



**RFP NO. 100412-FY19-31
CONCESSION SERVICES A.V. SYMINGTON AQUATIC CENTER**

ADDENDUM NO. 2

FEBRUARY 14, 2019

Item 1: Pre-Proposal Meeting Attendees

- The list of attendees (sign-in sheet) for the non-mandatory pre-proposal meeting is attached.

Item 3: Pre-Proposal Meeting Overview

The Town's Chief Procurement Officer outlined the following:

- All information regarding this can be found on the Town's Bid Board:
<http://www.leesburgva.gov/bidboard>
- The Town will send courtesy emails, such as addenda, to those registered to receive updates
- Question deadline is 5:00 p.m. on Friday, February 8, 2019.
- Until contract award, all questions must be submitted in writing to bidquestions@leesburgva.gov
- Unless modified via addendum, proposals are due Thursday, February 21, 2019 @ 3:00 p.m., no late proposals will be accepted.
- Proposal Submittal Instructions can be found on Pages 5-6 of the RFP
- Deliver proposals to the First Floor receptionist located in Town Hall, 25 W. Market Street, Leesburg, VA 20176

Item 4: Pre-Proposal Meeting Scope of Work Discussion

Town Staff described the scope of work as listed in the advertisement:

- The purpose of this RFP is to solicit sealed proposals from qualified firms specializing in food service operations to provide concessions at A.V. Symington Aquatic Center
- Scope of Work can be found on Pages 4 of the RFP

Item 5: Questions and Answers

Please note the following responses to the questions received:

1. Question: Do you plan on offering multiple awards? Can one vendor supply drinks only and another food?

Response: Please see the second paragraph under Section VI, B of the RFP.

2. Question: Can we submit a proposal early and then change it later?

Response: Yes, if it is before February 21, 2019 at 3:00 p.m., you can make a change to your proposal. Please make sure you mark on the front which proposal you want to have evaluated.

3. Question: Are long lines due to window constraints or due to volume?

Response: Long lines have been a combination of volume (typically during breaks) and lack of staff responsiveness.

4. Question: Can the campers and birthday parties bring outside food? How long are birthday parties? Do we provide concession services?

Response: Non-commercial food and drinks are permitted at AV Symington Aquatic Center to all guests and may be consumed in the grassy areas. The concession stand patio tables are for concession guests only. No grills, gas or electric cooking devices may be brought into the Aquatic Center. NO glass or alcohol are permitted at AV Symington Aquatic Center.

Birthday party packages are 3 hours and are scheduled on weekdays and weekends. Party packages are for 20 or 40 guests. Most parties are held on the weekends and during peak days, there could be a total of 4 party packages each day.

Up to 250 campers are scheduled per day, Monday – Friday from 11:00 a.m. To 2:00 p.m. Camps are scheduled starting Monday, June 10, 2019 – Thursday, August 21, 2019.

The awarded concession contractor is not required to provide food service for camps or parties. We would welcome the opportunity to provide the camp coordinators or rental host/hostess with a special concessions menu or at the very least, have the ability to provide the concessions contact information to interested camps or parties, so special arrangements could be made.

5. Question: Are outside food trucks allowed in pool area?

Response: No.

6. Question: Can you share past year's sales/reports?

Response: Please see the following list of commission checks received by The Town of Leesburg for each season: 20% gross revenue, except for 2018 which was a flat daily rate for each day the facility was open for the full day.

2014 \$19,681.57

2015 \$20,563.44

2016 \$20,277.64

2017 \$17,860.00

2018 \$14,300.00 (Low revenue due to an above average rainy summer season)

7. Question: What are some guest complaints and compliments?

Response: Complaints: Cleanliness, long wait times, product unavailable at opening or being sold out, too expensive for quality, and attentive staff.

Compliments: Several nice and friendly staff.

8. Question: Who makes the call on pool closures? Is there a form with all the guidelines on reasons you might close?

Response: Designated Town of Leesburg Parks and Recreation staff will make the determination to close for the entire day, close early, or close for a portion of the day.

Various reasons throughout the summer can cause the facility to close. Reasons include but not limited to: mechanical failures, fecal or vomit accidents in the pool, and inclement weather (lightning, rain, tornado warnings, and temperatures below 70 degrees).

In addition to the above potential closures, our general guidelines state that if there are less than 20 guests for 75 consecutive minutes the facility may close for the remainder of the day. Please note that all pool closures are determined on a case-by-case basis.

9. Question: What would be the earliest to get in there to clean and install equipment? When can we make deliveries?

Response: For the initial contract year, prior to the contractor mobilizing equipment, the Town of Leesburg Parks and Recreation Department will provide a deep cleaning of the kitchen, storage area, and patio. For subsequent contract years thereafter, the awarded concession contractor will be responsible for all pre and post season cleanings, as well as daily cleaning and upkeep. Provided that the contract is fully executed, the earliest date that the awarded concession contractor will be able to conduct their additional cleanings, install approved equipment, and make deliveries is April 16, 2019.

In addition, once the facility is open for the season, all deliveries must be made prior to 10:00 a.m.

10. Question: What is your anticipated turn around for awarding a contract?

Response: The Town anticipates the contract award should be made within 30-60 days after proposals are received.

11. Question: Who is in charge of cleaning outside of the concession area?

Response: Town of Leesburg Parks and Recreation staff is responsible for cleaning anything outside of the designated concession area (kitchen, storage, and roped off patio), this includes locker rooms, restrooms, pool deck, grassy areas and parking lot.

The awarded concession contractor is responsible for the pre and post season cleaning, as well as the daily cleaning, general upkeep, and trash removal for the kitchen, storage room, and the roped off patio where the concession tables are located.

12. Question: Are there dumpsters nearby?

Response: A dumpster is located in the AV Symington Aquatic Center Parking lot.

13. Question: Can we sell outside items not related to food? Ex: sunscreen, goggles?

Response: Yes, product selection must be approved by the Town of Leesburg.

14. Question: Did previous vendor have fountain sodas?

Response: The 2018 concession contractor did not sell fountain drinks, however, previous vendors have installed and provided fountain drinks.

15. Question: Would you allow vending machines as well? Mobile carts?

Response: Yes, however, the contractor assumes all responsibility and there are no enclosed areas to house vending the machine.

16. Question: What do you currently pay your staff? Lifeguards, pool attendants, cashiers and managers-on-duty (MOD)?

Response: Pool Attendant: \$8.24, Lifeguard \$12.88, Lifeguard II \$14.42, Head Guard \$18.54, Cashiers \$11.21-\$12.17, MOD: \$18.54

17. Question: Do you allow concession workers to use pool or fitness center?

Response: Yes, concession workers may use the facility, but they would be required to pay general admission. Town staff is also required to pay to use Ida Lee Recreation Center or the AV Symington Aquatic Center.

18. Question: Do you know what past concession percentage was?

Response: 20% of gross sales.

19. Question: Are utilities covered by the Town of Leesburg?

Response: Electric and water are covered by the Town of Leesburg. Propane may be used; however, the concession contractor will be responsible for the installation and service of the tank, scheduling of propane deliveries, and payment.

Should the awarded concessions contractor choose to use propane, a two week written notice of intent is required.

20. Question: Did last concession vendor have ice cream?

Response: Yes, Dippin Dots and flavored shaved ice.

21. Question: Would you allow us to sell popcorn?

Response: No.

22. Question: What are we not allowed to sell?

Response: The sale of alcohol, tobacco products, shelled nuts, popcorn, chewing gum, and any glass products are not permitted.

23. Question: The equipment that is mentioned, mainly the refrigeration/freezer capacity, doesn't match what is currently in place at the facility. Please update the equipment list as per the on-site equipment.

Response: The following equipment is currently on site and for use by the awarded concessions contractor:

Two (2) – 3 Door Turbo Air under counter refrigerators, One (1) – 3 Door Turbo Air M3 Freezer, One (1) – 2 Door Turbo Air Refrigerator, One (1) – Ice Maker, One (1) – Ventilated Hood System, One (1) – 3 Compartment Sink, Twelve (12) Picnic Tables for Food Court, Date Line (Wired).

24. Question: Are we to assume that all of the moveable tables/counters are owned by the current provider?

Response: Yes.

25. Question: The condition of the space indicates that the current provider did not perform the deep cleaning after the end of the pool season. Will the Town perform a deep cleaning, prior to turning the space over to a new provider?

Response: Please see #9 of this addendum.

26. Question: Does the management team have a list of the service dates for the following equipment?

- a. Grease Trap Cleaning
- b. Hood System Cleaning
- c. Ventilation Filter Cleaning
- d. Ansul Fire Suppression System Certification

Response: The Grease Trap Cleaning, Hood System Cleaning, Ventilation Filter Cleaning and Ansul Fire Suppression System Certification will be completed by April 15, 2019.

27. Question: The RFP states that there is both electrical and propane available for cooking equipment. We were not able to identify the location of the propane tank; will propane be available to us for cooking?

Response: Propane may be used, however, the awarded concessions contractor will be responsible for the installation and service of the tank, scheduling of propane deliveries, and payment.

Should the awarded concessions contractor choose to use propane, a two week written notice of intent is required.

28. Question: The propane piping located in the kitchen, does not have the caps and/or plugs installed at the old connection points, thus leaving the system open to contamination. If the propane is going to be utilized, the pipes will need to be cleaned prior to equipment hook-up. Will the Town take responsibility for the cleaning?

Response: Town of Leesburg staff or scheduled contract will conduct the pipe cleaning prior to equipment hookup; however, we would require a 2 week written notice of intent to use propane.

29. Question: Is there a floorplan and/or diagram available that shows the current electrical layout?

Response: Yes, a basic diagram is provided and is attached to this addendum.

30. Question: Is internet service (wired or wireless) available at the facility? If not, is there wiring to the building for private service?

Response: The concession stand has an analog phone line only. There is no wiring to the building for private internet service.

31. Question: Can the Town share with the bidder, the gross sales for the past 3 years? This will help with our assessment of the ROI.

Response: Gross sales estimated based on the commission received by the Town of Leesburg.

Year	Commission	Gross Revenue Sale Estimated on Commission Received
2014	\$19,681.57	\$98,400.00
2015	\$20,563.44	\$102,800.00
2016	\$20,277.64	\$101,375.00
2017	\$18,860.00	\$89,300.00
2018	\$14,300.00	Commission was a set fee per day the facility was open

32. Question: If we plan on using outside providers for certain prepared foods (i.e. pizza, ice cream, etc.) do we need to list the names of the providers in the response, or can we wait until contract time?

Response: A list of providers do not need to be submitted with the proposal, however all product selection (food/merchandise) must be approved by designated Town of Leesburg Parks and Recreation Staff.

33. Question: Are there any pre-existing contracts or preferences with food, drink, or vending providers that we need to be concerned with?

Response: There are no pre-existing contracts for food, drink, or vending providers.

34. Question: What percentage of revenue, or flat fee, did the previous contractor pay to the Town?

Response: 20% gross revenue, except for 2018 which was a flat daily rate for each day the facility was open for the full day.

35. Question: Please list the concessions revenue per year for the past three years.

Response: Please see #6 and #31 of this addendum.

36. Question: Please list which days the facility will be closed for private events, the anticipated attendance of each event, and whether concessions are to be open for each event.

Response: Currently, the facility has not been rented for any private rentals during our scheduled open days. The facility is available for private rentals on Thursday nights from 6:00p.m. – 8:00p.m.

Below is a list of rentals that have been scheduled to date that will be held outside of the normal operating days and hours:

May 30 th	10:00 a.m. – 2:00 p.m.	300 guests
May 31 st	5:30 p.m. – 7:30 p.m.	400 guests
June 3 rd	10:15 a.m. - 12:45 p.m.	200 guests
June 3 rd	1:15 p.m. – 3:15 p.m.	300 guests

37. Question: Annual Sales for the concession stand for FY18?

Response: Please see #6 and #31 of this addendum.

38. Question: Who is the incumbent provider for the concession stand for FY18?

Response: Jay Vending

39. Question: The number of private parties reserved at the Aquatic Center in FY18?

Response: During the 2018 summer season, there were 4 private rentals during normal days and hours of operations, which required the facility to close early to the general public.

Also, during the 2018 summer season, there were also a total of 44 – “20 guest birthday parties” and 25 – “40 guest birthday parties”.

40. Question: There is a gas line that appears to be disconnected in the concession stand. Is this a natural gas or propane, if propane, does the Town own a propane tank and will the Town provide propane (RFP states utilities will be provided).

Response: There is a propane connection on the side of the building. Propane may be used, however the concessions contractor will be responsible for the installation and service of the tank, scheduling of propane deliveries, and payment.

Should the concessions contractor choose to use propane, the contractor will be required to provide a two week written notice of intent.

41. Question: What electrical service is available? Please list outlet types and amperage/voltage. If additional building power is available not currently utilized please also list available non-utilized service.

Response: Kitchen: Fourteen (14) – 20 amp outlets (2 are for the under counter refrigerators), One (1) – 50 amp 3 prong outlet.

Storage: Two (2) – 20 amp outlets (1 for 2 door refrigerator, 1 for icemaker), One (1) – 20 amp outlet 4 prong (for 3 door freezer), One (1) – 30 amp 4 prong outlet.

For the Town of Leesburg,

Kelly Neff, VCA

Buyer

Town of Leesburg, Virginia

Email: kneff@leesburgva.gov

Bid Board: <http://www.leesburgva.gov/bidboard>




**PRE-PROPOSAL MEETING
SIGN-IN SHEET**

DATE : Tuesday, February 5, 2019
TIME: 11:00 A.M. ET
LOCATION: Ida Lee Parks & Recreation Center
SOLICITATION: RFP No. 100412-FY19-31
TITLE: Concession Services A.V. Symington Aquatic Center




NUMBER OF ATTENDEES: 8

COMPANY NAME, ADDRESS, & TELEPHONE NUMBER (PRINTED)	ATTENDEE NAME, TITLE, & EMAIL ADDRESS (PRINTED)	ATTENDEE'S SIGNATURE
Town of Leesburg 25 W. Market Street Leesburg, VA 20176	Octavia Andrew Chief Procurement Officer oandrew@leesburgva.gov	
Town of Leesburg 25 W. Market Street Leesburg, VA 20176	Kelly Neff Buyer Kneff@leesburgva.gov	
Town of Leesburg 25 W. Market Street Leesburg, VA 20176	Katey Jackson Recreation Superintendent, Parks Kjackson@leesburgva.gov	
Town of Leesburg 25 W. Market Street Leesburg, VA 20176	Brandon Ware Aquatics Manager bware@leesburgva.gov	



COMPANY NAME, ADDRESS & TELEPHONE NUMBER (PRINTED)	ATTENDEE NAME, TITLE, & EMAIL ADDRESS (PRINTED)	ATTENDEE'S SIGNATURE
Z Enterprises, LLC D/B/A Oasis Concessions 7850 Westmont Lane, McLean VA 703-389-9644 22102	Zack Sanders, President ZACK@OasisConcessions.com	



COMPANY NAME, ADDRESS & TELEPHONE NUMBER (PRINTED)	ATTENDEE NAME, TITLE, & EMAIL ADDRESS (PRINTED)	ATTENDEE'S SIGNATURE
SIMPLY ELEGANT CATERING 11600 SUNRISE VALLEY DR RESTON, VA 20191	RICH KALFIAN - OWNER rich@simplyelegantreston.com	
JOE LAZZA LA VILLA ROMA 20176 3056 EMMET ST Leesburg	JOE LAZZA LAVILLAROMAPIZZA@GMAIL	
PESQ BBQ LLC 19627 EVERSON MILL RD Leesburg, VA 20125	CHUCK MEYER - OWNER Chuck@PESQ-BBQ.COM	



COMPANY NAME, ADDRESS & TELEPHONE NUMBER (PRINTED)	ATTENDEE NAME, TITLE, & EMAIL ADDRESS (PRINTED)	ATTENDEE'S SIGNATURE

ELECTRICAL

