



**CITY OF CHARLEVOIX
REQUEST FOR PROPOSAL
FOOD AND BEVERAGE CONCESSION**

The City of Charlevoix is seeking proposals for concession contractors to provide food and beverage service at Michigan Beach concession stand.

The City will receive sealed proposals in the City Clerk's office, 210 State Street, Charlevoix, MI 49720. Proposals must be received by 1:00 P.M., Tuesday, November 27, 2018.

The complete RFP may be obtained at the City Manager's office or viewed on the City's website at www.charlevoixmi.gov. This Request for Proposal may be canceled at the discretion of the City Manager. Small businesses and minority-owned businesses are specifically invited to submit proposals.

In the award of proposals, consideration shall be given to such matters as supplier integrity, record of past performance, financial and technical resources, and accessibility to other necessary resources. The City of Charlevoix reserves the right to reject any and all proposals, to waive any informality in the RFP process, and to make the award to the supplier providing the proposal that, as determined by the City, best meets the City's needs.

Mark L. Heydlauff, City Manager

CITY OF CHARLEVOIX REQUEST FOR PROPOSAL

I. PURPOSE OF REQUEST.

The City of Charlevoix ("City") is requesting proposals for the furnishing of all staffing and equipment necessary to provide a food service at the Michigan Beach Concession located at 95 Grant Street, Charlevoix, MI. The City's needs are outlined in the following Request for Proposal ("RFP").

II. TIME SCHEDULE.

Deadline for Submittal of Proposals Tuesday November 27, 2018 at 1:00 P.M.

III. INSTRUCTIONS TO PROPOSERS.

All proposals should be submitted to the Charlevoix City Clerk's Office, 210 State Street, Charlevoix, Michigan 49720.

All proposals must be in a sealed envelope and clearly marked "RFP - Michigan Beach Concession." All proposals must be received by Tuesday, November 27, 2018 at 1:00 P.M. at which time they will be opened. No faxed or telephone proposals will be accepted. Proposals received after the specified date and time will not be considered.

Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. All proposals must include the following information:

- The names of individuals from those firms who will be working on the project and their areas of responsibility
- A narrative background of proposer's ability and experience in providing food services in a concession setting. All concession employee's must fill out a "Background Investigation Authorization" and be authorized by the City of Charlevoix.
- A narrative on employee training in food preparation, sanitization, customer service and all other staff training provided.

- A minimum of three references indicating recent experience pertaining to professional food service, include individual/company name, contact person and telephone number and menu provided.
- An explanation of any temporary or permanent site improvements the proposer will make based on a two-year renewable agreement, as long as the concessionaire meets all requirements. The term of the renewable shall not exceed the original term.
- List of proposed concession stand days of operation and hours.
- A list of equipment the proposer will be providing. Proposer can add equipment to facilities for the duration of the contract but will assume full responsibility for this equipment. This equipment will remain the ownership of the Proposer.
- A proposed menu and costs for items to be served at the concession.
- An explanation of routine cleaning and preventative maintenance schedules intended to insure attractive and sanitary kitchen, equipment and food areas.
- Proposed revenue share or monthly rental fee to be paid to the City of Charlevoix for exclusive concession stand use.
- Copy of all licenses, insurance certificates, and health cards obtained by proposer. The City of Charlevoix shall procure the health department license for the concession.

We also require a signed statement that there have not been any health department warnings or violations filed against proposer in the preceding three (3) years.

IV. SELECTION CRITERIA.

The ultimate objective of this RFP is to provide dependable services to the citizens and visitors of the City of Charlevoix. Accordingly, the successful proposer will be selected by the City after evaluation of the following RFP elements:

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|----|---|-----|
| A. | Sale Price of Products
Competitiveness of pricing for food and beverages of the same or superior quality as those offered by competing proposers. | 15% |
| B. | Quality of Products and Service
Quality of food and beverages offered and the firm's cleaning, maintenance, repair and employee training capabilities. | 25% |

C.	Experience/References Past experience/performance on similar contracts with other public entities.	30%
D.	Compensation A monthly rental fee or revenue share proposed for exclusive concession stand use.	30%
	Total Criteria Weight	100%

Each proposal will be independently evaluated on factors A-D.

V. **TERMS AND CONDITIONS.**

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the city shall be in a form supplied or approved by the City and shall reflect the specifications in this RFP. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

VI. **SCOPE OF SERVICES.**

Provide all food and services required by the City, including without limitation food preparation and cleanup, serving the food to patrons at the beach, in a manner consistent with the accepted practices for other similar services, performed to the City's satisfaction.

Contractor will have use of all City owned equipment and supplies at the facilities. Contractor will maintain this equipment in working order and will be responsible for replacing or repairing any equipment damaged or lost due to accident or negligence. Should this equipment need replacement as it ages out of service, the Proposer shall be responsible for replacement. At the time of replacement, the Proposer would assume ownership of the new equipment.

VII. **COMPENSATION.**

Please present detailed information on the firm's proposed fee schedule for the use of the Michigan Beach concession stand. If selected, proposer shall pay the City the following for the term of the Agreement:

(a) Sale of food and beverages - Percentage of Gross Revenue*
_____ **% of gross revenue - Minimum 10%**

***"Gross Revenue" is defined as all sales of all food and beverage or other merchandise, less sales tax. Deductions for client non-payments or bad-debt expenses are not allowed.*

OR

(b) To be suggested by the Proposer:

ATTACHMENT A

**ACKNOWLEDGMENT OF CERTAIN CONDITIONS
OF MICHIGAN BEACH CONCESSIONAIRE**

In the event of a successful award of contract, proposer acknowledges that:

1. Proposer will be able to comply with the insurance provisions of the City of Charlevoix Food Concessionaire Contract, and to timely provide a certificate of insurance.
2. He/She will have in their possession, or will obtain prior to contract commencement, a valid City of Charlevoix business license as well as all other required permit or licenses required by the State of Michigan, Charlevoix County, City of Charlevoix or any other lawful authority.
3. All staff will have a food handlers permit certification.
4. Proposer will submit monthly reports, due the 15th day of the following month, which shall indicate the amount and type of sales made.

Proposer:

Business Name _____

Contact Name _____

Address _____

Phone# _____

Signature _____

Date _____