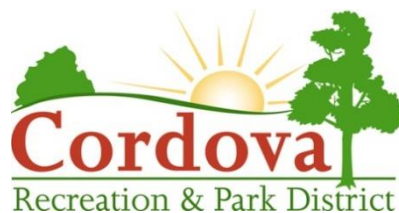


Cordova Recreation & Park District

Request for Proposals

Mather Sports Complex
Snack Bar Concessionaire



INTRODUCTION/BACKGROUND

The Cordova Recreation & Park District (“District”) was established in 1958 to serve the parks, recreation and open space needs of the region encompassed by the City of Rancho Cordova and unincorporated areas of Sacramento County including Gold River, Larchmont, Mather, Rosemont and Riviera. Serving a population of over 120,000, it is one of the largest special districts in the Sacramento region.

The District is home to 38 neighborhood and community parks, a regional sports complex, the Cordova Golf Course, six (6) special use community centers, a community pool, five (5) splash parks/pads and over 600 acres of land. Community centers like the Hagan Community Center, Neil Orchard Senior Activities Center, Mather Sports Complex, Hagan Community Barn, White Rock Community Clubhouse and the HYDE Out are home to various recreation programs that provide education, leisure opportunities and environments for creative expressions at a reasonable cost. The affordable cost of living, and several other quality of life indicators, has ensured continued population growth within District boundaries.

PURPOSE

Cordova Recreation & Park District is requesting proposals from qualified concessionaire firm(s) or individual(s) for the purpose of operating the snack bar facilities for the sale of food, beverage and other items appropriate to such snack bar concession in order to enhance the customer experience, as specified in this Request for Proposal (RFP).

MATHER SPORTS COMPLEX

The following provides information regarding the Mather Sports Complex:

- Located at 3755 Schriever Ave. Mather, CA 95655
- Outdoor Features:
 - a. Three (3) synthetic turf lighted, softball/baseball fields
 - b. Two (2) synthetic turf lighted, soccer/multi-use fields
 - c. One (1) natural turf baseball field
 - d. 20 Pentaque Courts
 - e. Skate Park
 - f. Playground
 - g. Picnic Area
- Indoor Features:
 - a. High School regulation basketball court with two (2) elementary size cross courts
 - b. High School regulation volleyball court with three (3) elementary size cross courts
 - c. Three (3) racquetball courts
 - d. Two (2) weights rooms
 - e. Cardio room
 - f. Dance Studio
 - g. Men and Women’s locker room

INTENT OF OPERATIONS

Intent is for the Concessionaire to solely use the premises as operation of a snack bar facility. Concessionaire agrees that all items to be served, sold and offered for sale, and prices to be charged, shall, at all times, be subject to the approval of the District, which may direct that any such items not be served, sold or offered for sale to the public by Concessionaire at this facility.

All food and beverage items offered for sale by Concessionaire shall be clearly marked as to price, either on the item itself, on the menu, or on a sign located on the premises. Such sign shall consist of lettering and figures which are clear and easily read. The prices of all food and beverage items offered for sale shall be competitive with the prices of similar items at other comparable facilities in this community.

Concessionaire agrees to supply and have ready for sale, at all times, each and every food and beverage item and any other articles of merchandise offered for sale by this concession, in sufficient quantity to satisfy the demands of the Mather Sports Complex patrons. Concessionaire further agrees to make available items such as napkins, straws, cream and sugar, spoons, paper cups, mustard, ketchup and such other items deemed necessary for the proper operation of this snack bar facility to all customers at no extra charge.

Concessionaire agrees that the snack bar facilities shall be open and available during designated hours for use by patrons of the Mather Sports Complex, at the minimum of every Saturday and Sunday throughout the year. There may be additional opportunities to operate during other programming times; these other operational times will be negotiated between the Concessionaire and the District. Additional opportunities may include tournaments, leagues, rentals and additional times as directed by the District.

The Concessionaire will be responsible for all employees including paying salaries and wage fees per California State and Federal Wage laws. Concessionaire and its employees engaged in the operation of this snack bar facility shall wear clothing suitable and clean for the operation of such facilities.

The Concessionaire is responsible for obtaining all licenses associated with operating a business.

The Concessionaire shall provide the District with monthly revenue and operating expenditure reports.

SCOPE OF WORK

The Concessionaire shall address and provide all the information requested under this proposal in connection with goals, objectives and provisions for the previously described project. The scope of services shall, at a minimum, include and provide the following:

A. Concessionaire Provides Products and Services

1. High quality over-the-counter goods, hot food items and beverages for the patrons of the Mather Sports Complex at a reasonable price and in sufficient quantity.
2. An aesthetically pleasing atmosphere of product and service delivery.
3. A clean and sanitary maintenance and operations program which conforms to all County of Sacramento food service regulations and health codes.
4. An experienced operator who can order, purchase, dispense, inventory, track, control and handle the products, materials and supplies involved in concession functions.
5. An accurate and efficient means of business accounting and operations, record keeping and reporting system.
6. An operation which is reliable, responsible and responsive to the needs of the customers, patrons and the District.
7. Standard equipment for proper refrigeration of display and storage.
8. Any cable television, music licensing or information technology use.
9. Follow and abide by all employment laws, Federal and California.
10. Obtain all licenses associated with operating a business.

B. District Provides Accommodations

1. The entire snack bar, storage room and outdoor eating area located at 3755 Schriever Ave. Mather, CA 95655
2. The snack bar measures 400 square feet
3. Furnishings include:
 - i. Sharp Heavy-Duty Commercial Microwave Oven
 - ii. True Solid Door, Dual Temperature, Reach-In Refrigerator/Freezer
4. Utilities including electricity and water
5. Outdoor seating area

TIMELINE FOR RFP PROCESS AND SELECTION

February 19, 2020:	Cordova Recreation & Park District Board approval to release RFP
February 20, 2020:	RFP issue date and advertised on the District website
March 18, 2020:	FINAL PROPOSAL DEADLINE
April 15, 2020:	Tentative Board consideration and selection
May 8, 2020:	Initiate work (estimated and negotiable)

SUBMITTAL REQUIREMENTS

Number of Copies: One (1) hard copy and one (1) electronic copy
Deadline: Wednesday, March 18, 2020 at 5 p.m.

Hard Copy

Cordova Recreation & Park District
Attn: Nina Sinor, Recreation Supervisor II
3755 Schriever Ave.
Mather, CA 95655

Electronic Copy

nsinor@crpd.com

Format: Proposals should be 8½ x 11 inches bound in a single document and organized in sections following the order below. Electronic copies should be in PDF format.

Contents: The submittal should include, but not be limited to, the following:

1. **Annual Operational Plan**
 - a. Estimated annual budget
 - b. Months, days and hours of planned operation
 - c. Organization contact, telephone number, email and physical address
2. **Menu and Pricing**
 - a. Example of the food variety offering
 - b. Pricing for each item
3. **Snack Bar Maintenance**
 - a. Example of schedule for garbage removal, floor cleaning, etc.
 - b. Cleaning manner of counters, beverage dispensers, BBQ grill, utensils, dishes, etc.
4. **Proposed Lease Agreement**
 - a. Your proposed percentage of gross monthly sales to be paid to the District
5. **References**
 - a. Provide three (3) professional references with contact information

SELECTION PROCESS AND CRITERIA

Qualified proposals will be reviewed by a selection committee comprised of District staff. If necessary, the District may conduct interviews. The District reserves the right to negotiate a contract based on the submittals received. The Cordova Recreation & Park District Board of Directors will approve the final contract before work can begin.

The selection of a company will use the following criteria:

- Basic submittal requirements met
- Overall approach outlined in proposal
- Business and marketing plan strategies, proposed food offerings and pricing
- Company experience with similar concessionaire contracts
- Team member experience and qualifications
- Feedback from references provided

This request for proposals does not commit the District to awarding a contract, to pay any costs incurred in the preparation of proposals/statements of qualifications for this request or to procure or contract for services. The District reserves the right to accept or reject any or all submittals received as a result of this request, to negotiate with any qualified company or to modify or cancel in part or in its entirety this request if it is in the best interest of the District to do so.

DOCUMENTS FOR REVIEW

- A. Mather Sports Complex 2020 Weekend Tournament Schedule
- B. Weekly Users/Spectators
- C. Images of the Mather Sports Complex

Please visit our website for more information: crpd.com/parks/mather-sports-center/

CONTACT INFORMATION

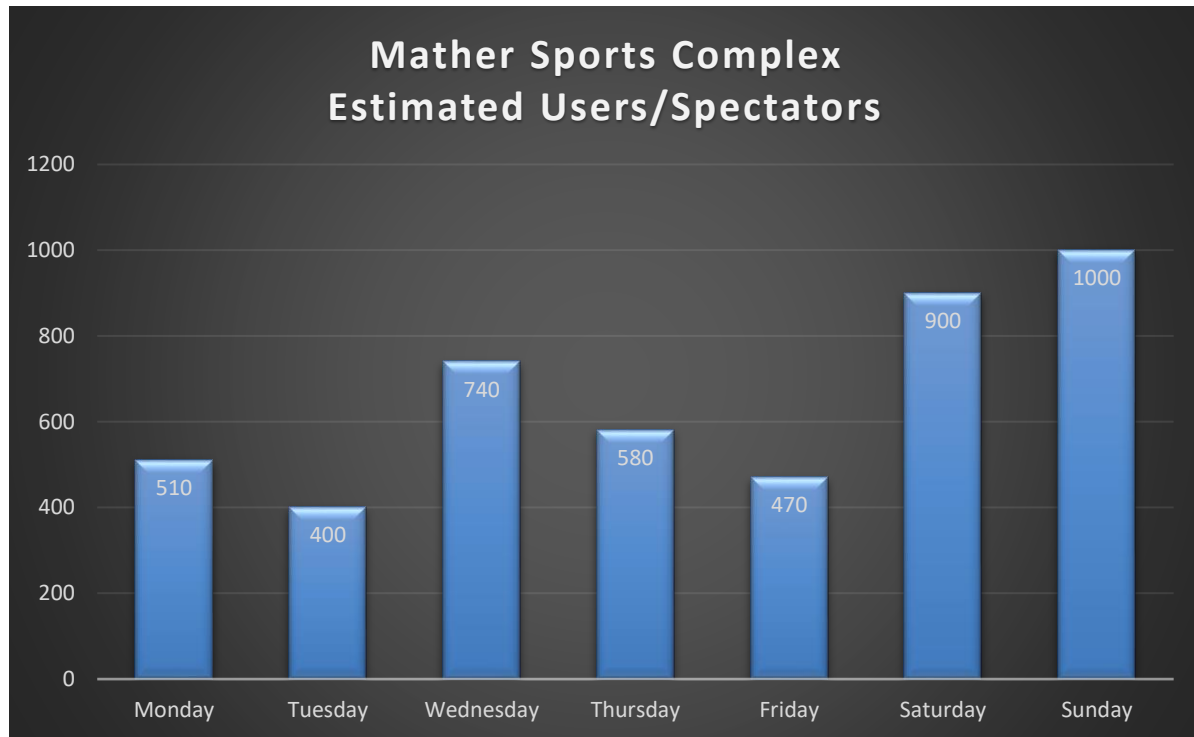
Cordova Recreation & Park District
Nina Sinor, Recreation Supervisor II
2729 Prospect Park Drive, Suite 230
Rancho Cordova, CA 95670
916-307-6864
nsinor@crpd.com

A. MATHER SPORTS COMPLEX 2020 WEEKEND TOURNAMENT SCHEDULE

Mather Sports Complex (MSC) is a regional sports destination, featuring athletic facilities for baseball, softball, soccer, lacrosse, basketball, flag football, volleyball, racquetball and dance, in addition to cardio and weight rooms. All indoor and outdoor facilities are available to rent for league play, tournaments or other events. Below is the 2020 weekend tournament schedule for the baseball and softball fields.

January	February	March
4 - 5	1 - 2	7 - 8
11 - 12	8 - 9	14 - 15
18 - 19	15, 16 & 17	21 - 22
25 - 26	22 - 23	28 - 29
	Feb. 29 - March 1	
April	May	June
4 - 5	2 - 3	6 - 7
Fri. 10 - Sat. 11	Fri. 8 - Sat. 9	13 - 14
18 - 19	16 - 17	20 - 21
25 - 26	23, 24 & 25	27 - 28
	30 - 31	
July	August	September
4 - 5	1 - 2	5, 6 & 7
11 - 12	8 - 9	12 - 13
18 - 19	15 - 16	19 - 20
25 - 26	22 - 23	26 - 27
	29 - 30	
October	November	December
2, 3 & 4	7 - 8	5 - 6
10 - 11	14 - 15	12 - 13
17 - 18	21 - 22	19 - 20
24 - 25	28 - 29	26 - 27
Oct. 31 - Nov. 1		

B. WEEKLY USERS/SPECTATORS



Estimated Total = 4,600/week

Daily Activities may include:

Outdoor

Youth & Adult Softball
Youth & Adult Soccer
Youth Lacrosse
Youth & Adult Baseball
Pétanque
Skate Park
Playground

Indoor

Youth & Adult Basketball
Youth & Adult Volleyball
Racquetball
Fitness Classes
Weight Room
Cardio Room

C. IMAGES OF THE MATHER SPORTS COMPLEX



Front of the Mather Sports Complex



Front of Snack Bar



Snack Bar Interior



Outdoor Seating Area



Snack Bar Interior



Snack Bar Interior



Mather Sports Complex Aerial View



Softball Field



Newly Renovated Gymnasium



Skate Park



Soccer Field