



CONCESSION VENDOR REQUEST FOR PROPOSAL (RFP)

Requestor:

The Games Committee appointed by the Youth Chair of the San Diego Imperial Association (SDI) is requesting proposals to serve as the Concession Vendor for the Association Junior Olympic Championships.

Event:

The Association Junior Olympic Championships will be held Saturday, June 13, 2009, through Sunday, June 14, 2009. The event is expected to have 700 to 800 athletes in addition to coaches, spectators, officials and volunteer staff. Officials and volunteer staff could total 60-75 persons.

Facility:

Escondido High School has a full concession stand, which is anticipated will be made available for use by the successful bidder.

Contracted Food Vendor(s):

It is anticipated a contracted food/beverage vendor will be hired by the Youth Chair to serve at the Association Championships. Therefore, a proposal to augment concessions with an outside food/beverage vendor will not be considered. The Youth Chair will notify the successful bidder of the food/beverage vendor upon award. The successful bidder must agree to not offer food or beverage that conflicts with the contracted provider.

Deadline for Submission of Proposal:

The deadline for submitting a bid is **8:00 p.m. on Tuesday, June 2, 2009**. Bids must be submitted via electronic mail to the Games Committee Chair at: flojo99@cox.net

Award Date:

It is anticipated the successful bidder will be notified by **8:00 p.m. on Friday, June 5, 2009** by phone and/or electronic mail. Notification will be made by the Youth Chair.

Statement of Work Requirements:

A successful proposal will address all of the following elements. For more detailed information, please refer to the Concession Vendor Bid Form.

- 1) **Proposal must be a 2009 USATF SDI Association club in good standing by the submission deadline.**
- 2) **Proposal must detail anticipated food, snack and drink items for full days on June 13-14, 2009.**
- 3) **Proposal must discuss plan to provide sufficient workers to accommodate the anticipated attendees.**
- 4) **Proposal must discuss any benefit to the Association by serving as the concession vendor.**
- 5) **Proposal must include whether willing to provide concessions to meet staff (officials and volunteers).**
- 6) **Proposal must discuss mitigation plan to prevent and/or reduce potential damage to school property. Proposal must include willingness to take financial responsibility for any and all damage associated with being awarded as the concession vendor.**
- 7) **Proposal must include any plan for profit sharing with the Association's Youth Committee.**

CONCESSION VENDOR PROPOSAL FORM

(Please limit answers to no more than three pages) E-mail to flojo99@cox.net)

Statement of Work Requirement #1: (Proposal must be a 2009 USATF SDI Association club in good standing by the submission deadline.) Response must include information on date of 2009 USATF Registration; Head Coach's Name; E-mail Address; and Contact Phone Number. Any other information which bidder deems important may be included.

Statement of Work Requirement #2: Proposal must detail anticipated food, snack and drink items for full days on June 13-14, 2009. Response must include proposed price list.

Statement of Work Requirement #3: (Proposal must discuss plan to provide sufficient workers to accommodate the anticipated attendees.) Response must include experience(s) in operating a food concession stand or accommodating food services for a large group(s).

Statement of Work Requirement #4: (Proposal must discuss any benefit(s) to the Association by serving as the concession vendor.)

Statement of Work Requirement #5: (Proposal must include whether willing to provide concessions to meet staff (officials and volunteers). If willing please address what food or drink item to be provided. If officials or volunteers do not eat your primary food item then what alternative will you provide for such persons? If willing then please address arrangements that will be made to provide concessions to volunteers and officials. If not willing then please discuss an alternative suggestion(s) to meet this statement of work.

Statement of Work Requirement #6: (Proposal must discuss mitigation plan to prevent and/or reduce potential damage to school property.) Proposal must discuss if willing or not to take financial responsibility for any and all damage associated with being awarded as the concession vendor.

Statement of Work Requirement #7: (Proposal must include any plan for profit sharing with the Association's Youth Committee) Discuss a preferred percentage or concession fee option for profit sharing. If a concession fee or percentage then include the proposed fee or percentage. If not willing to provide a fee or percentage proceed to the Youth Committee then explain, why.