
REQUEST FOR PROPOSALS

Date: November 12, 2015
To: Interested Vendors
From: City of Burlington Department of Parks, Recreation & Waterfront
Re: North Beach Concessions Stand

I. LOCATION

North Beach, 60 Institute Road, Burlington, VT 05408

North Beach is a regional park facility located in the North End of Burlington. The public beach is the largest municipal beach in Burlington with existing public amenities, including: A snack bar, proximal parking, bath house, playground and BBQ grills for beach goers. East of the beach is a 144 site campground with excellent rental history.



North Beach – Entry from Institute Ave.

II. SCOPE OF RENTALS

The Department of Parks, Recreation & Waterfront requests proposals from interested parties for a three (3) summer service contract to provide Food Concessions at North Beach.

III. DESCRIPTION OF CURRENT CONDITIONS

North Beach - North Beach is a seasonal concession space (snack bar) located at 1 Institute Road in

Burlington. This concession consists of a 420 square foot main service area, which contains counter and shelf space, a wash sink with hot and cold running water, electrical outlets, a gas-operated grill with ventilation fan, 2 fryolators, 2 freezers, a mop sink, a double basin sink, 84 square feet of storage area, an employee restroom, a wash sink, and a vending machine area.

The chosen concessionaire shall have the right to use all concession equipment now on the premises. The City will provide normal and regular maintenance of such equipment. However, the chosen concessionaire shall be responsible to the City for any damage or loss caused to such equipment by the negligence or willful misconduct on the part of its employees or agents and will provide daily and post-season cleaning of all equipment.

The North Beach concession service will have minimum daily hours of operation from 11:00am - 6:00pm, starting the Saturday preceding Memorial Day through Labor Day unless otherwise agreed. Daily attendance varies upon weather conditions but can reach up to 5000 visitors in a day.

Proposals for service(s) rendered shall meet all city, state and federal regulations, licensing and insurance requirements, and be of a type expected and accepted by visitors to North Beach and Burlington in general.

The chosen concessionaire shall not sell any glass bottled items. All sales shall be made from within the concession area. The chosen concessionaire shall not use Styrofoam, which is prohibited. Glass containers may be used only by special waiver. Vending for special events or promotions may be permitted outside the concession area subject to approval. The chosen concessionaire will be required to sell only beverages approved by the City and will stock and maintain the vending machines at North Beach only. The chosen concessionaire shall pay for heating (propane) & season end hood cleaning costs within the concession area.

The City intends to guarantee one concession business for the next three (3) summer seasons at North Beach. All additional equipment necessary shall be the responsibility of the concessionaire to provide.

The City encourages proposals that offer physical improvement to the facility. The City will consider a longer contract term of five (5) summers if the proposal for site improvement is significant.

Please note: Any desired temporary or permanent improvement(s) made to the facility by the proposer shall meet Department and/or City requirements, and shall be at the proposer's expense. All permanent improvement(s) require Department approval and will become the property of the Department.

IV. RENTAL SCHEDULE

North Beach's annual seasonal schedule is from May 1 through Columbus Day Weekend. We would expect the concession schedule to have a minimum season of mid-May through Labor Day. A rental schedule outside of this schedule is permissible and recommended.

V. INSURANCE REQUIREMENTS

All concessionaries shall purchase and maintain insurance coverage for not less than the following limits listing the City of Burlington as Additional Insured and furnish a Certificate of Insurance to the City for each season or at least one week prior to each listed event listing such coverage:

Comprehensive General Liability:

Bodily Injury:	\$1,000,000 each occurrence
	\$2,000,000 in aggregate
Property Damage	\$1,000,000 each occurrence
	\$2,000,000 in aggregate

A combined single limit of \$1,000,000 each occurrence, \$2,000,000 in aggregate is acceptable.

VI. LIMITATION OF LIABILITY

The City of Burlington assumes no responsibility for costs incurred by respondents to this RFP (further request for interviews, additional data, etc prior to the execution of an Agreement).

VII. CITY OF BURLINGTON REQUIREMENTS

Proposers are advised that contracts in excess of \$15,000 (for any 12 month time period for LW) are subject to the Minority and Women's Business Enterprises Procurement requirements, and the Livable Wage Ordinance. Contracts in excess of \$50,000.00 are, in addition, subject to the requirements of the Women in Trades Program Compliance guidelines.

VIII. PUBLIC RECORDS POLICY

Due regard will be given for the protection of proprietary information contained in all proposals received; however, vendors should be aware that all materials associated with the procurement are subject to the terms of the Vermont Access to Public Records Act (1.V.S.A. Ch. 5, Subchapter 3) and all rules, regulations and interpretations resulting there from, including those from the Board, the office of the Attorney General of the State of Vermont, and the office of the Vermont Secretary of State, and any other applicable rules, regulations or judicial decisions regarding access to the records of government.

IX. COMPENSATION

Payment for use of the Concession Stand will be fifteen percent (**15%**) of gross revenue with a minimum of \$14,000.00 due annually. Payments shall be made to the City no later than October 15th of each year.

X. PROPOSAL FORMAT AND REQUIREMENTS

Proposers shall provide the following information relative to their firms. Similar information must be provided for each sub-consultant or each member of a joint venture.

- Business name and business address, including telephone number and email contact.
- Year established. Include former business names and year established, if applicable.
- Identify the state in which the business was organized or incorporated.
- Type of ownership, and name and location of parent company and subsidiaries, if any.
- A description of the business' general qualifications, including experience with similar types of operations.
- Letter of transmittal and three copies of the proposal.
- Three letters of recommendation.
- A detailed operational plan for the concession outlining a menu and pricing for all seasons. Plans should include healthy food options.
- A list of any improvements planned to the concession facilities.

- All proposals shall include a compensation package to the City based on fifteen percent **(15%)** gross of revenues, with a minimum of \$14,000 provided compensation annually to the City in the proposal. The City will not accept proposals with a compensation package under \$14,000.

- The proposal should not exceed 20 single sided pages.

XI. BID SCHEDULE & CONTACT INFORMATION

The Department will select a proposal, in accordance with the City's Procurement Policy, through a competitive review & selection based on the following:

- evaluate experience in prior concession operations
- clarity of proposal/skills/expertise
- compensation to the Department (or Cost/Value)
- understanding/knowledge of seasonally based recreational opportunities and market demand
- completeness of proposal

Proposals should be submitted via email to Alec Kaeding, North Beach Supervisor, Department of Parks, Recreation & Waterfront, akaeding@burlingtonvt.gov.

Please submit all final proposals by 4:00 p.m. December 11, 2015. Questions concerning this RFP should be directed to Alec Kaeding and received by December 1, 2015. All answers to questions (all names withheld) will be publicly posted on our website, www.enjoyburlington.com for all interested parties to see.