



REQUEST FOR PROPOSAL POOL CONCESSION SERVICES

The Hanover Park Park District is interested in entering into a long term agreement with a qualified food service vendor as the exclusive supplier of the Seafari Springs Aquatic Center Concession Stand. Vendors are invited to submit a proposal, subject to the conditions and instructions as specified.

1. SUBMISSION PROCESS, DUE DATE, AND REQUIRED DOCUMENTS

A total of two copies of the response including all required forms and supporting documentation must be addressed and delivered to the address listed below, which will be the address to be used for all communication in connection with the project.

Jeremy Panagakis
Operations/ Aquatics Supervisor
Hanover Park Park District
1919 Walnut Ave.
Hanover Park, IL 60133

Phone: 630-837-2468 ext. 121
Email: j.panagakis@hpparks.org

Applications must be received no later than 2 pm on February 28, 2020. Responses received later than the given date will be rejected and returned unopened. It is anticipated that vendors will be notified within two weeks of proposal opening if they have been awarded the contract.

Should the Vendor require additional information about this proposal, please e-mail to j.panagakis@hpparks.org no less than seven (7) days prior to the proposal opening date. ANY and ALL changes to this Request for Proposal are valid only if they are included by written Addendum to all prospective Vendors who have notified the District of intent to submit a proposal. No interpretation of the provisions of this Request for Proposal will be made orally. Failure of any Vendor to receive any such addendum or interpretation

shall not relieve the Vendor from obligation under its proposal as submitted. All addenda so issued shall become part of the proposal documents. Failure to request an interpretation in writing constitutes a waiver to later claim that ambiguities or misunderstandings caused a Vendor to improperly submit a proposal.

2. ACCEPTANCE OF PROPOSAL

It is the District's intention to enter into an acceptable agreement beginning May 1, 2020 for the minimum period of two years with the Vendor that the District determines to be the best qualified based on the submittal and, if determined necessary by the District, the interview and otherwise to be in the best interest of the District.

The District will evaluate the proposals submitted on the basis of:

- a. The quality and thoroughness of the proposal.
- b. Demonstrated expertise and experience in the industry and the ability to set up and open the desired food service operation in a reasonable time frame.
- c. Vendor's understanding of the current market area and description of how the proposed service will attract and serve the anticipated clientele.
- d. Responsiveness of proposed schedule, hours of operation and scope of service to be provided.
- e. Responsiveness to the anticipated needs and expectation of the perceived customer base.
- f. Reference validation.
- g. Demonstration that Vendor possesses all required state and local licenses and certifications.

The successful Vendor will enter into an agreement with the Hanover Park Park District

The District reserves the right to interview Vendors during the evaluation process. Selected Vendors may be requested to provide oral presentations. Those Vendors will be notified to arrange specific times. The District will not be responsible for any cost of the Vendor's presentation.

After a review of the proposals, and possible oral presentations, the District intends to enter into agreement negotiations with the selected Vendor. These negotiations could include all aspects of services and fees. The selected vendor will be expected to enter into a License Agreement with the District in substantially the same form as the License Exhibit attached here as Exhibit A. If an agreement is not finalized in a reasonable amount of time, the District will open negotiations with the next ranked firm.

The District reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this Request for Proposal and to complete the License Agreement with the select vendor.

The final draft of the License Agreement to be developed shall be subjected to the approval of the Board of Park Commissioners of the Hanover Park Park District following legal review by the District's attorney.

3. PARK DISTRICT VENDING LOCATIONS AND DESIRED SERVICE

Location

Seafari Springs

1700 Greenbrook Boulevard, Hanover Park IL, 60133

Examination of the Site

Each Vendor is encouraged to visit the site to become fully acquainted with the available space and facility, and all other conditions affecting the provision of the services. No additional compensation or relief from any obligations of the Vendor will be granted because of a lack of knowledge of the site or the conditions under which the services will be provided.

Outdoor Pool Concession Service

- The Seafari Springs concessions - approximately 800 sq. ft..
- Operations are generally open from 11:30 AM to 7:00 PM daily, Memorial Day weekend through 2nd week of August, weather permitting and school schedule permitting.
- The Park District offers birthday parties and after public hours private rentals, as well as group visits during normal business hours.
- Approximately 16,000 visits to Seafari Springs Pool.

4. REQUEST FOR PROPOSALS

Interested parties shall submit written proposals containing the following essential elements:

- **Letter of intent**
- **Company background**
 - Company name
 - Company address, city, state, zip
 - Company phone number
 - Company fax number
 - Years in Business

- **Account Management**
 - Identification of the principal persons to be associated with the proposed operation and their respective qualifications and experience levels
 - Contact Information including email address
- **Product and Operation**
 - The scope and extent of services to be offered
 - Proposed days and hours of operation and anticipated staffing
 - A proposed menu and sample pricing to be offered
 - Theme (if any)
 - Advertising and promotion plans
- **Rental & Revenue**
 - Proposed license rate (monthly)
- **Equipment**
 - Some equipment supplied the rest is the responsibility of vendor
 - What type of equipment is provided (Fridge, Freezer, Microwave, Popcorn Machine, Bun warmer, Nacho cheese dispenser.
 - What type of equipment (beverage fountain, cooler, ovens, warming ovens, etc.) will be used
- **Marketing Support**
 - Provide basic information on anticipated marketing efforts
 - The Park District will provide space in the District’s quarterly program brochure and the District’s web site
 - List any other type of marketing support that can be provided
- **Length of Agreement**
 - What is the minimum and maximum period of time you would be willing to enter into an agreement
- **Birthday Party Packages & After Hour Rentals**
 - Cost and description of food and drink packages for parties
 - Cost for additional food and beverage above the original party package
 - Timeline for placing order for party package
- **Beverage Contract**
 - What beverage vendor do you use?
- **Environmental Practices**
 - The Hanover Park Park District strives towards a green philosophy including recycling, reduction of waste, promotion of green products, etc. Please explain how your company will fit into that philosophy
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- **References**
 - Provide at least three references with current address and phone numbers
 - If possible, at least one reference should be another park district or recreation department
- **Background Checks**
 - On an annual basis in May, Vendor must provide proof of background checks conducted on all employees working at the concession stand/café and will be required to certify that no employee has been convicted of a crime that would make him/her ineligible under applicable state statutes if employed by the District. The criminal background checks will be paid for by the Vendor and are not reimbursable by the District.
- **Compliance with Applicable Laws**
 - The Vendor shall be required to certify compliance with applicable federal, state and local laws including but not limited to those pertaining to equal employment opportunity and unlawful discrimination.
- **Uniform**
 - Staff working in concession stand must wear a uniform shirt provided by vendor and must abide by the Hanover Park Park District’s dress code policy. Provide information on Vendor uniform policy.
- **Insurance**
 - Vendor is required to maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence
 - Vendor is required to maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease
 - Provide evidence that Vendor can provide required insurance; Vendor must provide Certificate of Insurance prior to commencement of the agreement.
- **Licenses and Certifications**
 - Vendor must possess all required state and local licenses and certifications.

5. MISCELLANEOUS INFORMATION

Employees of the Vendor will be subject to the rules and regulations of the Park District while on Park District property.

Vendor shall not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, marital status, mental or physical handicap unrelated to ability or unfavorable discharge from military service, as those terms are defined in the Human Rights Act of the State of Illinois.

Vendor is responsible for securing and paying for all required permits, and state and local licensee fees.

Vendor is responsible for all taxes related to the operation of this business.

The Park District reserves the right to approve Vendor's prices and product selection.

The Vendor is responsible for supplying all portable equipment and appliances necessary for their operation, cleaning, maintenance and repair of such items.

The Vendor is responsible for supplying all serving and consumption utensils and equipment not listed as provided by the District.

The Vendor shall, at all times, keep the premises free from accumulation of waste materials or rubbish caused by its operation by moving all such items to the disposal collection area. Vendor will dispose all waste from their operations in the District provided trash containers at frequent intervals to prevent hazardous, unsightly or unhealthy conditions.

The Vendor is responsible for the daily cleaning of all spaces and equipment used by the Vendor for the operation of the food service, including District owned equipment. Cleaning shall include all food preparation, serving and storage areas that are used by the Vendor, cleaning of all equipment, tables and chairs in the public seating areas.

The Vendor may not modify any portion of the concession area or storage space without written approval by the District.

The Vendor will conserve energy and water usage to the greatest extent possible. The Vendor is authorized to use the building lighting, power, water and sewer in the facilities; however the District is not responsible for damages resulting from the interruption of these services, including food spoilage in the event of a major or sustained power outage.

Vendor shall not have product or materials delivered to the site when Vendor personnel are not present. District staff cannot accept deliver or take responsibility for any Vendor materials or supplies.

Vendor's operations and storage of materials shall be confined to the areas agreed upon.

The Park District will provide utilities as part of this agreement including water, heat/air conditioning (where available), sewer, electricity as well as facility garbage service.

Vendor will required to enter into a formal agreement with the Hanover Park Park District based on the Request for Proposal received.

6. REQUEST FOR ADDITIONAL INFORMATION

The Hanover Park Park District reserves the right to request any further additional information that it deems necessary for the review process.

7. CANCELLATION OF REQUEST FOR PROPOSAL

The Hanover Park Park District reserves the right to cancel this Request for Proposal, or any portion thereof, at any time and for any reason, to elect not to award the work listed, to reject any and all of the responses, or to accept any alternative proposal. The District reserves the right to waive any informality or irregularity in any response received and is the sole judge of the merits. The District may seek clarification from a Vendor with respect to its proposal at any time and failure to respond promptly by the Vendor is cause for rejection.

A non-mandatory meeting will be held on February 13, 2020 at 10:00 a.m. at Seafari Springs Aquatic Center, 1700 Greenbrook Blvd., Hanover Park, Illinois. A tour of the facility's concession area will be conducted as part of the pre-proposal conference. It is strongly recommended that prospective proposers attend.

Thank you in your interest in the Hanover Park Park District.

Attached to the Request for Proposal is the Concession License Agreement which will be executed by the successful proposer.