

RFP
REQUEST FOR PROPOSALS
CONCESSION STAND
EASTERN POINT BEACH, GROTON CT

Introduction

The City of Groton invites all qualified persons and firms to submit five copies of their statement of qualifications and their proposal to enter into a concession agreement to operate the Concession Stand at Eastern Point Beach. The term of the concession contract would be for a one (1) year period.

Background

The City of Groton is looking to continue to provide a Concession Stand for visitors to Eastern Point Beach to enjoy the amenities at Eastern Point Beach.

Objectives

The City of Groton offers the opportunity for a concession stand for the visitors at Eastern Point Beach. The facility will be authorized to sell soft drinks, hot dogs, hamburgers, sandwiches, ice cream, and such further commodities as may be specifically authorized by the City.

The City of Groton is requesting proposals from qualified and experienced operators for the operation of this facility.

Operating Hours

- The facilities must at least operate from the third weekend in June through Labor Day.
- Operating hours are scheduled to be 9:30am to 8:00pm, however are subject to change with the discretion of the Director of Parks and Recreation and/or Concessionaire.

Operating Agreement

The City of Groton intends to enter into a concession agreement whereby the concessionaire would operate the Concession Stand and pay the City of Groton a seasonal concession fee, subject to the following parameters.

- The concession fee will be no less than \$700.00 for the three month period.

Operating Costs

- The concessionaire(s) will be responsible for all operating costs for the concession stand
- Operating costs would include but not be limited to utilities, cleaning, staff, and marketing.
- Operating costs do not include maintenance of the city owned equipment in the building.

Furniture, Fixtures and Equipment (FF&E)

The concessionaire for the concession stand will be expected to provide:

- Any other equipment that is deemed necessary and not owned by the City. (Schedule A - City Equipment)
- Merchandise inventory
- Promotional signage

Other Requirements of the Concessionaire(s)

The concessionaire for the concession stand will be expected to:

- Maintain all required permits and licenses.
- Maintain a 90 or higher rating from the Health Department and comply with other City Ordinances. If the rating falls below this, the contractor has 10 days to remedy all citations, unless so directed by the Health Department.
- Maintain Property Insurance on their personal property
- Automobile liability insurance covering owned, non-owned, and hired autos, subject to a minimum limit of \$500,000.
- Maintain General Liability Insurance in the amount of \$1 Million, with the City being included as additional insured. The general liability should include damage to premise rented to others with a limit of \$300,000
- Worker's compensation insurance subject to Connecticut State Statutes.

Qualifications and Proposal

The proposal should contain the following:

- Information regarding concessionaire's prior experience
- Statement of financial position, including recent financial statements for prior operations.
- Proposed concept, menu selection, pricing
- List of references
- Biographies of proposed Concessionaire's principals, officers and partners/shareholders.
- Description of legal actions filed for or against the proposed concessionaire within the last three years, including bankruptcy filings.
- Estimated time from award of concession that would be required to open concession stand

Selection Criteria

The criteria for selection of the potential successful candidate for this proposed contract include, but are not limited to the following:

- Experience and qualifications of proposed concessionaire
- Financial strength of proposed concessionaire
- Quality and revenue potential of proposed concession stand
- Ability to offer a variety of concession-stand foods that are family friendly at a reasonable price level.
- Proposed timeframe for beginning operation
- References

Background Check

The City of Groton reserves the right to perform due diligence on bidders, including but not limited to background checks, credit report, legal actions search and review of past tax filings.

Non – Discrimination Policy

The City of Groton is an Equal opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, physical handicap, national origin or sexual orientation. Any person entering into any agreement with the City of Groton Parks and Recreation and their agents shall not discriminate on the basis of race, color, religion, sex, age, physical handicap, national origin, or sexual orientation, nor shall exclude from participation in, deny benefits of, or subject any person to discrimination under any program, or activity made possible or resulting from any agreement with City of Groton based on the foregoing.

Rights

The City of Groton reserves the right to reject any or all responses in whole or part with or without cause; to negotiate for modification of any responses; to advertise for new responses; to waive minor irregularities and formalities; or to proceed to have services performed otherwise. The City of Groton also reserves the right to establish a "cure" period, in the event that all qualified respondents have not submitted the required information, for the purpose of obtaining complete responses. The submission of any response **shall not** in any way commit the City of Groton to enter into a contract with that respondent or any other respondent. The City of Groton will also appoint a staff person to monitor the contract on a regular basis.

Property of the City of Groton

The response shall become the property of the City of Groton upon receipt by the City. The City of Groton shall have the right to use or dispose in any way selected by City of Groton without payment or liability of any kind.

Not a Contract

This RFP is not to be construed as a contract or a commitment of any kind; nor does it commit the City of Groton to pay for any costs incurred by the respondent in the submission or any costs incurred prior to the execution of a formal contract with the City of Groton.

Questions; Pre-Proposal Meeting and Tour

If the Respondent finds a discrepancy in or omission from this document or any of its exhibits, has any doubts as to their true meaning, or requires any additional information to prepare the response, he/she shall notify Mary K. Hill, Director of Parks and Recreation, 295 Meridian Street, Groton CT, in writing prior to 3:00 PM **May 12, 2017**. All written responses will be shared with all registered applicants. The City of Groton will not be responsible for any oral instructions given with regard to the completion and submission of the response.

A pre-bid tour of the facility will be held on Thursday, May 11, 2017 at 4:00PM.

Selection of Concessionaire

The selection of the concessionaire will be made by a three (3) member committee comprised of one member from the Parks and Recreation Department, one member appointed by the Mayor's Office, and one member for the Beach and Parks Committee. The Selection Committee in its sole judgement and in the best interest of the City of Groton will select the response best qualified to perform the services herein and make their recommendation to the City Council for approval. The respondent may only contact the Parks and Recreation Director, Mary K. Hill, for any questions. If the respondent contacts any member of the Selection Committee, such contact may render the process invalid or eliminate the respondent from the selection process.

Licenses

The successful applicant must obtain all necessary Health Department permits by the time of the contract execution and sign the written agreement that is approved by the Mayor and Council.

Bond/Security Deposit

The successful applicant shall furnish the City of Groton, upon signature of Agreement, with a bond with adequate security in the amount of One Thousand, Five Hundred Dollars (\$1,500) to guarantee faithful performance of agreement during the full term of the Agreement. Prior to opening the concession stand the successful applicant shall deposit with the City of Groton a security deposit equal to one month's rent, in order to ensure that the premises will at all times be kept in a neat, clean, sanitary and orderly condition, further conditioned that all rent be paid in a timely fashion to the satisfaction of the City of Groton.

Due Date of Response

Written sealed responses will be received until the hour of 2:00 PM., local time, on **Monday, May 15, 2017**. All responses shall be addressed and delivered to:

Ronald Yuhas
Purchasing Department
City of Groton
295 Meridian Street
Groton CT 06340

Five (5) copies of the response (an original and four copies) must be submitted. Responses received after the due date and time or not at the designated office, will not be considered.

Attachment

Schedule A – Listing of City owned equipment in Concession Stand

SCHEDULE A – City Equipment

1. One unit one door refrigerator manufactured by Continental Refrigerator Company, Model # Commander Series 18R4-1S.
2. One unit one door freezer manufactured by Continental Refrigerator Company, Model # Commander Series 18FS-1S.
3. One unit updraft equipment stand manufactured by B. E. Migali, Inc., Model # UEC-963 with fire control system.
4. Two fryers (counter type) manufactured by Toastmaster, Model #61427.
5. One unit electric fired grill (counter type) Star Model 536TGA
6. One unit Roll-A-Grill (counter type) NEMCO.
7. One unit sandwich unit size 2'-3" X 2'-3", manufactured by Star Metal Corporation, Model #RP-6, including a one door refrigerator.
8. One unit stainless steel work table, size approximately 7'-0" long X 2'-6" wide X 2'-1" high.
9. One unit stainless steel overshef, size approximately 10'-0" long X 12" wide.
10. One unit combination drink dispenser and cube/chip icemaker, manufactured by Crystal Tip, Model #CAE-025-PL.
11. One unit twin drink beverage dispenser (jet spray), Model #TJ-3.
12. One unit stainless steel 16 gauge counter-top.
- ~~13.~~ One unit ice cream dipping cabinet, Kelvinator (Self Contained)
14. One unit stainless steel dipper well and faucet.
15. One unit three spindle Hamilton Beach Mixer.
16. One Unit Twin Soft Serve Ice Cream Machine, TAYLOR Model 336-27.