



Request for Proposal (RFP)

Aquatic Facilities Concession Operations

at Gahanna Swimming Pool & Hunters Ridge Pool

200 S. Hamilton Rd., Gahanna, OH 43230 P: (614) 342-4250 www.gahanna.gov

Aquatic Concessions Management Specifications 2015

1. Key Information

- A. The City of Gahanna Department of Parks & Recreation (the Department or OWNER) wishes to provide for food concessions at the Gahanna Swimming Pool, 148 Parkland Dr, and Hunters Ridge Pool, 341 Harrow Blvd, by contracting with Food Service Concessionaire(s) (Contractor) as part of the services provided at the aquatics sites.
- B. In this Request for Proposal (RFP) the Department seeks responses from area food/beverage vendors for operations during the 2015 season. See schedule included in Appendix A. Schedule is subject to change. The goal is to offer distinctive, tasty, affordable offerings with clean, attractive, green and safe operations.
- C. Multiple food providers/vendors offering different food menu choices may be selected.
- D. The Department reserves the right to any sale of alcoholic beverages within the facilities solely to itself.
- E. The Department reserves the right to require the vendor to distribute only beverages permitted in The Department's beverage sponsorship agreement.
- F. The Department reserves the right to contract with a vending provider if vending machine services are not provided by Contractor. Department will limit vending machine offerings to beverages and ice cream/frozen products.

2. Overview of RFP Process

- A. Responses to this RFP are due March 23, 2015 at noon. Needs correct due and pre dates
- B. Pre-response meeting will be held on Monday, March 16, 2015 at the Gahanna Swimming Pool at 9:30am, then traveling to the Hunters Ridge Pool, to discuss each site and answer RFP questions. Those considering submitting a proposal are encouraged to attend.
- C. Notifications of approved vendors is planned to occur by: April 1, 2015.

3. Criteria for Selection

RFP responses meeting minimum standards will be evaluated on four criteria

- A. Food concept: distinctive, tasty, healthy, affordable, attractive
- B. Operations: safe, clean, sustainable, attractive
- C. Ability to deliver the indicated service: experience with satellite food service and permitting
- D. Financial offer/payment to the Department

4. Submittal Process and Checklist

- A. PROCESS
RFP responses must be submitted electronically in PDF format by March 6, 2015 at noon. All vendors should read and understand all sections of this RFP document.
- B. CHECKLIST
 1. Emailed to shannon.sorrell@gahanna.gov with the subject line of: Gahanna Aquatics Facilities Food Service Proposal.
 2. Completed RFP Forms (listed below in this document)
 3. Listing of equipment contractor will provide and photos or drawing of equipment with layout of equipment setup for each site
 4. WRITTEN PROPOSAL (PDF or Word)
 - a. Food concessions concept (<250 words)
 - b. Operations plan (<1000 words)
 - c. Food service experience (<300)
 - d. Financial offer (in specified format)

5. DETAILS OF SUBMISSION REQUIREMENTS

All responses must be consistent with the guidelines; please especially note the insurance requirements.

A. FORMS

Required for all submissions: Respondents must complete four forms (provided and attached) and submit electronically in PDF format the following:

1. Form 1 –Summary Sheet
2. Form 2 – Preliminary Menu / Product Sheet
3. Form 3 – Notarized Non-Collusion Affidavit
4. Form 4 – Reference List
5. Form 5 – Equipment List
6. Completed City of Gahanna Vendor Packet available on the Finance Department link at www.gahanna.gov

B. EQUIPMENT PHOTOS & LAYOUT DRAWINGS

Please submit drawing or PDF files of:

1. Photos or drawings of equipment
2. Pictures or layout drawings of equipment set-up

C. WRITTEN PORTION

Please submit PDF file with four parts:

1. FOOD CONCESSION CONCEPT (<250 words)

The Department seeks distinctive, high-quality food/beverage options that are consistent with the Department’s goals of promoting health, community, and sustainability. Food/beverage offerings must include affordable options.

Proposals are strongly encouraged with menus that are distinctive, interesting, and locally sourced. In no more than 250 words, the submission should describe the food concept and how it fits with the description above. The proposal should specify why the aquatics facilities are of interest and describe how the offering is relevant to its potential customers. Additionally, vendors must submit a preliminary menu / product list with prices (Form 2).

2. OPERATIONS PLAN (<1000 words)

The Department seeks vendors that recognize that they are a critical contributor to the image of the Complex. The Department will enforce high standards for appearance and service level, but more importantly, the Department seeks vendors who will be partners in maintaining these high standards of operation. In no more than 1000 words, RFP responses should describe the operational plan, including:

- a. Equipment – The aesthetics of food concession are critical in a park. Therefore, the Department expects vendors to utilize equipment of a premium quality and design, and with a look that is consistent with the location. Chosen vendors must assure that all equipment is inspected and permitted by the necessary agencies. Proposals must include:
 - i. Complete list of proposed on-site equipment, with dimensions for any large items (i.e., cart or truck). Indicate if any long-lead items would need to be procured, along with estimated lead time.
 - ii. Diagram of proposed layout, with dimensions. Vendors should propose the minimum necessary footprint; for all but food trucks, the department will generally only permit layouts of 400 square feet or less. Recognize that most locations are highly visible from almost all angles, which means that “back of house operations” must be tidy.
 - iii. Photos or renderings of key proposed equipment
- b. On-site operations – The Department operates the parks to be clean, green, and safe, and expects food vendors to do the same.
 - i. Cleanliness: Describe what measures will be taken to reduce spills, litter, etc., and how the location will be kept clean.
 - ii. Utilities: There is limited access to utilities on-site. Respondents should describe exactly what their utility needs are and how they are accommodated.
 - iii. Green: Describe how operations will incorporate elements of environmental sustainability. On-site waste reduction and environmentally friendly products are strongly encouraged.
 - iv. On-site delivery and restocking: All equipment must be removed from the site at the conclusion of the season. Recognizing that public safety is paramount, describe how the equipment will be delivered, removed, and restocked daily.
 - v. Describe the number and uniform/dress of the staff the respondent intends to dedicate on the complex daily.
 - vi. Indicate if credit/debit cards, or alternative payment types will be accepted for payment.
- c. Partnership
 - i. The Department seeks partners in its efforts to bring vibrancy, beauty and innovation to the park. Please describe possible areas of collaboration including events, marketing, messaging.

d. Respondents must include:

- i. Copy of federal W9 form
- ii. Contact information and/or letters of recommendation from three business References
- iii. Insurance & Worker's Compensation Certificate

3. FOOD SERVICE EXPERIENCE (<300 words)

In no more than 300 words, RFP responses should describe previous food service experience of the owner and key staff, especially any outdoor and/or mobile operations. Provide web links to any relevant media (traditional or social) about the owners or their businesses.

Respondent must describe any experience with mobile food permitting. Respondent must certify that they have no outstanding code or other regulatory violations. The respondent must state whether they have been cited for illegal concession activities in the last five years; if so, a written explanation of the charges and outcome must be included. Respondent must have no catering commissions or other financial obligations overdue or payment pending to any governmental agency in Ohio.

Please provide information regarding past, present and potential clients or business relationships with other parties that either do pose or could pose a conflict of interest if the respondent were selected.

4. FINANCIAL OFFER

Respondents must propose a fee to be paid to the Department. In order for the response to be considered a minimum of 8% commission of gross revenue is required. Any response proposing less than a 8% gross revenue will be disqualified.

Minimum 8% Gross _____

Proposed Fee

Flat Rate: _____

Or

Additional percentage: _____

The approved Vendor agrees not to assign this license in whole or part, or subcontract all or any part of this license without the prior written consent of the Department.

The Department shall receive in exchange for the operation of an event within the Complex a usage fee of not less than eight (8%) percent of the gross food sales, not including sales tax as agreed upon by both parties in the signed contract. Said payments shall be postmarked to the City of Gahanna within 15 business days from the end of each month. Payments shall include a revenue statement in such form as approved by the Department showing all daily income for the concessions services; be mailed to the address listed in this policy:

City of Gahanna, Department of Parks & Recreation
200 S. Hamilton Rd
Gahanna, OH 43230

6. ADDITIONAL INFORMATION ON VENDOR SELECTION

The Department reserves the right to reject any or all responses if it determines that such action is in the best interest of the Department. The Department reserves the right to modify, suspend or cancel the RFP process at any time at its sole discretion. Responses which do not meet basic requirements or those which fail to meet minimum standards on any single evaluation criteria may be disqualified. Examples of basic requirements that the respondent must meet:

- A. Submission of all information, materials and documents required by this RFP
- B. Demonstration of qualification and certification requirements outlined in this RFP absence of financial problems
- C. Sufficient staff and/or vendors, facilities and equipment

In addition, the Department may reject any response that contains contingencies, additions not called for, omissions, errors, or irregularities of any kind; provided, however, that the Department reserves the right to waive any and all informalities or minor irregularities, including without limitation receipt of any omitted materials or information subsequent to submission.

The Department will have no obligation to treat any information submitted to it in response as proprietary or confidential. The Department's obligation with respect to protection and disclosure of such information will at all times be subject to any applicable laws. The Department will have the right to use all or portions of the Contractor's submittal and accompanying information as it considers necessary or desirable. By the submission of the required information and materials, the respondent grants to the Department an unrestricted license to use such information and materials.

After receipt of proposals, the Department may, at its discretion, interview multiple respondents, during which time such respondent will have the opportunity to present its proposal and respond to questions; no statement by a Department employee at any such interview is binding on the Department. The Department reserves the right to award final contracts on the basis of initial offers received, without discussions or requests for best and final offers. Selection of a respondent does not imply that every element of that proposal has been accepted. If a respondent is selected but proves unable to meet requirements necessary for license signing, The Department reserves the right to select another respondent as a replacement. Respondents not selected within this RFP process may be engaged for future opportunities that arise.

The Department will not be responsible under any circumstances for any costs incurred by any respondents to this RFP.

In the Department's sole discretion, if selected Vendor or Vendors cannot meet the need, the Department reserves the right to license additional or other vendors.

After Vendor is selected Certificate of insurance naming the City of Gahanna as an additional insured with minimum coverage of \$2,000,000 is required prior to execution of contract. Failure to provide Certificate of Insurance in a timely manner shall result in the rejection of the proposal. Failure to maintain required insurance coverage during any license period will result in cancelation of the license.

7. VENDOR GUIDELINES

The following information is provided for guidance for respondents composing their RFP responses.

A. OPERATIONS

1. Vendors must relocate if requested by the Department Management staff or any public safety official.
2. All equipment and resupplies must be hand-rolled/carried to the concessions location, except for food trucks or as specifically authorized by the Department in writing. Drop-off or pick-up of equipment or supplies must be conducted with extreme caution, due to the highly public nature of the aquatics facilities and the significant pedestrian traffic. Concessionaires must employ every measure necessary to minimize danger to the general public.
3. Security, rule and license enforcement is the responsibility of Department.
 - a. Contractor will obtain a food service license for each location.
 - b. All licensed Concessionaires and their employees shall inform themselves about and comply with federal, state and local laws as well as health regulations and licensing requirements governing the production, display, distribution, sampling and sale of their products.
 - c. Concessionaires are responsible for acquiring all necessary permits and abiding by all relevant rules and Regulations
 - d. Concessionaires are subject periodic, unannounced checks by the Department and are subject to their decisions.
 - e. All permits must be kept at the concession location and presented on request.
 - f. Concessionaires must follow all tax laws
 - g. Concessionaire will use reasonable efforts enforcing all rules set by the Department.
 - h. Concessionaire will police deck area and yard areas within/around concession areas; immediately notify Department staff on-site of any concerns
4. Minimum Safety Standards and Operator Oversight
 - a. Contractor management personnel will inspect the concession areas at least three times each week during the full time operation of the pool.
 - b. Franklin County Board of Health guidelines and any and all state and local health and building codes shall be used as minimum standards for safety herein.

- c. Compliance with minimum standards relates to but is not limited to, the following:
 - i. Safety warning signs
 - ii. Safety equipment
 - iii. GFCI circuit breakers and respecting maximum load amounts on outlets/breakers
 - iv. Food Service guidelines
5. Restrictions on items for sale by selected Concessionaire or Concessionaires:
 - a. The sale of beverages in glass bottles is prohibited.
 - b. The selling of non-food items is prohibited unless specifically authorized in writing by the Department.
 - c. The selling and/or advertisement of cigarettes, cigars, any other tobacco products or tobacco substitutes, or alcohol is strictly prohibited.
 - d. The Department reserves the right to any sale of alcoholic beverages within the facilities solely to itself.
 - e. The Department reserves the right to require the vendor to distribute only beverages permitted in The Department's beverage sponsorship agreement.
 - f. The Department reserves the right to contract with a vending provider if vending machine services are not provided by Contractor. Department will limit vending machine offerings to beverages and ice cream/frozen products.
6. Contractor will test and record cooling/heating device readings at opening and then bi-hourly, to exceed state and county health department requirements. Recordings will be displayed at each piece of equipment, easily visible upon walkthrough. This record will be maintained and available through the season.
7. Cleanliness and tidiness
 - a. All equipment must be removed from the site at the end of the season.
 - b. Food trucks authorized to vend at the complex must have drip pan(s) placed under parked vehicles' engine and transmission; additionally pans must be placed under any other mechanical equipment that may leak. Drip pans shall be secured in place once located under vehicles to prevent them from movement caused by external forces such as wind and shall contain all fluids from vehicles collected during the course of a day. Concessionaires shall transfer collected fluids without spilling into a sealable container and dispose of in accordance with local regulations. Drip pans shall be 26" x 36" minimum galvanized steel and shall be non-marking. Concessionaires shall clean drip pans from the Complex at the end of each day.
 - c. Food products, beverage, ice, etc. should be stored and displayed in a neat and orderly fashion and in accordance with all applicable laws, rules and regulations, including, without limitation, all health code regulations. Other storage containers must be kept out of sight or stored off site. A diagram of the planned layout for equipment on-site must be approved by the Department.
 - d. All equipment must be kept clean and in good condition and in compliance with all applicable laws, rules and regulations, including, without limitation, all health code regulations. In no event may any Concessionaire equipment leak any type of fluid, including water, onto the ground. Concessionaire must keep equipment clean, free of graffiti, and free of dents/other damage. Concessionaire shall clean, repair or replace equipment if deemed necessary by the Department.
 - e. All concession and eating locations shall be kept neat, clean and litter-free at all times, including but not limited to refraining from the spilling of products and cooking liquids on or around concession area.
 - f. Concessionaires are responsible for providing own operating and cleaning supplies and ensuring soap, paper towel, napkins, etc in their areas are re-stocked for operating and customer use.
8. Operation of Concession Areas
 - a. At the beginning of the Season, Contractor will open OWNER'S concession sites by performing the following procedures:
 - i. Initially clean all surfaces and storage areas
 - ii. Thoroughly clean floors, trash cans, etc.
 - iii. Inspect and re-supply water sterilization supplies (Contractor will need to supply these items).
 - b. Contractor will provide all supplies necessary to maintain cleanliness and sanitary conditions to meet or exceed board of health qualification.
 - c. Contractor shall provide and restock during the season, at Contractor expense, a first aid kit stocked to state and local health department standards to be used by contractor's staff.
 - d. Department will provide AED's at each site and inspect equipment monthly. These should remain in set locations throughout season.

- e. Department shall provide Contractor four, (4), sets of keys for the facility prior to spring opening. Keys MUST be returned to the Department by September 22, 2015.
 - f. Department will provide the area for concession operations and will include the use of any and all equipment present at each site. Additional equipment should be worked out through Contractor's own resources. Some of the equipment currently present at each site belongs to outside companies and continued use of said equipment will be dependent on the outside company.
 - g. Contractor shall provide any and all chemicals needed to maintain OWNER'S concession areas in a safe, clean condition throughout the season. This includes any and all chemicals necessary to initially start and properly clean areas
 - h. Contractor will provide the following supplies at its own expense: hand soap, disinfectant, paper towels, deodorizer, trash liners, glass cleaner, mops, brooms, dust pans, brushes, buckets, sponges and light bulbs for concession areas.
 - i. All concerns are to be addressed immediately if possible.
9. Trash and litter
- a. The Department will provide dumpsters at each location. If the dumpster is full or is nearly full, the Concessionaire should notify a Department staff person to help assure timely pickup.
 - b. Concessionaires must remove daily from the facility all trash generated by on-site operations and place in the dumpsters.
 - c. Concessionaires are responsible for picking up and removing from the site all litter within 10' of their designated area. The Department also expects Concessionaires to make reasonable efforts to assure cleanliness in the general area and eating areas.
 - d. Concessionaires must not allow trash to accumulate in their operating areas, outside of the designated waste receptacles, placing all trash immediately into the dumpsters.
10. Accounting and Customer Count Information
- a. Each Concessionaire must supply the Department with the number of customers served each day and the daily sales for each site. These figures must be supplied electronically via email each day. (This information will help the Department assess park usage and evaluate the concession.)
 - b. Contractor shall provide financial accounting for the operation and the collection fees at the concessions.
 - c. A daily account of sales must be provided to the City's on-site coordinator at the end of each shift.
 - d. All gross receipts received for concessions belong to and are the property of the contractor.
 - e. Contractor shall coordinate with and submit to the City all account and other financial information requested by the City staff.
 - f. At the end of each month, a detailed listed of sales must be provided and within 15 days of the end of the month the negotiated payment amount must be paid to the City within this timeframe.
 - g. Contractor will provide the way in which sales will be tracked, sales tax submitted, and if applicable, ensuring compliance with credit card processing regulations.
 - h. Contractor will be responsible for all of the cash receipts and storage of funds.
11. Concession staff image and behavior
- a. All concession personnel are employees of Contractor(s).
 - b. Contractor shall be solely responsible for hiring and employing all of its personnel.
 - c. Contractor shall be solely responsible for terminating employment of any personnel.
 - d. Concessionaires and employees must be clean and neat in appearance, and conform to all health code and food service regulations.
 - e. Contractor shall be responsible for training and conveying information to its employees concerning the day-to-day operations of the pool.
 - f. Contractor shall be responsible for the payment of wages, taxes, unemployment insurance and workman's compensation payments for its employees.
 - g. The employment of the Concessions Manager and Assistant Manager's for the Department's facilities by Contractor will be subject to the approval and consent of the Department Deputy Director, which approval and consent will not be unreasonably withheld.
 - h. Concessionaires must agree upon on-site employees' planned dress/uniforms with the Department.
 - i. Uniform should include company shirt, khaki short and or solid color shorts. Company hat or visor may be worn if desired.
 - ii. Uniform may not include flip-flops, non-company shirts nor hats, shorts with less than a 6 inch inseam, tank tops, cut off/holey/overly worn apparel
 - i. No music or other amplified sounds are permitted in connection with the Services.

- j. Concessionaires and their employees will only engage in behavior and speech conducive to good business practice and civility. Inappropriate language and behaviors will not be tolerated.
- k. Smoking, the use of alcohol, and/or the use of drugs are not permitted.
- l. Vendors are not permitted to use the following offensive marketing techniques: hawking, calling attention to products in a loud repetitive public manner, and selling products in an aggressive way.
- m. Staff will not be on phones, electronic devices, reading, etc. in a manner that is noticeable or interferes with service delivery.
- n. Vendors must, upon the written request of the Department, immediately remove from service hereunder any employees who, in the reasonable opinion of the Department, are guilty of improper conduct, are not qualified to perform the work assigned to them or are otherwise unsatisfactory to the Department.
- o. Disrespect or disobedience to an identified Public Authority constitutes grounds for immediate suspension of operations.
- p. A list of all staff members Names, titles, date of birth and phone numbers is to be provided to the Department.
- q. All staff ages 18 and over must pass a criminal background check and copies of these reports provided to the Department.

9. Winterization/Closing of the Sites

The Gahanna Swimming Pool will be closed weekdays as of August 12, 2015 and open, if possible, for the following two weekends (closing at end of business on Sunday, August 23, 2015) and Hunters Ridge Pool will be considered closed to swimmers the day after Labor Day. Contractor will close the concession areas as soon after these specific dates as Contractor deems reasonable, no later than 10 days after the closure at each individual site.

Contractor will perform the following services:

- a. Detail clean all areas of concession areas, including the window service areas.
- b. Clean, wash and properly store all trash cans, furniture, and equipment.
- c. Detail clean grills.
- d. Inventory, secure and store all concession equipment and supplies.
- e. Inventory, secure and store all operating equipment and supplies.

Causes of denial of selling privileges; disciplinary actions

10. Miscellaneous

- a. All notices, demands or other communications initiated by the Department herein shall be given to Contractor, in writing, by regular mail and addressed, or via email from City account(s).
- b. All notices, demands or other communications initiated by Contractor herein shall be given to the Department, in writing, by mail.

11. Phone Usage

- a. The Department will provide a working phone for emergency calls in the pool area.
- b. Consistent with health department regulations, the pool will only be open when a working telephone is available in the office for use.

12. Payment and Payment Schedule

- a. Contractor shall provide all of the labor, services and supplies aforementioned and described in this contract.
- b. The Department shall receive from the contractor the total sum of _____% of sales. *(Must be the same as the amount provided in the Written Offer portion, Section 4.)* Payment will be made to the department within 15 days of the end of each month, as outlined in the following schedule:
 - i. First payment due by July 15, 2015 for the period of: Pool opening to June 30, 2015
 - ii. Second payment due by August 15, 2015 for the period of: July 1, 2015 to July 31, 2015
 - iii. Third and final payment due by September 22, 2015 for the period of August 1, 2015 to September 7, 2015

13. The Department reserves the right to take action against Vendors who violate any of the rules and regulations detailed herein, or who fail to comply with relevant laws, rules or regulations (federal, state and local), the terms and conditions of a Vendor license, or other rules established by the Department. At the Department option, such actions may include, but are not limited to, fines (as provided herein), suspension of selling privileges, revocation of the license, or any other rights or remedies available to the Department at law or in equity.

- a. Non-payment of Fee or bounced check is grounds for immediate contract termination.
- b. Examples of violations include, but are not limited to, (i) missing or unauthorized signage; (ii) overcharging; (iii) expanding; (iv) improper disposal; (v) equipment leaking fluids; (vi) equipment obviously damaged or in poor repair; (vii) graffiti, dirty equipment or umbrella; (viii) unauthorized advertising; (ix) roving or concession at unauthorized locations; (x) improper storage; (xi) missing drip pan; (xii) critical health department violation;

c. If any of the above rules and regulations are violated, Concessionaire may be fined for each and every offense. Violators will be assessed a \$300 administrative fee.

8. MULTI-YEAR AGREEMENT OPTION

The Department has the option to extend this contract to include the 2016 and 2017 swimming seasons. However, at this time, it is not planned to open the Gahanna Aquatics Facilities under administration by the City of Gahanna beyond 2015.



Request for Proposal (RFP): Aquatic Facilities Concession Operations At Gahanna Swimming Pool & Hunters Ridge Pool
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COVER SHEET

The undersigned agrees to provide concessions for the Gahanna Swimming Pool and Hunters Ridge Pool in cooperation with The Department of Parks & Recreation, and agrees to the terms and conditions set forth in the Aquatic Facilities Concession Operations at Gahanna Swimming Pool & Hunters Ridge Pool Request for Proposal dated March 3, 2015. What should this date be???

Company/Organization Name: _____

Mailing Address: _____

City/State/Zip: _____

Printed Name/Title: _____

Signature: _____

Phone: _____ Fax: _____ Cell Phone: _____

Email: _____ Website: _____

Owner Social Security Number or Federal Employer ID Number: _____

Person to be contacted regarding proposal (name/title): _____

Phone: _____ Fax: _____ Cell Phone: _____

Please indicate your availability to provide food concessions

****All materials mailed to****

City of Gahanna, Department of Parks & Recreation
200 S. Hamilton Rd
Gahanna, OH 43230

Or emailed to: shannon.sorrell@gahanna.gov



Request for Proposal (RFP): Aquatic Facilities Concession Operations at Gahanna Swimming Pool & Hunters Ridge Pool

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Form 1: Summary Sheet

Selection Process

1. Concessionaires will be selected based on criteria that is determined by The Department and outlined below.
2. Documentation required to be submitted by Concessionaire to The Department at least annually: Concession Qualifications, Training, or Certifications required by The Department for approval of an Approved Concessionaire

- a. _____ Copy of Food Service License (mobile and/or past locations)
- b. _____ Copy of Bureau of Worker's Compensation Certificate
- c. _____ Three references for similar operations
- d. _____ Volume concessionaire can handle per day
 - 1) 0 to 100 served
 - 2) 100 to 250 served
 - 3) 250 to 500 served
 - 4) 500 to 1000 served
 - 5) 1000 to 2500 served
 - 6) 2500 to 5000 served
- e. _____ ALL Health department records for past two years (copies of inspection reports, if any)
- f. _____ Number of years in business
 - 1) .0 to 5 years
 - 2) 5 plus years
- g. _____ All employees are current on health department food preparation regulations
- h. _____ Menu and pricing
- i. _____ Full written response and financial offer
- i. _____ Are you available to provide concession services to the locations for the attached schedule - please indicate any dates you are not available:



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Form 3: Notarized Non-Collusion Affidavit

STATE OF _____ COUNTY OF _____

The undersigned being first duly sworn as provided as law, deposes and says:

1. His/her name is _____

and he/she resides at _____

and his/her office is at _____

2. He/she makes this affidavit with the knowledge and intent that it is to be filed with the City of Gahanna and that it will be relied upon by said City in any consideration which it may give to and any action which it may take with respect to this/these proposal(s).

3. He/she makes and is authorized to make this affidavit on behalf of:

(Name of Corporation, Partnership, Individual, etc.)

a _____, formed under the laws of _____ of which he/she
(Corporation, Partnership, etc.) (State)

is _____
(Sole Owner, Partner, President, etc.)

4. Neither the undersigned nor any other person, firm or corporation, named in above Paragraph 3 nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this/these proposal(s) by the City of Gahanna; also, that no employee therein, or any officer of the City of Gahanna is directly or indirectly interested therein.

5. The undersigned certifies in connection with this/these proposal(s) that:

- a. The price in this/these proposal(s) has been independently arrived at without collusion with any other contractor or offerer or with any competitor:
- b. Unless otherwise required by law, the price in this/these proposal(s) has not been knowingly disclosed and will not be knowingly disclosed prior to award of a proposal, directly or indirectly to any other competitor; and
- c. No attempt has been or will be made to induce any other person or firm to submit or not to submit a proposal.

6. The affiant certifies that he has fully informed himself/herself regarding the accuracy of the statements contained in this certification.

(Affiant)

Sworn to before me and subscribed in my presence this _____ day of _____, _____.

(Notarial Seal)

(Notary Public)



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Form 4: Reference List

The City of Gahanna has my permission to contact any of the references hereinafter listed for information regarding past contracts I and/or my business have held and/or related concession experiences.

Signature/Date

Name: _____

Address: _____

Telephone: _____ Description of Work: _____

Name: _____

Address: _____

Telephone: _____ Description of Work: _____

Name: _____

Address: _____

Telephone: _____ Description of Work: _____

Name: _____

Address: _____

Telephone: _____ Description of Work: _____

Attach additional sheets as needed.

Appendix A: 2015 DAYS AND HOURS OF OPERATION OF POOL & CONCESSIONS

Pools will be open Sunday, May 24, 2015 through and including Monday, September 7, 2015. The scheduled hours of operation for the swimming pool will be as follows:

2015 Pool Hours of Operations	HRP	GSP
Members and guests only: Sunday, May 24-May 25	12-6p	Closed
Public Hours: Tuesday, May 26-Wednesday, May 27	3-8p	Closed
Sundays Effective Thursday, May 28*-Tuesday, August 11	11a-7p	12-6p
Monday-Saturday** Effective Thursday, May 28*-Tuesday, August 11	11a-7p	12-8p
Saturday, Sunday and Labor Day Monday Effective August 12 to September 7	12p-6p	Closed
Monday-Friday Effective August 12 – September 4	3-7 or 8p	Closed

*If GJPS's last day of classes changes, operating dates/hours may also change
 **On Thursdays GSP is open until 8:30pm for Hot Dog Night. Facilities at both locations will be closed on several Wednesday afternoons/evenings and GSP's back pool will close several days for swim meets.

Concession hours of operations: During normal pool days, concessions should run from 1 hour after opening to 30 minutes prior to closing.

Currently scheduled special events, subject to changes

Summer Events Hosted in Partnership with Gahanna Community Aquatics Group- Concessions provided by the Gahanna Community Aquatics Group for these events. Food trucks will be present at GSP on June 6 and July 19.

Members Only Night @ HRP May 24, 6-9pm
 Members Free, Guests \$6
 Grill out, hang out and celebrate summer!

YOLO Nights @ HRP, 6-9pm
 \$5/Member, \$8/Non-Member
 A great night of music, games and pizza! 4th-7th graders ONLY
 May 29 July 17 Aug 7

Aqua Day w/Food Truck Rodeo @ GSP, 9a-12p w/food trucks to follow
 \$10/member household, \$20/non-member household for Aqua Day Entry.
 Come explore awesome aquatic activities, paddling, diving, games and more!
 June 6 July 19

Dive In-Movie & Family Fun Night @ HRP 6pm-end of movie
 Members \$10 per household, \$20 per non-member household
 \$3/Member, \$6/Non-Member
 A new evening of fun for you and your little ones! Cool hands on activities prior to each movie and then all you can eat pop-corn!
 June 26 - The LEGO Movie
 July 24 - Big Hero 6

Sunday Night Senior Swim 7pm-9pm
 Free for Members! \$5 after 5pm for non-members
 A relaxing evening in our warm pool just for our community 50+, we'll bust out the grill, the tunes and open the pool just for you!
 May 31 June 28 July 26

Oldies but Goodies - two summer fun nights we can't live without! Concessions contractor to provide ice cream, hotdogs condiments and change. Gahanna City staff will prepare, serve and sell these items, giving all funds back to the concession operator. City will provide grill, plates, napkins, and utensils for preparation and serving.

Hotdog Night - Thursdays @ GSP - 4-8:30pm May 28 - Aug 6

Members Free! \$6/person or \$20/household
\$1 hotdogs, music & fun!

Ice Cream Night - Tuesdays @ HRP 4-7pm, May 26 - Sep 1
Members Free! \$6/person or \$20/household
\$1 ice cream, music & fun!

Swim Meets and Swim Team Events

Swim Team Events at Hunters Ridge Pool

The swim team will do weekly meals for their participants – will provide own food/beverages

The swim team will host a year end party – will provide own food/beverages

The swim team will sell its own concessions on home swim nights

Swim Team Events at Gahanna Swimming Pool

The swim team will host a year end party – will provide own food/beverages

The swim team will sell its own concessions on home swim nights

The swim team may choose to operate a concession stand at dive champs and any league meets at the end of the season

The Blues and Jazz Meet at Gahanna Swimming Pool the weekend of June 12-14 will run its own concessions and outside food vendors will be present. Concessionaire will provide concession services for the front pool operations on this day.