

**Village of Romeoville
Parks and Recreation Department
Request for Proposal**

TO: Local Restaurants and Concession Vendors

FROM: Village of Romeoville Parks and Recreation Department

RE: Request for Proposal

The Village of Romeoville Parks and Recreation Department (Village) is requesting proposals for the operation of two of its concession stands, one located at Volunteer Park, 100 West Murphy Drive, Romeoville, IL and the other located at Century Park, 1405 West Taylor Road, Romeoville, IL.

OVERVIEW AND DESCRIPTION

The vendor will be responsible for the operation, management, maintenance and sales of the concession stands at Volunteer Park and Century Park, during the minimum days and hours specified by the Village.

Volunteer Park Concession Stand

This park was first opened in 2002. It has three softball/baseball diamonds, nine soccer fields, a skate park, Frisbee golf course, playground, splash pad, pathways, a concession stand with restrooms and a small maintenance storage garage. Youth baseball, softball and soccer are played here in the spring. Youth baseball and adult softball leagues play here in the summer, and youth soccer and adult softball leagues play here in the fall. Traffic averages approximately 1500 people on the weekends and 100 people each night during the week.

The Parks and Recreation Department also hosts one or two special events with over 500 people in attendance at Volunteer Park in the summer requiring the sale of basic concessions.

Century Park

This park was first opened in 2000. It has three baseball fields, a basketball court, a playground, a nature preserve and a concession stand with restrooms. Youth baseball is played here in the spring. Traffic averages approximately 800 people on the weekends and 100 people each night during the week.

REQUIREMENTS

Contract

The successful vendor will be required to enter into a services contract with the Village, in such form as may be approved by the Village. The contract will incorporate the terms of this Request for Proposal. The Village expressly retains the right to terminate the contract should the vendor fail to meet contract service requirements.

The term of the contract shall be for one (1) year beginning April 26, 2010, but shall automatically be renewed on its anniversary date for up to a maximum of three (3) additional one (1) year terms, unless the Village notifies the vendor in writing thirty (30) days before any relevant anniversary date that it does not wish to renew the contract, or the vendor notifies the Village in writing ninety (90) days before any relevant anniversary date that it does not wish to renew the contract.

During the term of the contract, vendor shall pay the Village as follows:

Volunteer Park: \$1500 upon signing of contract
 \$1500 on July 1st

Century Park: \$750 upon signing of contract
 \$750 on June 1st

Security Deposit

The successful vendor will be required to submit a security/damage deposit upon execution of the contract in the amount of \$1000.

Insurance and Indemnification

Successful vendors shall provide Commercial General Liability Insurance insuring both the vendor and the Village with respect to occurrences on or about the concession stands and arising out of the performance of the contract for services, with such insurance having combined single limits of not less than \$1,000,000.00 for personal injury and death and property damage per occurrence, and in the aggregate, which coverage shall specifically refer to the contract for services between the Village and the vendor. A vendor may satisfy this requirement by obtaining the appropriate endorsement to any master policy of liability insurance that the vendor may maintain. Vendors shall further maintain workers compensation insurance with Illinois statutory limits, and employers' liability insurance with limits of \$1,000,000.00. Vendors shall further maintain Automobile liability insurance with coverage of not less than \$1,000,000.00 for personal injuries or death per person, \$1,000,000.00 for personal injuries or death per occurrence, and \$1,000,000.00 for property damage. All such coverage shall provide as an express term thereof that it is primary and noncontributory to any insurance coverage which may be maintained by the Village, and shall waive any right of recovery as against the Village.

Certified copies of policies evidencing required insurance coverage and all certificates of insurance shall be furnished to the Village prior to commencement of any performance under the contract. All such policies shall name the Village of Romeoville as an additional insured and shall provide that the policy may not be terminated, cancelled or materially changed without at least thirty (30) days advance written notice to the Village. A successful vendor must submit all necessary insurance certificates and copies of policies within ten (10) business days after the award of the contract. The Village reserves the right to terminate any contract or to rescind the award of any contract with a successful vendor if the required documents are not submitted within ten (10) business days of the award of the contract.

Prospective vendors are also advised that the Village contract for services will require the successful vendor to indemnify the Village against claims or losses arising out of or related to performance under the contract.

Assignment

No prospective or successful bidder shall be permitted to transfer or assign any rights under a submitted proposal or an awarded contract without the express written consent of the Village.

Days and Hours of Operation

Vendor will be responsible for keeping the concession stands open during all of the dates and times listed below. Additional days or hours are at the vendor's discretion, subject to the applicable ordinances, rules and regulations of the Village and the Department. Prospective vendors are advised that league and tournament schedules are subject to change, but successful vendors will be required to operate the concession stands during all league and tournament events.

Volunteer Park

<u>Dates</u>	<u>Days</u>	<u>Time</u>
April 26 through June 12	Sunday Monday-Friday Saturday	<i>as needed for scheduled tournaments</i> 5:00pm-9:30pm 8:00am-5:00pm <i>and as needed for scheduled tournaments</i>
June 13 through July 31	Sunday Monday-Thursday Friday Saturday	9:00am-2:00pm <i>or as needed for scheduled tournaments</i> 9:00am-9:30pm <i>(open hours between 11am-5pm at vendor's discretion during these dates)</i> 5:00pm-9:30pm 8:00am-5:00pm <i>or as needed for scheduled tournaments</i>
August 1 through August 27	Sunday Monday-Friday Saturday	<i>as needed for scheduled leagues and tournaments</i>
August 28 through October 30	Sunday Tue, Thu, Fri Saturday	<i>as needed for tournaments</i> 5:00-9:30pm 8:00am-5:00pm <i>and as needed for scheduled tournaments</i>
Special Events: July 11	Sunday	5:30-10:30pm

Century Park

<u>Dates</u>	<u>Days</u>	<u>Time</u>
April 26 through July 2	Sunday Monday-Friday Saturday	5:00pm-8:00pm <i>or as needed for scheduled games</i> 5:00pm-8:00pm 10:00am-8:00pm <i>or as needed for scheduled games</i>

Operations

Vendor shall abide by the laws of the United States, State of Illinois and all applicable village codes, ordinances, regulations and Health Department standards, including but not limited to having a food sanitarian on staff and paying for all necessary contracts, permits and inspections. A Will County Health Department inspection will be required prior to any concession operation.

Vendor shall maintain itself in good standing to do business under the laws of the State of Illinois and shall make all necessary applications for a federal employer identification number, state sales tax number and a payroll tax number; and file all tax returns as required by law.

Vendor shall employ and train, at its sole cost and expense, a sufficient number of qualified personnel, and agrees that the services provided by such personnel to the public shall be provided in a courteous, businesslike, and efficient manner to complete the services required by this proposal. Vendor shall fully comply with the Federal Equal Employment Opportunities Act, Illinois Human Right Act and American with Disabilities Act.

Vendor shall perform background checks on each employee who will be working at the Volunteer Park and Century Park concession stands, and present proof of these checks to the Village prior to commencement of the contract.

Food

Vendor shall provide a menu along with prices to the Village, which must include sales tax and be approved by the Village. All food items shall be purchased from reliable suppliers and, if required by law, all foods will be approved by authorized governmental agencies. Food items shall be consistently high in quality and shall be sanitary at all times, provided in an orderly manner and in quantities sufficient to meet public demand. Vendor shall not sell or permit to be sold, used, or brought upon the contracted locations any intoxicating or alcoholic beverages.

The Village currently has an exclusive agreement with Coca-Cola for beverage sales and services. All beverages served by the vendor must be Coca-Cola products, or the then-current beverage vendor of the Village.

During the dates of June 13 through July 21, Sundays through Thursdays, vendor must provide a minimum of coffee, water and two types of breakfast food during the morning hours of operation.

Equipment

Vendor shall furnish and maintain, at its sole cost and expense, all equipment necessary to carry out the operation of the concession stands, and which shall remain the property of the vendor upon termination or expiration of contract/contract. Following is a list of equipment, property of the Village that is currently provided and available for use by the vendor. The Village will ensure that all existing equipment is in good working order prior to vendor occupancy. All cleaning, maintenance and service calls for all equipment are the responsibility of the vendor upon initiation of the contract.

Vendor will be responsible for any damages to the Village's concession equipment above and beyond normal wear and tear. Any damaged equipment will be subject to review by the Village and vendor. In the event of damage to Village property or equipment beyond normal wear and tear, the security deposit

will be applied to the costs of repairing such damage or replacing damaged property or equipment, and any unpaid damage costs not covered by the security deposit will be billed to the vendor under the contract. All replacement or repaired property or equipment will be owned by the Village.

Village-owned concession equipment at Volunteer Park:

- Refrigerator/Freezer
- Microwave
- Hot dog warmer
- 3 compartment sink
- Coke cooler
- Counter space

Village-owned concession equipment at Century Park:

- Refrigerator/Freezer
- 3 compartment sink
- Counter space
- Shelving rack

Maintenance/Premises

The Village shall provide basic utilities including phone, electric, and hot and cold running water. The Village will stock and maintain restrooms; vendor will be responsible for unlocking restrooms when the concession stand is open, and locking them when the concession stand closes.

At all times during the contract, vendor shall maintain all concession areas, including seating areas, and all personal property located therein in a clean, neat, orderly and safe condition. This includes the collection and proper disposal of trash and keeping table tops in a clean and sanitary condition. The Village will provide trash receptacles and tables.

Any alteration of existing systems or plumbing sought by the vendor shall be undertaken by the vendor at the sole expense and responsibility of the vendor, only after the express prior written consent of the Village and in full compliance with Village codes and ordinances. All improvements to plumbing and/or electrical systems shall become property of the Village upon expiration of the contract.

Any alteration or decoration of the concession stand areas shall be at the expense of the vendor and only with the express written consent of Village and in full compliance with Village codes and ordinances—any additions or improvements made shall become the sole property of the Village.

Vendor may install signage in the concession stand areas with the written approval of the Village.

PROPOSAL SUBMISSION REQUIREMENTS

A total of three (3) copies of the proposal must be submitted. Please include the following in your proposal:

- **Letter of interest**
- **Company background and profile** - Include contact information, service history, years in business, type of ownership, size of company, professional affiliations, and three (3) references
- **Qualifications** – Include previous experience in similar type services, and the abilities, qualifications, contracts and experience of the persons who would be assigned to perform under the contract. Vendor grants the Village permission to contact references regarding prior work performance.
- **Operations Plan** – Describe the management and operations plan for each concession location, including at minimum, the following:
 - Services to be provided
 - Menu and product price list
 - Equipment that vendor will supply
 - Village-owned equipment that vendor will utilize
 - Staffing plan
 - Maintenance and sanitation
 - Signage
- **Expected Services** – A summary of any expected services from the Village.

Vendor may submit any other supporting documents they wish for review.

SUBMITTAL INFORMATION

Final date for submittal of Request for Proposal will be **Wednesday, April 7, 2010, by 12:00pm CST**. Please remit three (3) copies of the proposal to the following address:

Romeoville Recreation Department
900 W. Romeo Road
Romeoville, IL 60446
ATTN: Colleen O'Connell, Superintendent of Recreation

SELECTION PROCESS

A Selection Committee will review all proposals and rank the vendors according to the criteria outlined in the Proposal Submission Requirements. The recommendation of the committee and the contract will be subject to approval by the Village of Romeoville Board of Trustees.

Schedule for Selection Process

1. Responses due no later than **12:00pm CST on Wednesday, April 7, 2010**
2. Selection Committee will review proposals by Monday, April 12, 2010.
3. Chosen vendor is notified on Tuesday, April 13, 2010.

4. Contract is written by Friday, April 16, 2010.
5. Recommendation and contract is submitted to the Board of Trustees for approval at the April 21, 2010 board meeting.

CONTACT INFORMATION

Any inquiries must be submitted in writing and sent to the attention of Colleen O'Connell, Superintendent of Recreation, Romeoville Recreation Department, 900 W. Romeo Road, Romeoville, IL 60446, or via email at coconnell@romeoville.org no later than Friday, April 2, 2010.

CANCELLATION OF REQUEST FOR PROPOSALS

The Village reserves the right to cancel this request for proposal at any time, to elect not to award the work listed, to reject any or all of the responses, to waive any informality or irregularity in any response received, and is the sole judge of the merits of the respective responses received. The prospective vendor is responsible for any and all costs associated with the preparation of this request for proposal.

Vendor Information:

Company Name_____

Address_____

Phone Number _____ Fax Number_____

E-mail Address_____ Date Proposal Returned_____