

Belvidere Township Park District  
William Grady Pool 2018 Summer Concessions  
Request for Proposal

Belvidere Township Park District will accept sealed responses, marked "Belvidere Township Park District William Grady Pool Concession" until noon, March 2, 2018 at the Administration Office, 1006 W. Lincoln Avenue, Belvidere IL 61008.

The District seeks to procure optimum concession services at the William Grady Pool; consistent with the level of service it presently affords its patrons and citizens. We seek services which will maximize revenue to the District and the chosen vendor while affording the best possible product and service to the public.

The District reserves the right to reject any or all responses as may serve the best interests of the District, to waive technical or legal deficiencies, and to accept any proposal which best serves the interests of the District.

Selection of the successful responder will be made based on the District's evaluation of each response and determination of the relative ability of each responder to deliver quality service in the most cost-effective manner.

Proposal for services shall contain the following documentation and submission of any required supporting attachments. Incomplete proposals may be rejected.

I. Scope of Services

Provide patrons of William Grady Pool with quality concession services and products at professional level and at popular prices.

The services shall be provided throughout the summer 2018 pool season. The 2018 pool season is scheduled to begin June 1, 2018, and run through August 5, 2018, dependent upon weather conditions, pool attendance, and health and safety concerns. Services shall be provided throughout public swim hours, noon until 6:00pm Saturdays through Thursdays and noon until 8:00pm on Fridays for 2018. Concessionaire may close not more than 30 minutes prior to scheduled close of public swim on a given day, with notice of closing to pool coordinators. Pool coordinators shall be promptly advised of any disruption of service.

Employees of concessionaire shall be properly trained to provide the best services possible. Employees shall be aware of and adhere to all Boone County Health Department rules and regulations relating to public food service.

Concessionaire shall supply appropriate and necessary management and supervision for its employees and shall be solely responsible for instituting and imposing disciplinary action upon employees not in compliance with its rules and regulations, and any other policy established by Concessionaire relating to the pool concession service.

Concessionaire shall supply clean, attractive uniforms meeting or exceeding any applicable health regulations, to its employees which identify them as employees of Concessionaire and not of the Park District.

Concessionaire may use currently existing Park District equipment for operations and the Park District will remain responsible for the maintenance of such equipment. If Concessionaire requires additional equipment, it shall be responsible for acquisition, maintenance and removal of said equipment at the end of the term.

Park District Equipment:

- A. Gold Medal Hot Dog Roaster
- B. Gold Medal Popcorn Machine
- C. Nemco Pretzel Food Heater
- D. Otis Spunkmeyer Ovens (Qty. 2)
- E. Stainless Pizza Oven
- F. Gehls Nacho Cheese Machine
- G. Mr Coffee Black Coffee Pot
- H. Sliding Door Coke Refrigerator
- I. Superior Two Door Stainless Steel Freezer
- J. Migoli Two Door Stainless Steel Freezer

Concessionaire is encouraged to complete site inspection prior to submission of response and is solely responsible for conditions of premises which may affect proposal.

Concessionaire shall set pricing and establish menu consistent with public swimming pools, to be approved by the Park District prior to commencement and approved by the Park District annually prior to any mid-season changes, to mutual benefit of parties.

II. Acknowledgment of Expectations

\_\_\_\_\_ (initial) A. Hours of operation will be consistent with Pool public open swim schedule and vary based on weather, attendance, safety, and prior authorization. Concessionaire will not access facility between the hours of 10:00pm and 6:00am per Park District Ordinance.

\_\_\_\_\_ (initial) B. Concessionaire shall provide a proposed percentage payment, with a minimum of 5% of sales profit, due to the Park District monthly on the seventh day of the following month during the term.

\_\_\_\_\_ (initial) C. Menu and prices including mid-season changes, will be approved by District.

\_\_\_\_\_ (initial) D. William Grady Pool may allow public to bring in outside food and drinks.

\_\_\_\_\_ (initial) E. Concessionaire shall maintain and show proof of insurance as follows:  
General Liability, \$1,000,000  
Employer's Liability, Worker's Compensation, \$500,000/\$500,000/\$500,000  
Umbrella, \$1,000,000

\_\_\_\_\_ (initial) F. Concessionaire shall use Park District equipment and report to the Park District Buildings staff whenever equipment needs repair within twenty-four hours of any issues. Any additional equipment shall be sole responsibility of Concessionaire.

\_\_\_\_\_ (initial) G. Concessionaire shall supply appropriate and necessary management and supervision of all its employees and be solely responsible for instituting and imposing any discipline.

\_\_\_\_\_ (initial) H. Concessionaire shall perform criminal background checks as required of Illinois Park District employees, on all employees assigned to work at William Grady Pool. Reports shall be provided to the Park District prior to employee working at the pool.

\_\_\_\_\_ (initial) I. Concessionaire shall comply with all applicable State, Federal and local laws, codes, ordinances, and regulations, particularly Boone County Health Department regulations, including tax collection and submission.

\_\_\_\_\_ (initial) J. Concessionaire will be supplied with keys to the facility at the beginning of each season. All keys must be returned to the Park District at the end of each season. The Park District Buildings staff must be notified immediately of lost, stolen, or damaged keys.

\_\_\_\_\_ (initial) K. Concessionaire shall not use the William Grady Pool concession stand to support other business ventures.

### III. Operational Details

List any additional equipment that Concessionaire will be utilizing and bringing on site. Describe plans for maintenance of all equipment. \_\_\_\_\_

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Describe employee uniform and proper food preparation attire provided to perform duties.

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List insurance company and policy number(s)

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Describe organization to manage this project and identify person having overall responsibility.

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Concessionaire's proposed revenue payment percentage paid to the Belvidere Park District.

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Submit projected transition plan for implementation of awarded contract including tasks and time frames. Provide list of individuals assigned to transition team with current contact information, telephone numbers and e-mail addresses. \_\_\_\_\_

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Indicate features or programs not covered elsewhere in this response which are offered to enhance your ability to effectively manage and deliver this project. \_\_\_\_\_

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Provide sample menu with items and pricing (may attach menu to this packet).

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Provide any business licenses and health department licenses necessary to conduct food service business in city of Belvidere and Boone County. \_\_\_\_\_

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Provide at least three professional references with contact information. \_\_\_\_\_

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IV. Company Information

The Belvidere Park District reserves the right to make such inquiries regarding the Concessionaire's qualifications and reputation as it deems necessary to evaluate the Concessionaire. The Concessionaire may be requested to execute releases to obtain information from third parties. Failure to execute such releases upon request may result in rejection of your proposal.

The Park District will award a contract upon this proposal only upon the approval of its Board of Commissioners.

William Grady Pool Concessionaire

Date: \_\_\_\_\_

Company name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_