

## REQUEST FOR PROPOSALS

PROJECT NAME: Concession RFP

DATE OF ISSUANCE: June 1, 2023

DATE PROPOSAL DUE: June 13, 2023

Submit to City Clerk's Office

**By 2:00 p.m.**

933 Terrace Street

Muskegon, MI 49440

ISSUING OFFICE: Trinity Health Arena

c/o – Jake Laime

470 W. Western

Muskegon, MI 49441

231-246-8668



## City of Muskegon – Trinity Health Arena

### Request for Proposal (RFP)

#### CONCESSIONS IN TRINITY HEALTH ARENA: Concessions and/or Bar Services

##### 1. PURPOSE OF REQUEST

The City of Muskegon (Trinity Health Arena) is seeking concession contractors to provide food, beverage and/or bar services at Trinity Health Arena. This RFP represents a solicitation by the City of Muskegon and is intended to encourage vendors to clearly show that they are qualified to provide food, beverage, and/or bar services in a consistent and revenue positive manner for three (3) years. Each Bidder must clearly identify their knowledge of concession operations, food safety practices, staffing services, customer relations, point of sale, and demonstrate financial stability. Requirements and City of Muskegon (Trinity Health Arena) needs are outlined in this RFP.

##### 2. RFP SUBMITTAL AND SELECTION

Proposals must be submitted no later than Tuesday, June 13, 2023 at 2 pm. Late bids will not be accepted.

Mail or deliver your RFP Submittal to:

City of Muskegon - City Clerk  
Concessions RFP  
933 Terrace St.  
Muskegon, MI 49440

##### RFP SELECTION

Proposals will be evaluated after receipt. Vendors/contractors will be contacted for questions, concerns, or additional information and notified of selection.

##### 3. GUIDELINES

Please note the following general requirements that apply to all RFP Submittals.

- a. To be evaluated, an RFP Submittal must completely respond to each question in Paragraph 6 and 7 below.
- b. The RFP Submittal must be signed by an official legally authorized to bind the organization by including their signature on the Financial Page.
- c. Provide all references and materials required by the RFP instructions.
- d. If clarification is required, submit questions by email to [jake@trinityhealtharena.com](mailto:jake@trinityhealtharena.com).
  - Please allow at least one business day for responses.
- e. Mail or deliver your signed and completed RFP Submittal to the address under Submittal.
- f. All RFP Submittals become the property of the City of Muskegon.

##### 4. PROPOSED SITE and INFORMATION

- a. Trinity Health Arena  
470 W. Western Ave.  
Muskegon, MI 49440

- b. All applicants are encouraged to visit the site prior to submitting a proposal. Contracts are awarded and are renewed at the discretion of the City of Muskegon. Contracts may also be terminated from either party with (90) days written notice.

The successful bidder will be expected to abide by all City of Muskegon – Trinity Health Arena ordinances, rules, business licensing, Public Health food service requirements, and TIPS Certification. The successful bidder will also be expected to keep concessions/work area clean and provide daily and event-based clean-up. The successful bidder will demonstrate the ability to provide an innovative, affordable, and full-service concession menu/service.

- c. Bidders are advised to determine specific Health Department requirements for the proposed concession. It is the bidder's responsibility to verify that adequate water and electrical service is available to support the equipment they intend to operate. Any modifications or improvements to the concession areas shall be determined by the City of Muskegon. The successful bidder will make suggestions and provide documentation on proposed improvements to the concession space.
- d. The bidder understands and agrees that the City of Muskegon will only grant concessions by the contract, and not lease. Concession contract(s) will only confer permission to occupy and use the premises described for concession purposes. A successful bidder's expenditure of capital and/or labor during use and occupancy will not confer any interest or estate on premises by virtue of said use, occupancy and/or expenditure of money thereon. The City of Muskegon will only grant successful bidders (“Contractors”) an individual, revocable, and non-transferable privilege of use in the premises for the concession granted.

## 5. REQUIREMENTS AND FEES DUE FROM CONTRACTORS

If your proposal is accepted, the following will be due upon issuance of your concession agreement.

- a. City of Muskegon (Muskegon County) Business License: Please be advised that any approved vendor will have all required business licensing and health department certifications.
- b. Insurance: Contractor shall obtain and maintain policies of commercial general liability with combined single limits of net less than \$1,000,000 per occurrence, and \$2,000,000 general aggregate. A \$2,000,000 products/completed operations aggregate is required for contractors that prepare food. The insurance policy shall be written on an occurrence basis. The City shall be named as an additional insured and a copy of the endorsement naming the City of Muskegon as an additionally insured shall be attached to the Certificate of Insurance. Certificate of Insurance shall be filed with the City of Muskegon prior to providing services.
- c. Indemnification/Hold Harmless: The Contractor shall defend, indemnify, and hold the Public Entity, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the Public Entity. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractors waiver of immunity under Industrial Insurance solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.
- d. Compliance with Laws/City codes: The Contractor shall comply with all applicable State, Federal and City laws, ordinances, regulations, codes, and other City contracts.

## 6. RFP EVALUATION AND SUBMISSION PROCESS

Qualified proposals will be reviewed and scored. Final recommendation and award are made by the City Commission with recommendation from the Arena Manager.

The following criteria will be used to evaluate RFP Submittals:

a. Days and Hours of Operation:

How many days per week and during what hours do you intend to operate concession? What date would you prefer to open and what date will you close?

b. Products/Services to be offered for sale:

What products/services do you intend to offer? What size(s)? What price(s)? What nutritional snacks do you intend to offer? Please list all proposed items and unit prices. In addition, we will assess each proposal regarding environmental sustainability and packaging that is recyclable.

c. Concession Experience/Business References:

Please list at least three (3) references that will support, document, or verify your performance in providing concession services and/or operating a business. Include name, business name, address, phone number, fax number and nature of your relationship.

d. Remuneration for the City:

What percentage of gross revenue will be paid to the City or from the City? Or, would you offer a flat rate? If so, what is the proposed flat rate?

## 7. PROPOSAL

Proposals should be prepared simply, providing straight forward concise descriptions of bidder's capabilities to satisfy the requirements of the request. All proposals must include the following:

a. Legal name of Organization, firm, individual of those submitting RFP:

Include address of principal place of business; phone numbers; primary person to contact.

b. Business Experience:

How long has this organization been in business? Description of business. Number of employees.

c. Concessions Proposal:

◦ In your proposal, please address the following:

1. Please give an example of menus and/or services you wish to provide
2. Please give an example of prices for the above items.
3. Please describe your food safety procedures.
4. Please describe your business in terms of efforts toward environmental sustainability.
5. Please describe your ability/accessibility to staff multiple employees per event.

d. Client References: (Please provide three)

Provide information about three similar clients for whom you currently or previously provided catering services.

e. Business or Financial References:

Please provide three financial or business references. These could include financial institutions, suppliers, insurance companies, clients, etc. Please do not use the same references for both Client References and Business References.

f. Compensation:

1. Please present detailed information on the firms proposed fee schedule for specifications proposed and any variation for non-routine services, inclusive of Michigan State sales tax and any other applicable governmental charges.
2. Please provide a statement outlining how the contractor will document and report revenues and expenditure.
3. Please detail the percentage of gross sales or flat rate as proposed compensation.
4. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to classification.