



CITY OF DULUTH
REQUEST FOR PROPOSALS FOR
WHEELER CONCESSIONS AND SOFTBALL LEAGUE DIRECTOR

RFP NUMBER 20-07AA
ISSUED JANUARY 30, 2020

PROPOSALS DUE by 4:30 PM local on FEBRUARY 18, 2020

SUBMIT TO
CITY OF DULUTH
ATTN: PURCHASING DIVISION
CITY HALL, ROOM 120
411 WEST 1ST STREET
DULUTH, MN 55802

PART I - GENERAL INFORMATION

I-1. Project Overview. This proposal is for securing concession rights to the Wheeler Softball Complex concession stands operated by the City of Duluth Parks and Recreation Department. The City of Duluth will grant rights to the successful respondent(s) to operate the concession stands for all events at the location. Proposals submitted for less than the acceptable amount will not be considered. Additional detail is provided in **Part IV** of this RFP.

I-2. Rejection of Proposals. The City reserves the right, in its sole and complete discretion, to reject any and all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The City is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-3. Questions & Answers. Any questions regarding this RFP must be submitted by e-mail to the Purchasing Office at purchasing@duluthmn.gov **no later than** February 5, 2020. Answers will be posted as an Addendum to the RFP.

I-4. Addenda to the RFP. If the City deems it necessary to revise any part of this RFP before the proposal response date, the City will post an addendum to its website <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/> . Although an e-mail notification will be sent, it is the Bidder's responsibility to periodically check the website for any new information

I-5. Proposals. To be considered, proposals must arrive at the City on or before 4:30 pm on Tuesday, February 18, 2020. Proposals shall be submitted electronically by email to purchasing@duluthmn.gov. The City reserves the right to reject or to deduct evaluation points for late proposals.

Proposals must be signed by an authorized official. If the official signs the Proposal Cover Sheet attached as Appendix A, this requirement will be met. Proposals must remain valid for 60 days or until a contract is fully executed.

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.

I-6.Small Diverse Business Information. The City encourages participation by minority, women, and veteran-owned businesses as prime contractors, and encourages all prime contractors to make a significant commitment to use minority, women, veteran-owned and other disadvantaged business entities as subcontractors and suppliers. A list of certified Disadvantaged Business Enterprises is maintained by the Minnesota Unified Certification Program at <http://mnucp.metc.state.mn.us/> .

I-7. Term of Contract. The term of the contract will begin once the contract is fully executed and is anticipated to be a one (1) year agreement with two (2) one year renewal options. The selected Bidder shall not start the performance of any work nor shall the City be liable to pay the selected Bidder for any service or work performed or expenses incurred before the contract is executed.

I-8. Mandatory Disclosures. By submitting a proposal, each Bidder understands, represents, and acknowledges that:

- A. Their proposal has been developed by the Bidder independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder.
- B. There is no conflict of interest. A conflict of interest exists if a Bidder has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.
- C. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.
- D. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

I-9. Notification of Selection. Bidders whose proposals are not selected will be notified in writing.

PART II - PROPOSAL REQUIREMENTS

Each applicant that submits a written proposal must meet the minimum requirements as detailed herein and shall include the following documents; which will be used as evaluation criteria in selecting the most qualified concessionaire and league director.

League Director

1. Please review minimum specifications (attached) and provide a resume highlighting your pertinent qualifications.

2. Provide at least two references for work performed that is similar in nature to the Minimum Specifications. Please include the name, address, and telephone number of who may be contacted.
3. Provide your proposed fee.

Concessionaire

1. Identify proposed payment to the City of Duluth based on a per day rate of operation. During tournaments and events, the proposed payment to the City of Duluth shall be based on a percentage of gross sales receipts for the duration of the tournament or event.
2. Provide a description of the type of products you intend to sell and the estimated pricing for each item.
3. Provide a proposed operating & staffing schedule for the operation of concessions
4. Provide a Resume clearly stating background and experience as an concession operator proving quality service through similar operations, demonstration of qualifications necessary to operate the concession in a business-like manner and three (3) references with name of contact person and telephone number.

PART III - CRITERIA FOR SELECTION

The proposals will be reviewed by City Staff. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judged are:

Qualifications of the Bidder and Personnel	40%
Prior experience with similar work	30%
Work Plan	10%
Cost	20%

PART IV – PROJECT DETAIL

SOFTBALL LEAGUE DIRECTOR

Duties:

1. Teams will register to participate with Parks and Recreation on parks' registration software Civic Rec. Upon registration, Parks and Recreation staff will turn over roster and information to league director. The Director shall create a schedule and distribute registration packets to registered teams with the following information:
 - a. Registration Information
 - b. Team Roster
 - c. Rules and Bylaws
 - d. Important Dates
2. Respond to questions from managers interested in starting a new team.

3. Conduct team meetings as needed.
4. Work with umpire representative on any new rules for the upcoming season.
5. Work with umpire scheduler for league games and playoff schedules. Coordinate any changes due to weather or changes in schedules.
6. League director or appointed representative shall be on site to troubleshoot during games and tournaments.
7. Work with the City Public Information Coordinator to coordinate press releases.
8. Schedule all teams in six different leagues. There is the potential for up to 60 teams with a yearly average of approximately 40 teams. (These numbers are determined by the actual number of teams registered.)
9. Commit to managing for the full season. The season lasts 14 weeks plus playoffs. League starts second week of May and games are finished by last week of August (weather permitting).
10. Maintain daily records on results from each game.
11. Schedule single elimination playoffs to determine City champion in each league.
12. Communicate all schedule changes due to weather, field changes, or team conflict.
13. Determine facility scheduling with City of Duluth Parks representative.
14. Determine yearly equipment needs for the upcoming season with City of Duluth Parks representative.
15. Update current league standings and post weekly online.
16. Send state association forms and rosters before deadline.
17. Send state tournament forms to all teams before deadline.
18. Submit entries to state tournaments from teams along with rosters and fees to the appropriate state organization. Send information to each team after received from state organization.
19. Work with City of Duluth Parks representative to order and distribute team awards.
20. Perform all other duties related to the management of the City Softball League.

Wheeler Field House Concessionaire

The awarded Concessionaire will be required to provide proof of insurance which lists the City as an additional insured, and provide proof of all required Health Permits.

Duties:

1. Operate during summer softball, fall football, and league play as well as any tournaments or events as needed per schedule sent by Parks and Recreation

staff. At a minimum concessionaire shall operate on M, Tu, Th, 5-9 p.m. per the 2019 league schedule, as well as all scheduled tournaments and events. See attached 2019 schedule as an example of use.

2. Concessionaire shall clean and maintain the Premises in a safe and clean manner at all times, including all appliances and equipment located within the Premises. The City shall be responsible for cleaning the restroom facilities in the Building.
3. Concessionaire may sell advertising sponsorships and shall pay to the City one-half (1/2) of the advertising revenue it collects. Concessionaire shall provide the City with all documentation relating to the advertising revenue it collects, including but not limited to copies of all advertising contracts and invoices within two months of close of the season.
4. Concessionaire is responsible for operation staffing and is responsible for supervision and compensation of all employees.
5. At the end of each event, concessionaire shall remove all trash and recycling from within the building to the City provided receptacles outside the building.

Parks and Recreation reserves the right to hire Food Trucks for events with the understanding that items for sale are different from those being sold in the concession stand.

**APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 20-07AA**

Bidder Information:	
Bidder Name	
Mailing Address	
Contact Person	
Contact Person's Phone Number	
Contact Person's E-Mail Address	
Federal ID Number	
Authorized Signature	
Title	

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday
May 15-May 31	5:30-9:30 p.m.	5:30-9:30 p.m.	5:30-9:30 p.m.	5:30-9:30 p.m.		1 tournament weekend; tournament weekends run Saturday and Sunday with concessions open from approximately 10 a.m. to 6 p.m.
June	5:30-9:30 p.m.	5:30-9:30 p.m.	5:30-9:30 p.m.	5:30-9:30 p.m.		2 tournament weekends; tournament weekends run Saturday and Sunday with concessions open from approximately 10 a.m. to 6 p.m.
July	5:30-9:30 p.m.	5:30-9:30 p.m.	5:30-9:30 p.m.	5:30-9:30 p.m.		2 tournament weekends; tournament weekends run Saturday and Sunday with concessions open from approximately 10 a.m. to 6 p.m.
August	5:30-9:30 p.m.	5:30-9:30 p.m.		5:30-9:30 p.m.		2 tournament weekends; tournament weekends run Saturday and Sunday with concessions open from approximately 10 a.m. to 6 p.m.
September 1-Sept 15	5:30-9:30 p.m.	5:30-9:30 p.m.		5:30-9:30 p.m.		