

Request For Proposal

**John & Dede Howard Ice
Arena Concession
Operations**

*City of St. Joseph, Department of Public Works
1160 Broad Street St. Joseph, MI 49085*

I. Purpose.

This Request for Proposal (“RFP”) is to provide interested area concession vendors with sufficient information to submit proposals for consideration by the City of St. Joseph (“City”) in connection with operating the John & Dede Howard Ice Arena Concessions for the 2023/2024 and 2024/2025 seasons.

Favorable pricing will be one element of the selection process, but the experience of the vendor, qualifications, experience and ability of assigned staff, completeness of the level of service proposed and timeliness of service proposed by the Bidder will be significant factors in award of this contract. Final decision on selection of the Bidder for this project will be determined by the City Commission. The City reserves the right to reject any proposals or parts of proposals. The City also reserves the right to waive any irregularities, inconsistencies, or take what other action is appropriate as determined by the City to be in the best interest of the City.

A complete Request for Proposal may be viewed or downloaded at www.sjcity.com, or mailed by contacting the City Clerk at 700 Broad Street. St. Joseph. MI 49085 (269) 985-0347.

REQUEST FOR PROPOSAL: **John & Dede Howard Ice Arena Concession Operations**

CLOSING DATE AND TIME: **3:00 p.m. September 12, 2023**

II. Invitation to Bid

This Request for Proposal is being sent to vendors including:

Bidder's List	
1	John & Marge Rivera
2	
3	
4	

III. Scope of Work & Bid Specifications (see Exhibits A)

The scope of work and specifications are defined in Exhibit A enclosed.

Proposal to include:

IV. Issuing Officer (Point of Contact.)

Questions regarding the scope of work to be accomplished may be directed to Carrie Ogonowski, Recreation Manager, cogonowski@sjcity.com or 269.985.0326. To visit the site, please contact Carrie Ogonowski.

V. Addenda.

In the event it becomes necessary to modify any part of this Request for Proposal, addenda will be issued to all parties who received the original RFP.

VI. Instructions to Bidders

- 1) Sealed bids are due at the at the St. Joseph City Clerk's Office no later than **3:00 p.m., Tuesday, September 12, 2023**
- 2) Proposals may be mailed or delivered to the City of St. Joseph City Clerk, 700 Broad Street, St. Joseph, Michigan 49085. Sealed envelopes should be plainly marked:

Attention: Abby Bishop, City Clerk

Re: **John & Dede Howard Ice Arena Concession Operations**

700 Broad Street

St. Joseph, MI 49085

It is the sole responsibility of the Bidder to see that its proposal is received in the required time period. The City is not responsible for any errors or irregularities with the delivery method utilized for submittal of the Proposal. Any proposals received after the closing date and time will be returned unopened.

VII. Incurring Costs

The City is not liable for any costs related to Bidders' preparation of their proposal.

VIII. Withdrawal of Proposal.

Any Bidder may withdraw its proposal in person, by facsimile, or by letter, at any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of Sixty (60) days after the closing date.

IX. Opening of Proposals

Proposals will be opened at 3:00pm in the City Commission Chambers on ***Tuesday, September 12, 2023.***

X. Evaluation of Proposals

It is the intent of the City to evaluate all proposals quickly and be prepared to recommend an award at the September 25, 2023 City Commission Meeting.

XI. Negotiations

The City reserves the right to reject any and all proposals and negotiate with any source, in any manner necessary, deemed to be in its best interest.

XII. Award of Contract / Acceptance of Proposal (Terms and Conditions)

The contents of this RFP and the Bidder's proposal, as submitted and/or modified, shall become contractual obligations to be executed by the authorized contracting agents of both parties.

During the term of the services provided as part of this RFP, the successful bidder must procure and maintain the following insurance with carriers acceptable to the City and admitted to do business in the State of Michigan, and provide proof of the same to the City:

Worker's Compensation Insurance, including employers' Liability coverage, in accordance with Michigan law.

Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate for Combined Single Limit Personal Injury and Property Damages, and shall include Broad Form General Liability coverage.

Motor Vehicle Liability Insurance, including Michigan No-Fault coverages, with limits not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned vehicles, non-owned vehicles, and hired vehicles.

The Commercial General Liability Insurance shall include an endorsement stating the following shall be *Additional Insureds*: The City of St. Joseph, all elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of St. Joseph as additional insured, coverage afforded is considered to be primary and any other insurance the City may have in effect shall be considered secondary and/or excess. The stated insurance requirements should not be interpreted to limit the liability of the successful bidder. Coverage shall be maintained throughout the term of the agreement.

All insurance shall include an endorsement that contains a 30-day advance written notice of cancellation to the City Manager, City of St. Joseph, Michigan, 700 Broad Street, St. Joseph, Michigan 49085.

XIII. Nondiscrimination.

The successful bidder shall not discriminate in employment, accommodations, or services because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of this Agreement.

XIV. Payment Terms

The successful bidder will reimburse the City for the annual cost of the Berrien County Health Department Concession License. In addition, the successful bidder will pay the City eight percent (8%) of the gross ice arena concession sales earned during the season due sixty (60) days after the end of the season. Payment terms will be finalized in the contract for services.

Exhibit A

Scope of Work: The John & Dede Howard Ice Arena is a seasonal ice arena. The season typically runs from the third week of November through St. Patrick's Day in March, weather permitting.

The City would like a vendor to provide full concession services no less than every Friday evening through Sunday evening, during such times agreed upon between the parties, when the Ice Arena is open for public skating and hockey tournaments/games. City will notify of any schedule changes or cancellations within a timely manner.

Electricity and water provided at no cost to the Vendor. Vendor is responsible for any additional costs associated with operating concessions. The vendor may use any City owned concession equipment located within the concession stand, and shall return the same in its original condition, normal wear and tear expected. Vendor may also bring own equipment, provided it is in good condition and repair and has been approved by City.

Other Responsibilities:

- ordering, preparing and serving food, beverages, and supplies;
- hiring, training, staffing, and supervising the concession and concession employees;
- cleaning the concession area, picking up discarded napkins, cups, and other trash in the concession and bleacher areas;
- maintaining the concession area and concession equipment in a safe and sanitary condition compliant with all local, state and federal laws, rules and regulations
- reimbursement for Health Department license

Patrons of the Ice Arena include children and adults seeking a positive, friendly and fun atmosphere for skating activities, and operation of the concession stand will be in a compatible manner.

All employees must pass a background check prior to working at the concession stand.

Bidder must provide City the following items:

- List of proposed concession items and proposed pricing;
- Description of vendor's experience providing similar services;
- Description of proposed staffing.