

Request for Proposals

Whitehall Borough Swimming Pool Concessions Services

A. Purpose

Whitehall Borough is seeking proposals for Concessions Services at the new Swimming Pool for seasonal service from Memorial Day to Labor Day.

B. Scope of Services

The Concessions Company will be responsible for selling food items and non-alcoholic beverages at the Whitehall Swimming Pool Concession Building throughout the Pool Season according to a schedule agreed upon by the Concessions Company and the Borough of Whitehall.

C. Costs & Profits

The Borough of Whitehall does not charge a rental fee to occupy the Concession Building. The Borough pays for all utilities and maintenance for the building. All other operating expenses are the responsibility of the Concessions Company. All profits belong to the Concessions Company.

D. Equipment

The Concessions Company will have use at the start of the Agreement of the following equipment in its current condition the Concession Building:

- Reach In Freezer
- Reach In Fridge
- Display Fridge
- Deep Fryer
- Flat Top Grill
- Ice Cream Freezer
- Hot Dog Roller
- Slushy Machine
- Popcorn Machine
- Chili/Cheese Warmer
- Two (2) Work Tables

E. Requirement and Services

a. General

The Borough reserves the right to reject any and/or all proposals and to select the proposal that it deems to be in the best interest of the Borough of Whitehall. The contract is subject to the approval of the Council of the Borough of Whitehall and is only effective up on their approval.

All proposers are bound by the deadline and location requirements mentioned in this Request for Proposals. All proposals shall remain firm and effective for a period of sixty (60) days from the deadline.

The Borough retains the right to initiate negotiations with proposers submitting the proposal or may seek proposals on an informal or formal basis during the sixty (60) day period that proposals remain firm and effective.

The proposers shall add to, modify, or clarify any scope of services items it deems appropriate to obtain a high quality of service at the best overall value. All changes shall be listed and explained, but the scope of services must accomplish the goals outline in this Request for Proposals.

b. Inquiries

All questions concerning the Request for Proposal shall be forwarded to Courtney M. Wertz, Borough Manager, by email (cwertz@whitehallboro.org). Any changes to the Request for Proposal shall be in writing, documented, and forwarded to all participating proposers of the Request for Proposal as soon as possible. Major changes or an excess number of changes may result in the cancellation of the Request. **No questions will be addressed after February 24, 2023.**

c. Proposal Submittal Requirements

All proposals must be submitted to the Borough at the office of the Borough Manager, Borough of Whitehall, 100 Borough Park Drive, Pittsburgh, PA 15236 on or before March 10, 2023 at 10:00 AM prevailing time. Sealed envelopes shall be clearly marked **“Swimming Pool Concessions Services.”** All material submitted shall become the property of the Borough of Whitehall and only information available at the proposal opening shall be the names of the Companies submitting proposals.

d. Debriefing

The Borough of Whitehall requires that in the Request for Proposals process, all information as to the persons or firms making offers or the content of offers is kept confidential. This information can only be given out after an award or decision to award has been made. After an award is made, or decision to make an award is made, the file is available in the Administrative Office for public review. Request to review shall be during normal business hours, 8:30 AM to 4:30 PM, Monday through Friday.

F. Submission Requirements

Concessions Companies must submit the following items to be considered:

- Menu with prices
- Staffing plan
- Two (2) References

G. Selection Criteria

The successful Concessions Company will be evaluated on the following criteria:

- Menu Offerings
- Menu Price(s)
- Ability to consistently staff the Concession Building

Interviews may be scheduled with selected prospective Concession Companies as soon as possible after the scoring and raking, to permit further evaluation and to allow the Borough to inquire further into the applicant's experience.

The Borough may add to, modify or change the process or any requirements set forth herein at any time in its discretion.

The final decision regarding this proposal rests with the Council of the Borough of Whitehall.

Nothing contained in this Request for Proposal will be deemed to (i) create any right (whether property or other) in any party to have a contract awarded or (ii) create or require any standard for award other than what the Borough deems to be in its best interest. The award of a contract will be made in the discretion of the Borough, and may be made on factors other than cost and on factors that may not appear in this Request for Proposals.

Notwithstanding anything to the contrary contained herein, no bidder, whether successful or not, will acquire any legally binding rights against any party including the Borough, unless and until the bidder and the Borough formally execute an agreement that is satisfactory to the Borough, in its discretion. The submission of a bid, including the execution of the agreement that is part of this package, will not guarantee a contract award, nor will it guarantee that the Borough will not request modifications or deletion of terms before entering into the contract. The Borough reserves the right to reject any or all proposals, and the right at its discretion to accept the proposal the Borough deems to be most favorable to its interests.

H. Annulment of Contract

Should the Concessions Company fail to fully satisfy the Borough, or comply with orders of the Borough, or to perform such work that has been rejected as defective or unsuitable, or if the Concessions Company shall become insolvent or be declared bankrupt or shall make an assignment for the benefit of creditors or from any other cause shall not carry on the work in an acceptable manner, the Borough shall have the right to annul its Contract at the Borough's convenience.

I. Insurance

Applicants shall agree to keep in force, at their own expense, the following minimum insurances. Inclusion of appropriate certificates of insurance will satisfy the requirement.

- General Public Liability and Fire Extended Coverage Insurance in an amount not less than Two Million (\$2,000,000.00) dollars aggregate against loss or liability in connection with bodily injury or death or property damage or destruction in or upon the facility, including all property used in the facility.
- Proof of Workers' Compensation insurance in accordance with the laws of the Commonwealth of Pennsylvania

J. Anticipated Schedule

Request for Proposals Released: February 10, 2023

Proposals for Concession Services Due: March 10, 2023

Selection of Concession Services Company: April 5, 2023

Concession Services Begin: May 27, 2023