



Request for Proposal
for
Concessions Area for the
Clyde Recreation Center

RFP #2018-04

Springville Recreation
443 S 200 E
Springville, Utah, 84663
Phone: 801.491.7881
palmoney@springville.org

Springville City is requesting proposals for staffing and operating the mezzanine concessions area at the Clyde Recreation Center. The facility is a new recreation center and will be located at 717 South 1200 West, Springville, Utah 84663.

Project Background

The Clyde Recreation Center (CRC) will be a 66,000 square foot building scheduled to open mid-May 2018. The facility will include indoor pools, gymnasium, track, recreation staff offices and fitness areas as well as rentable space for birthdays and events. The concessions area is roughly 110 square feet. There is an additional 600 square feet of seating space that will be utilized by patrons for lounging and/or eating. The CRC is designed to accommodate families as well as drop-in registrations of all ages. Springville City Recreation Department will operate the facility. VCBO Architecture is the building architect.

Project Goal

The primary goal of the concessions area is to provide an option for patrons to grab something quick and easy that will appeal to users including teens, adults, seniors, and participants with special needs.

Scope of Services

The included floor plan indicates the location of the concessions area. (See attached PDF) The desired concessions should include, at a minimum: drinks. Other concessions may also be included as recommended by the vendor. Items not permissible to be sold are popcorn, gum, and sprinkles (ice cream topping).

The vendor shall be responsible for all work required for delivery, inventory, and service of the concessions. Items included in the concessions area are a refrigerator, sink, digital menu board, vending window and lockable roll door.

The majority of fitness-related classes will be offered between 6A – 12P & 5P – 9P. The vendor will be open during some variation of those hours. Special events may necessitate additional hours of operation to be coordinated between vendor and recreation center manager.

The vendor will need to enter into a lease agreement with Springville City if awarded the bid.

Minimum Qualifications

Company must be in business for the last three years and have produced similar sales, partnerships, and/or agreements with other entities.

Proposal Requirements

Please be advised that the initial evaluation of any proposal will be based upon the content of the bidder's proposal in accordance with the evaluation criteria listed below. Organized, succinct, and straightforward submissions are appreciated. The following items should be addressed in your proposal:

Equipment

1. List of any/all food/drink showing unit price and total price including discounts.
2. Expected hours of operation and staffing levels.
3. Propose a percentage of revenue sharing in lieu of rental rate

4. Include power requirements.
5. Recommended layout of concessions area. (See attached PDF)
6. Current brochures and nutritional information of all food/drink specified in the proposal.
7. Narrative of criteria for food/drink selection.

Indemnification & Insurance

8. Indemnification- Tenant hereby agrees to indemnify, defend and hold harmless without limit the City, and its' officers, agents, employees, and elected and appointed officials, from and against any and all liability, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and cost of actions, including attorney's fees for trial and on appeal, of any kind and nature arising or growing out of or in any way connected with the performance of this Lease, caused by any act or omission of the Tenant, it's agents, servants, employees, invitees or others.

Insurance-

A. Tenant, at its own expense, shall keep in force and at all times maintain during the term of this Lease the following types and amounts of insurance:

a. Property Insurance. Property Insurance, including fire and extended coverage, insuring against damage to structures, fixtures and equipment caused by fire, vandalism, wind, and water, for the replacement cost of the Leased Premises and any improvements located on the Leased Premises, with limits of not less than \$3,000,000 and a maximum deductible of ten thousand dollars (\$10,000.00).

b. Commercial General Liability Insurance. Commercial General Liability on occurrence form with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate, for bodily injury and property damage.

c. Workers' Compensation/Employer Liability Insurance. Full and complete Workers' Compensation Coverage as required by Utah State law.

B. The City shall be named as an Additional Insured on the Commercial General Liability and Automobile Liability Insurance policies required herein.

C. Tenant shall provide the City with Certificate(s) of Insurance on all the policies of insurance and renewals thereof on an annual basis in a form(s) reasonably acceptable to the City.

D. The City reserves the right to modify any aspect of the insurance requirements, including the addition of new types of coverage, and increases in the coverage amounts, as the result of reasonable and prudent risk management review of the activities upon or associated with the Leased Premises.

E. The City shall be notified in writing of any reduction, cancellation or substantial change of policy or policies at least thirty (30) calendar days prior to the effective date of said action.

F. The procurement of the insurance coverage as set forth herein shall not constitute a waiver of the City's governmental immunity limits and protection as provided in Utah State law.

Company Information

9. Identify the company name and location. (Include branch locations)
10. Provide a brief description of your company.
11. Please provide information regarding your company's experience during the last 3 years.
12. Submit a list of all previous locations you utilized for concessions operations.

Springville City reserves the right to accept or reject any or all proposals or portions thereof. Springville City makes no guarantee of any minimum or maximum amount of product to be procured; and, reserves the right to award any agreement based upon the source selection criteria identified in this document. Springville City reserves the right to make no award under this RFP, and the right to cancel this request or any portion thereof.

Submittals

Proposals must be received in a sealed envelope by February 28, 2018 at the Springville Civic Center attention Finance, 110 South Main Street, Springville Utah, 84663 by 3:00 PM MST. Please add RFP #2018-04 to the document and the outside of the sealed envelope as an identifier. Springville City will use a selection committee consisting of City staff to review the proposals. All questions regarding this RFP shall be submitted to Penn Almoney via email at palmoney@springville.org at least 7 calendar days before the proposal due date. Please submit 4 copies of your proposal.

Evaluation Process

The selection committee will initially review and select proposals based on the following criteria. Items are listed below in order of importance:

- Food/drink items
- Business terms; percentage of revenue sharing in lieu of rental rate
- Price
- Service
- Company information, experience, references

The committee shall rank the proposals based on the information provided in the initial submittal and any follow-up information requested by the evaluation committee. A short list of up to three vendors will be created.

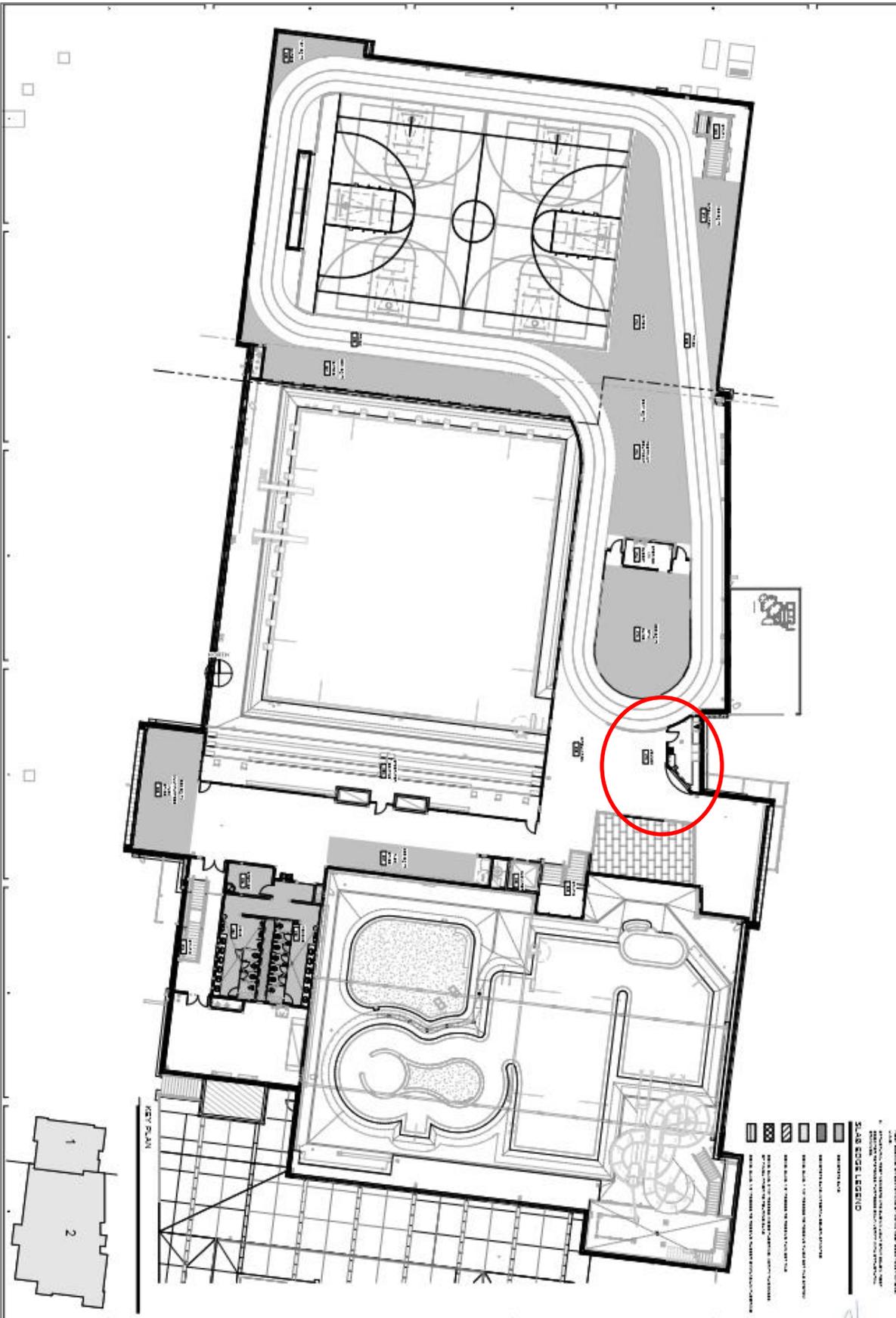
Interviews/Presentation from Selected Vendors

Shortlisted vendors may be invited for a personal interview to make presentations to the selection committee. Such presentations provide an opportunity for the offeror to clarify their proposal and ensure that a thorough, mutual understanding exists.

Springville City reserves the right to award to the vendor(s) that demonstrates the best value with all factors above being considered.

Estimated Timeline

Proposal Submittals Due	February 28, 2018
Notification of Interview	March 7, 2018
Presentations/Interviews	March 12, 2018
Award	March 27, 2018



Springville Aquatic & Recreation Center

DATE: 11/15/2011

SCALE: 1/8" = 1'-0"



POOL DECK LEGEND

- POOL DECK
- POOL
- POOL DECK WITH TREADS
- POOL DECK WITH TREADS AND CURB
- POOL DECK WITH TREADS AND CURB AND RAMP
- POOL DECK WITH TREADS AND CURB AND RAMP AND STAIRS
- POOL DECK WITH TREADS AND CURB AND RAMP AND STAIRS AND ELEVATOR
- POOL DECK WITH TREADS AND CURB AND RAMP AND STAIRS AND ELEVATOR AND ESCAPE ROUTE

NOTES:
 1. ALL POOL DECKS SHALL BE CONCRETE WITH TREADS.
 2. ALL POOL DECKS SHALL BE FINISHED WITH TREADS.
 3. ALL POOL DECKS SHALL BE FINISHED WITH TREADS AND CURB.
 4. ALL POOL DECKS SHALL BE FINISHED WITH TREADS AND CURB AND RAMP.
 5. ALL POOL DECKS SHALL BE FINISHED WITH TREADS AND CURB AND RAMP AND STAIRS.
 6. ALL POOL DECKS SHALL BE FINISHED WITH TREADS AND CURB AND RAMP AND STAIRS AND ELEVATOR.
 7. ALL POOL DECKS SHALL BE FINISHED WITH TREADS AND CURB AND RAMP AND STAIRS AND ELEVATOR AND ESCAPE ROUTE.