

# **Request for Proposal**

## **Borough of Dormont Snack Bar Services**

For the

### **Dormont Pool**

The Borough of Dormont is soliciting proposals from qualified vendors to lease and operate the snack bar operations at the Dormont Pool for the dates of May 26, 2018 through September 3, 2018. Detailed specifications may be obtained by contacting Beth Bachman, Community Events and Communications Coordinator at 412-561-8900 x227.

All proposals shall be submitted no later than 12:00 PM on March 30, 2018. Proposals must be placed in a sealed envelope addressed to:

Beth Bachman, Community Events and Communications Coordinator  
"Borough of Dormont Snack Bar Services Proposal"  
1444 Hillsdale Avenue, Suite 10  
Pittsburgh, PA 15216

Proposals must be delivered to this location before the time specified.

The Borough reserves the right to reject any and all proposals, to waive any irregularities or information in any RFP response, and to accept/reject any item or combination of items. The contract is subject to approval by the Dormont Council and is effective only upon its approval.

The final decision regarding this proposal rests with the Dormont Council. The award decision is expected to be made on or before April 2, 2018.

**Tentative Schedule:**

Questions Due	March 23, 2018
Deadline for RFP Submittals	March 30, 2018
Recommendation presented for approval	April 2, 2018

Beth Bachman  
Community Events and Communications Coordinator

# REQUEST FOR PROPOSAL

For the

## LEASING AND OPERATION OF THE SWIMMING POOL SNACK BAR AT THE DORMONT POOL, DORMONT, PENNSYLVANIA 15216 FOR THE SUMMER OF 2018

### OBJECTIVE

To lease to a third party operator/lessee ("Vendor") the concession area at the Dormont Pool for the purpose of operating a Snack Bar designed to meet the needs of the Pool's clientele and employees.

### REQUIREMENTS

The Snack Bar shall carry a full line of food and beverage items. Under no circumstances will the Vendor be permitted to sell non-related merchandise. In addition, the following requirements apply:

- **Vendor agrees to establish and operate during regular pool hours.**
- **Vendor agrees to operate within the hours of operation of the Swim Center.**
- **Vendor will not have access when the pool is closed**
- **Vendor will not sell alcoholic beverages or tobacco related products.**
- **Vendor will pay a liquidated damage fee of \$75 a day for each day the pool is open and the snack bar is not in operation.**
- **Vendor will responsible for all sales taxes.**
- **Vendor shall be equipped to handle credit card sales.**

### LEASE

The Vendor must submit a proposed payment for an initial one-year period. The successful Vendor will post a security deposit in the amount of 2 months rent and will pay rent monthly for the duration of the term. Utilities (except telephone) are included. Fixtures remain the property of the Municipality; however, maintenance, upkeep, and or replacement will be the responsibility of the vendor. Fixtures not in use may be removed and stored by the Municipality. All terms and conditions will be subject to a written lease satisfactory to the Municipality.

- **Vendor will confine all sales and displays to the Snack Bar Area.**
- **Pool Management will have emergency access to the Snack Bar.**
- **Pool Management will have access to equipment and maintenance areas within, above, or around Snack Bar area.**
- **The Vendor will not advertise any outside agency or programs on the premises.**

## **SPECIAL REQUIREMENTS**

- **Vendor will not have exclusive rights to sell merchandise at the Swim Center. For example, private organizations are authorized to sell specialty items during certain events at the Swim Center and the Municipality may sell its own merchandise.**
- **Private vending machines will not be part of this agreement and will continue to operate through the Municipality.**
- **Vendor is responsible for acquiring and maintaining required permits and sanitary conditions as required by the County and Commonwealth of Pennsylvania.**

## **NOTE**

\* Vendor must obtain written permission to add new appliances.

## **PROPOSAL**

All proposals shall be in writing and must be received by the Borough of Dormont. All proposals shall include:

1. A description of Vendor and its experience in food concessions marketing and sales.
2. Proof of insurance.
3. Three credit references.
4. Proposed monthly payment to the Municipality (and annual total payment) for license to lease and operate the Snack Bar.
5. Confirmation that date for beginning operations will be May 26, 2018
6. Sample of menu with proposed pricing
7. Any new equipment proposed to be supplied by vendor

The Municipality reserves the right to reject any or all proposals. Questions should be directed to the Beth Bachman, Community Events and Communications Coordinator at 412-561-8900 x227.

Please submit proposals to:

Beth Bachman, Community Events and Communications Coordinator  
"Borough of Dormont Snack Bar Services Proposal"  
1444 Hillsdale Avenue, Suite 10  
Pittsburgh, PA 15216

Council:

I (We) hereby propose to provide Snack Bar services in compliance with your Official Notice, Specifications and Instructions.

*Snack Bar Services as Specified: Dormont Pool*

**Initial Year – May 1, 2018 – September 7, 2018**

\$\_\_\_\_\_ per month      \$\_\_\_\_\_ per year

It is understood that Borough of Dormont reserves the right to reject any or all proposals.

Respectfully submitted,

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Print Name of Vendor

Address of Vendor:  
\_\_\_\_\_

\_\_\_\_\_

Telephone:  
(\_\_\_\_)\_\_\_\_\_