

**Town of Surfside RFP 2017-02**

**Food and Beverage Concession Services for Surfside Community Center Pool**

**Mandatory Pre-RFP Submission Conference**

**Questions and Answers**

**Addendum No. 1 to RFP**

Date Issued: January 3, 2018

Notice to All Proposers:

The following is intended to respond to questions raised at the mandatory pre-RFP submission meeting held on December 21, 2017 and is issued as Addendum No. 1 to the RFP and shall be made a part of the RFP.

1. Question: What is the scope of history of financial background from the vendor?

Answer: Submittals should be as thorough as possible.

Please refer to Section 1.4 of the RFP, Submittal Requirements, for required financial information to be submitted with proposal.

2. Question: Can you shed light on any numbers that were done at the concession stand as far as dollars?

Answer: There have been 2 vendors. It has varied from \$3,000 in a month which seems to be more of a norm and he has seen receipts of up to \$18,000 in one month which would be in the height of the season in July.

3. Question: Do you need to see licenses and permits for the proposal?

Answer: Town of Surfside licenses/permits would come in as we get the acceptance.

Please refer to Section 1.03 of the RFP for required licenses/permits to be submitted with proposal.

4. Question: Can you share the names of the 3-person Committee that will be deciding on the proposal?

Answer: Not at this time; it will be the Parks & Recreation Director and from there we will let you know.

5. Question: Hours of Operation are from 8:30 a.m. to 6:00 p.m.?

Answer: The operating requirements are as follows. Monday - Sunday, the hours of operations are from 8:30 a.m. to 6:00 p.m. These operation hours may be expanded or decreased by the Town based on seasonal needs and the facility's hours of operation.

6. Question: Does the concession use the green area for parties?

Answer: Yes, with the P&R Department which controls the rental end of the event and the concessioner controls the catering end of the event.

7. Question: Is the green space available outside of the hours of operation?

Answer: No, it is not.

8. Question: Are there availabilities to extend those hours of operation for special events?

Answer: There is a possibility to extend. The Parks and Rec. Dept. has held in-house Parks and Rec town events and has the ability to bring in contractors to cater those events.

9. Question: What if a resident wants to have an event after the hours of operation?

Answer: No, as of right now, it has not been an option. Lack of lighting is an issue.

10. Question: What are your thoughts about the menu and what has been successful?

Answer: The menu is very open. The Town would like to have a hand at what is being served but it would be up to the vendor. The main items that have been successful over the years has been chicken tenders, chicken wraps,

hamburgers, hot dogs, and grilled cheese sandwiches. There are occasional requests for healthy options and kosher options.

11.Question: Is there a grease trap?

Answer: The grease trap is the responsibility of the concessioner. The current vendor has a company that they use. The concessioner is responsible for the equipment and the utilities are included.

12.Question: Is there a barbeque in the open areas on weekends?

Answer: No there is not an open barbeque outside.

13.Question: Revenue shares based on sales?

Answer: The Town will receive a monthly concession fee of \$500.00.

14.Question: Can you share some of the struggles?

Answer: Some struggles are that the Community Center is for residents and their guests only, the set open and closing times, opening and closing due to weather, staffing, DCF background checks, and guests not being able to bring in their own food.

15.Question: Who is responsible for replacing furniture from damage or wear and tear?

Answer: Town provides replacement.

16.Question: Are there umbrellas? If not, can there be?

Answer: There are no umbrellas, but the Town is open to the idea, but it would not come from the Town. The concession area was originally designed to have natural shade provided by the existing palm trees.

17.Question: Are the multipurpose rooms available for parties?

Answer: When there is inclement weather, the multipurpose rooms are an option for planned parties. It is specified in section 1.2 of the RFP.

**PROOF OF RECEIPT - SUBMIT WITH RFP**

**Recipient**

**Signature:**

**Print Name:**

**Firm:**

**Date:**

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