

**Request for Proposals
February 14, 2022**

2022 Concession Proposal

**Submission Deadline: Thursday, March 10, 2022
12pm CST**

**River Trails Park District
401 E. Camp McDonald Road
Prospect Heights IL 60070**



Ladies and Gentlemen:

The River Trails Park District is seeking proposals to provide a quality food concession service with the existing operation at Rob Roy Golf Club.

Enclosed is a Request for Proposals packet that introduces the project, specifies required qualifications and describes the scopes of services. Submittal instructions and a set of proposal forms are also included.

Proposals must be submitted in sealed envelopes and marked as follows:

“River Trails Park District
Concession License Proposal”

Proposals should be delivered to the following address:

River Trails Park District
401 E. Camp McDonald Rd
Prospect Heights IL 60070
ATTN: Bret Fahnstrom, CPRE

Proposals are to be received no later than 12:00 p.m. CST on Thursday, March 10, 2022.

Questions regarding this project or the enclosed documents can be directed to either:

Louis Eckenbrecht
General Manager of Golf
Leckenbrecht@rtpd.org

Patti Mitchell
Superintendent of Recreation
Pmitchell@rtpd.org

Sincerely,

Bret Fahnstrom, CPRE
Executive Director
River Trails Park District

River Trails Park District

Request for Proposals

Concession License

This Request for Proposals (RFP) is for the purpose of selecting a Licensee to provide quality food concession service in conjunction with the existing operation at Rob Roy Golf Club.

General Requirements: Proposers are to submit two copies of their written proposals per this request. Mark one (1) copy as your original and sign where appropriate. Proposals will be **opened and evaluated on or shortly after the due date.**

Submission Location: River Trails Park District
401 E. Camp McDonald Road
Prospect Heights, IL 60070
ATTN: Bret Fahnstrom

Submission Date: 3/10/2022 by 12:00 p.m. C.S.T.
Proposals received after the time specified will not be considered.

Contact: Bret Fahnstrom, CPRE
Executive Director
Bfahnstrom@rtpd.org
847-463-3728

Contents: The following sections, including this cover sheet, shall be considered integral parts of this RFP:

- Cover Sheet (1 Page)
- General Information (4 Pages)
- Terms and Conditions (4 Pages)
- Specifications/Scope of Services (1 Page)
- Licensee General Information (1 Page)
- References (1 Page)
- No Bid Rigging Certification (1 Page)
- Licensee Qualifications (2 Pages)
- Licensee Profile (2 Pages)
- Equipment List
- Sample Menu
- Exhibit #1 Concession Agreement

General Information

Introduction

Rob Roy Golf Club is the River Trails Park District's 9-hole public golf course hosts approximately 18-20,000 rounds of golf annually. MPGC has four (4) men's golf leagues, two of which are evening and seven women's leagues, 5 mornings, 1 evening and the Hersey HS Girls Team. The rounds played consist of 25% resident golfers and 75% of players from the Suburban Chicagoland area and beyond. The concessions area is a large grill room with a bar and patio that can seat up to 60 people.

Intention

The River Trails Park District is soliciting proposals from qualified food service providers interested in operating the food concession service at Rob Roy Golf Club.

Service to be Provided

Golf Course concession is an integral part of their facility's operation. The intended licensee shall be a food service provider. The District envisions a high quality food service operation fully staffed, providing a wide range of menu items to the patrons throughout the golf season.

Examination of the Site

Each vendor is encouraged to visit the site to fully acquaint themselves with the available space, equipment and facilities. For an appointment, please contact Louis Eckenbrecht, General Manager of Golf at Leckenbrecht@rtpd.org

Interpretation or Correction of Request for Proposals

Proposers shall promptly notify the Park District of any ambiguity, inconsistency or error which they may discover upon examination of the Request for Proposals. Interpretation, correction and changes to the Request for Proposals will be made by written addendum and sent to all proposers to whom specifications have been issued. Interpretation, corrections or changes made in any other manner will not be binding.

Discussion of Proposals

River Trails Park District may conduct discussions with any proposer who submits a proposal. During the course of such discussions, the District shall not disclose any information derived from one proposal to any other proposer.

Negotiations

River Trails Park District reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this RFP. If an agreement is not finalized in a reasonable amount of time as determined by the District in its sole discretion, then the District reserves the right to negotiate with other contractors as may best serve the interests of the District.

Reserved Rights

River Trails Park District reserves the right at any time and for any reason to cancel this Request for Proposals or any portion thereof, to reject any or all proposals, or to accept an alternate proposal. The District reserves the right to waive any immaterial defect in any proposal. Unless otherwise specified by the proposer, the District has ninety (90) days from the published submission date to

enter into an agreement with a proposer. The District may seek clarification from a proposer at any time and failure to respond promptly is cause for rejection.

Incurred Costs

River Trails Park District will not be liable, under any circumstance, for any costs incurred by respondents in replying to this RFP.

Award Selection

The River Trails Park District will make an award, if any, based upon the basis of the best interests of the District as determined by the District in the exercise of its sole discretion. A proposer to whom an award is made shall be required to enter into a Concessions Agreement (“Agreement”) with the District in that form attached hereto as Exhibit 1.

Taxes

River Trails Park District is not subject to Federal Excise Tax and is exempt from state and local taxes.

Equal Employment Opportunity

Equal Employment Opportunity Clause, Section 6.1 of the Illinois Department of Human Rights Rules and Regulations shall be a material term of the Agreement.

Terms and Conditions

Proposer Qualifications

All proposers must be engaged in providing the services as outlined in these specifications, and must have been engaged in the field of food service operations for a period of no less than (5) years. Prior experience in golf course food service operations is preferred. Proposers must possess all required state and local licenses. The proposer personnel and management to be utilized in this service requirement shall be knowledgeable in their areas of expertise. The River Trails Park District reserves the right to check references to ensure that competent persons will be utilized in the performance of the agreement.

Items to be Submitted

Along with their proposals, proposers shall submit:

- A completed price sheet identifying license agreement cost
- General information and references sheets
- Licensee qualifications

Proposals lacking these completed forms may not be considered for award.

We encourage proposers to include additional documentation supporting proposer’s performance record, financial resources, experience, and reliability to execute this license agreement as described herein. Any and all exceptions to these RFP terms and specifications must be clearly documented on company letterhead.

Evaluation Criteria

A committee composed of River Trails Park District staff and officials will review proposals. This license agreement will be awarded based on the following criteria as well as those listed in the Award section of this document.

- 1) Compliance with the requirements of the Request for Proposals
- 2) Experience, reliability, and financial stability of proposer's organization, as well as qualifications of personnel
- 3) Knowledge of the Rob Roy Golf Club
- 4) Knowledge of the River Trails Park District
- 5) Similar services performed for other golf course operations or organizations of comparable size and structure as the Rob Roy Golf Club
- 6) Proposed license agreement price
- 7) Overall completeness, clarity, and quality of the proposal and responsiveness to RFP
- 8) Interviews and information provided by references

Term

The River Trails Park District reserves the right to negotiate an initial license agreement. The agreement shall be for three years.

Responsibility and Default

The licensee shall be required to assume responsibility for fulfillment of all items listed in this Request for Proposals. The successful proposer shall be considered the sole point of contact for purposes of this license agreement.

Change in Status

The vendor shall notify the River Trails Park District immediately of any change in its status resulting from any of the following:

- Vendor is acquired by another party
- Vendor becomes insolvent
- Vendor, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act
- Vendor ceases to conduct its operations in normal course of business

The District shall have the option to terminate its license agreement with the vendor immediately on written notice based on any such change in status.

Hold Harmless Clause

The vendor agrees to indemnify, save harmless and defend the River Trails Park District, its agents, servants, employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses, and expenses; including court costs and reasonable attorney's fees for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of negligent acts, in connection with the work covered by this project. The foregoing indemnity shall apply except if such injury is caused directly by the willful and wanton conduct of the River Trails Park District, its agents, servants, or employees or any other person indemnified hereafter.

Specifications

General Specifications

The Concessions Agreement, Exhibit #1 lists all specifications and scope of services to be provided by the Concessionaire.

Menu

The provider will be required to offer a wide range of menu items including but not limited to healthier options such as sandwiches, salads and healthy snack items. The provider will also be required to submit a sample menu with prices. Please see attached "Menu" as an example.

Equipment

A list of operating equipment provided by the District is attached.

Price Sheet Quote

Quote: The quote is for a three-year term 3/1/22 to 2/28/25. Quotes should be submitted for each year of the golf operational season. The seasonal license term will run from March 1st through February 28th for each calendar year of the term of the license. Year #1 will be prorated due to delayed start to the year. Enter an amount as if it were for the entire year. Subsequent years will be as proposed.

Rob Roy Golf Club
Seasonal Annual License Fee: \$ _____

Term 3/1/22 to 2/28/23: \$ _____ Will be prorated

Term 3/1/23 to 2/29/24: \$ _____

Term 3/1/24 to 2/28/25: \$ _____

Proposer (Print)

Proposer (Signature)

Dated: _____

NO BID-RIGGING CERTIFICATION

* * *

I, _____(Individual), having been first duly sworn on oath, do depose and state that I presently reside at _____
(Address),

and that I am the duly authorized principal, officer or agent of _____
_____ (Name of Contractor) and do hereby certify to River Trails Park District, its Commissioners, officers and employees that neither I nor _____(Name of Contractor) are barred from bidding on the contract for which this bid is submitted, as a result of violation of either Section 33E-3 ("Bid-rigging") or Section 33E-4 ("Bid-rotating") of Article 33E of the Criminal Code of 1961 of the State of Illinois approved July 28, 1961,

Signed: _____
Individually and on behalf of Contractor

Subscribed and sworn to before me this _____day of _____, 2022.

-Notary Public-

My commission expires:_____

Vendor General Information Sheet

Authorized Negotiators:

Name: _____ Phone: _____

Name: _____ Phone: _____

Receipt of Addenda: The receipt of the following addenda is hereby acknowledged:

Addendum No. _____ Dated: _____

In submitting this proposal, it is understood that the River Trails Park District reserves the right to reject any or all proposals, to accept an alternate proposal, and to waive any informalities in any proposal.

Licensee Qualifications

Name of Current Business Entity: _____

Address: _____

City, State, Zip Code: _____

Contact Person: _____

Phone: _____ E-Mail: _____

Number of Years in Business: _____ # of Employees: _____

Annual Sales Range: _____

Number of Business Locations: _____

Name and Address of Additional Business Entities: _____

Please include a current financial statement of the proposer's assets, liabilities and net worth. If the proposer is a partnership or joint venture, individual financial statements must be submitted for each general partner or joint venture.

1. Within the past ten (10) years, has your firm, any officer or other individual employed by your firm, been the subject of any administrative or judicial proceeding for alleged violations of any law, or any rule or regulation of any governmental body. If yes, please provide a detailed explanation of the proceeding, including the nature of the charge or claim, the disposition of the matter and the specific individuals/entities involved.

2. Within the past ten (10) years, has your firm been the subject of any other type of claim, including by way of example and not limitation, for breach of contract? If yes, please provide a detailed explanation of the proceeding, including the caption, claimant, court or other dispute forum, nature and disposition of the claim.

3. Has your firm ever been terminated prior to completion of its services from any project? If yes, please provide a detailed explanation, including the identities of all entities and individuals involved, the nature of the services which your firm was to provide, the individuals who were assigned to provide the services and the reason given for the termination

References

Please provide at least three (3) business references:

Name: _____

Address: _____

City, State, Zip Code: _____

Contact Person: _____

Telephone Number: _____

E-Mail: _____

Name: _____

Address: _____

City, State, Zip Code: _____

Contact Person: _____

Telephone Number: _____

E-Mail: _____

Name: _____

Address: _____

City, State, Zip Code: _____

Contact Person: _____

Telephone Number: _____

E-Mail: _____

Equipment

Rob Roy Clubhouse Grill/Kitchen

Stove Top 2-Burner (Avantco)
Flat Top Grill (Lang)
Deep Fryer (Anets Golden Fry)
Freezer Unit (Kelvinator)
Wire Shelving-Dry Goods (6)
Microwave Oven (Panasonic)
Commercial Toaster (Black+Decker)
3x Convection Oven (Alto-Shaam)
Refrigerator/ Sandwich Prep Table (True)
Dish Wash 2 Sink Unit
2x Sliding Door Refrigerator (True)
1x Sliding Door Refrigerator (True)
Being fixed/replaced
Food Warmer (Clymate IQ)

Commercial Dishwasher
2 Sink Unit
2x Steel Prep Tables 2.5'x6'
Steel 2'x 6' Table
Steel Table 3'x 2.5'
Hand Wash Sinks (2)
Exhaust Hood Unit (Vent Master)
Dry Storage (12) Wire Shelf units
Grillroom Tables and Chairs
Patio Tables and Chairs
3 Pepsi Fountain Soda Dispensers
Coffee/Tea Brewer-Curtis
Commercial Dishwashing Unit

Bar:

Bar Unit w/Sink, Ice Bin, 4 Beer taps
2 Door Refrigerator Unit
3 Door Refrigerator Unit
Glass Cooler Refrigerator
Being fixed

Grill Storage Basement:

Ice Maker (ICE-O-matic)
Ice Maker (Scotsman)
Walk-in Refrigerator w/shelving (Heatcraft)
Freezer unit (Norpole)
Dry Storage Shelving Units (11)

Rob Roy Sample Grill Menu:

Appetizers

- Chicken Tenders
- Mozzarella Sticks
- Buffalo Wings
- Fried Zucchini
- French Fries
- Mixed Basket of Appetizers

Salads

- House Salad
- Chicken Caesar Salad

Deli Sandwiches

- Turkey Sandwich
- Ham Sandwich
- Tuna Salad Sandwich

From the Grill

- Sunrise Sandwich
- Hot Dog
- Bratwurst
- Cheeseburger
- Grilled Chicken Sandwich
- BLT Club
- Fish fry