food service area cleaning schedule for counter, beverage areas, kitchen surfaces, ice maker, utensils, dishes, etc. The entire facility is to be kept in a clean and sanitary state at all times.
5. Recommendations for future permanent and temporary food service or facility maintenance improvements, including a proposal for how these improvements would be financed.

D. Specific Proposal items to Address:

1. Facility atmosphere, décor, theme or setting proposal changes or modifications.
2. **Off-season on site catering, party or special events accommodations and proposals.**
3. Food and beverage proposal to include snack/sandwich, non-alcoholic beverage offerings, and proposed charges.
4. How do you plan to accommodate periods of high food service demand, and high patron traffic, eating area use, to assure adequate product delivery time, and maintain a clean dining facility?
5. Outline your *minimum* proposal for an annual lease agreement with the City, which address:

--Your proposal monthly rent payment At the Multi Use Complex.

--Your proposed fixed date of payment due dates and associated grace period of 5-10 days and/or the percentage of late payment penalty amount (state specific percentage rate applied to balance).

--Your proposed insurance coverage's to satisfy the City of Alice minimum insurance requirements.

6. Outline your *minimum* proposal for the maintenance, cleaning, service, repair, and/or improvements for the facility, which address:

--Your proposal for the routine and/or daily cleaning of the kitchen and the general eating area(s)

--Your proposal for any immediate changes you must make to open for operation and proposed payment of facility utility costs.

--Your proposal for future service, accommodation, or maintenance improvements; including a proposed timetable and financing options.

--Your proposal for catering, food service promotions, and other advertising.

--Your proposal for funding routine and non-routine maintenance/repair costs.

E. RFP Submittal and Time Table:

Proposal due date is Monday, April 30, 2018 at 2:00 pm at City Hall 500 East Main, Alice, Texas. Proposal submittals should be directed to: City Manager, City of Alice, (316) 668-7210. The successful proposer should be prepared to begin services and maintenance operations on a date and time agreed upon by all parties.

RFP Submittal and Preparation Costs:

In making a proposal, the Company hereby certifies that they have reviewed this RFP and are familiar with all conditions contained therein. The City will not be responsible for nor incur any cost associated with the submittal or preparation of this Request for Proposal.

PROFESSIONAL CONCESSIONAIRE COMPANY QUALIFICATIONS

In additional to the items addressed in the Scope of Service, the following information relating to the Company's qualifications is requested:

1. Professional Company name, address, and telephone number(s),
2. Type of service which Company is qualified to provide,
3. Name, qualifications and experience of key personnel available for this project,
4. Recent list of references and complete work(s) similar in nature.

CONTRACT OR LEASE AGREEMENT PROVISIONS

The contents of this proposal, for the successful Company, may become contractual obligations if the City of Alice wishes to execute the contract based on the submitted proposal. Failure to the successful Company proposer to accept these obligations, in a purchase agreement, purchase order, contract, lease agreement or similar instrument may result in cancellation of the award and such Company may be removed from future solicitations.

INSURANCE PROVISIONS

The successful Company must be able to procure and maintain, during the course of this project agreement, and any subsequent renewals; public liability insurance and property damage insurance in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for each claimant for any number of claims arising out of a single transaction or occurrence; and in the sum of Five Hundred Thousand Dollar (\$500,000) for all claims arising out of a single transaction or per occurrence; and property damage insurance in the amount of Fifty Thousand Dollars (\$50,000) per occurrence. Company agrees to also furnish comprehensive general liability coverage providing bodily injury, personal injury, property damages including products, liability, and complete operation coverage against any and all claims and losses arising out of any operations of the Company, including the occupancy of the premises, sale, gift, serving, handing, or dispensing of any product including malt and alcoholic beverages.

The Company shall provide the City with certificates evidencing such insurance as outlined above prior to beginning any work under this project. Such certificates shall provide the thirty (30) days advance written notice to the City of cancellation, material change, reduction of coverage, or non-renewal. Insurance certificates shall name the City as additional insured.

PROFESSIONAL CONCESSIONAIRE COMPANY COMPENSATION

The Company's compensation shall be from the concession maintenance services and sales of food, beverage, and ancillary food items, provided at and on the Multi Use Complex, over the agreed upon term of this agreement

SPECIAL PROVISIONS

The City reserves the right to reject any and all proposals and to waive any informality. The Company vendor(s) shall be responsible and responsive to the City in its requirements within the scope of this proposal, and shall confer with and be guided by the directive of the City through the office of the City Manager or his designated representative. The Company shall attend any special meetings with the City Manager or City Staff relating to questions, performance or negotiations concerning this proposal.

In the event that it becomes necessary to revise any of this Request for Proposal (RFP), an addendum to this RFP will be provided to each professional concessionaire company. The City reserves the right to change submission date(s) for any reason, including an addendum or supplement to the RFP. Late proposals will not be accepted. It is the responsibility of the

concessionaire company to ensure that the proposal arrives prior to 2:00p.m. Monday, April 30, 2018.

I have read, understand, and will comply with all of the conditions of this RFP, as it applies to my company's responsibilities, as stated and quoted in the above proposal information.

Authorized Individual Signature: _____ Date: _____

Print Above Name: _____ (Individual/Company Representative)

Individual/Company Name:

Name

Address (Street and/or P.O. Box)

City State ZIP Telephone ()