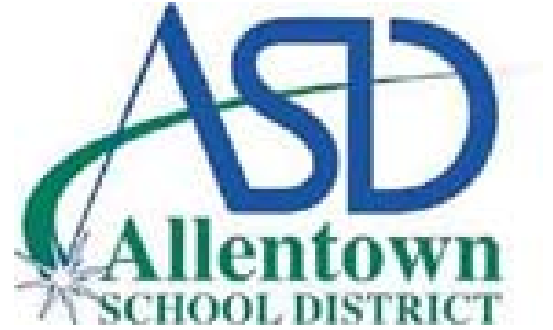


# Request For Proposal



To: Prospective Vendors

From: Child Nutrition Services

Date: April 12, 2024

Re: **J. Birney Crum Supplemental Concession RFP**

Enclosed is the RFP for Supplemental Concession Services at the J. Birney Crum Stadium for the 2024-2025 season.

Please read the RFP carefully and submit your proposal and the required documents by 4:00 PM on April 26, 2024.

Child Nutrition Services looks forward to hearing from you.

Thank you.

C: File

The School District of the City of Allentown  
JBC Stadium Supplemental Concessions  
C/o Child Nutrition Services  
1301 Sumner Avenue  
Allentown, PA 18102

**A. Background**

Allentown School District, Child Nutrition Services, is looking for qualified vendors to provide supplemental concession services for J. Birney Crum Stadium (JBC). Proposals must include a 30% commission rate to be paid to the school district which is stated in *Section E, Commission and Method of Payment*, of this RFP. This proposal is for the Fiscal Year; July 1, 2024 through June 30, 2025.

**B. Description**

JBC is the school district's main outdoor athletic arena. The stadium serves one parochial and two public High Schools. Seating 15,000 patrons, JBC hosts a variety of events including High School Sports, Regional Band Competitions, and City of Allentown sponsored events. Events are scheduled primarily between the months of March through November. The district is seeking qualified vendors to supplement those concession services already provided by the District

**C. Scope of Services**

The selected vendor(s) will provide concession services, as needed, at the JBC and will provide only the services and/products mutually agreed upon.

**D. Schedule**

The selected vendor(s) will be issued a master schedule at least 2 weeks prior to the commencement of events indicating the events where supplemental concession services are necessary.

**E. Conditions**

Length and Hours of Operation

Vendor shall operate the concession stand on the dates set forth on the annual schedule of events. Vendor will be permitted on the stadium grounds one (1) hour prior to the start of the event. Upon reasonable request, Vendors, with prior permission, may be permitted to arrive earlier for set-up if, in the opinion of District officials, early arrival is necessary for the successful operation of the event. Vendors shall move their concession vehicles only during those periods when the stadium is unoccupied by students or patrons.

Employee Conduct and Appearance

Vendor shall be solely and absolutely responsible for the conduct and personal appearance of all personnel in its employ according to the JBC Concession Annual Contract.

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Janitorial Duties

Vendor shall regularly monitor and pick up litter and debris within its concession service area. Vendor shall provide disposal/trash bags for use at the concession stand area. Vendor shall remove and dispose of all trash produced from its concession stand area from the stadium.

Equipment and Materials

Vendor shall furnish all equipment, fixtures, food, and beverages necessary for the operation of a concession stand. Utilities (water/electricity) will be provided by the School District.

Permits, Licenses and Inspections

Vendor is responsible for securing all licenses, permits and/or certifications required to operate a food concession which may be required by the City of Allentown, County of Lehigh, or the State of Pennsylvania. Any fines, citations, etc. issued by a governing agency are the sole responsibility of the Vendor. Vendors must post, in a visible area, all pertinent licenses and permits.

Independent Contractor

The relationship of the Vendor to the ASD is that of an independent contractor, and in accordance therewith, the Vendor covenants and agrees to conduct itself consistent with such status and that neither it nor its employees, officer or agents will claim to be an officer, employee or agent of ASD to make any claim, demand or application for any rights or privileges applicable to any officer or employee of same, including but not limited to, workers' compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.

Commission and Method of Payment

For the right to operate this concession stand, the Vendor shall pay to ASD 30% of the gross receipts (per Term of Agreement). The Vendor shall make this payment to ASD as follows:

- a. A monthly statement of sales (accounting of all concession receipts) substantiated by cash register tapes within **twenty (20) days** after the end of each month shall be provided to the Director of Child Nutrition Services.
- b. Payment of the previous month's receipts percentage will be due on the fifteenth of the immediately succeeding month.

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Non-Discrimination

The parties warrant they will comply with all federal, state and local laws prohibiting discrimination against an employee or applicant for employment with respect to hire, tenure, terms or conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual orientation and gender identity, handicap status or marital status.

Insurance

Vendor is required to submit and maintain at all times during this Agreement *General Liability Insurance*. Vendor shall provide ASD with proof of insurance in the form of a Certificate of Insurance. The Certificate of Insurance must show a minimum limit of liability coverage of \$1,000,000. The Certificate of Insurance must also name the ASD as an Additional Insured. ASD reserves the right to alter the insurance requirements of this Agreement at any time and for any reason during the term of this Agreement. A copy of the Certificate of Insurance is attached hereto, marked as Exhibit "C" and incorporated herein.

**F. Selection Process**

Selection will be based upon the vendor's ability to provide the required documentation outlined in this proposal. Omission of any information may be sufficient cause for rejection of the proposal. By requesting this proposal ASD (1) is not incorporating the public bidding process into this solicitation, (2) shall not be required to make any selection as a result of this RFP process, (3) shall not be required to make any selection based upon cost, responsibility or any other factor. Nothing contained herein shall create any contractual rights or obligations by and between ASD and any person or entity responding hereto.

**G. Selection Process Schedule**

Due date for RFP – April 26, 2024

Recommendation of Vendor(s) to Finance Committee – May 9, 2024

Board Approval of Vendors – May 23, 2024

**H. Proposal Submittal Requirements**

Please submit the following:

1. Certificate of Liability Insurance documentation. *Section E, Insurance*
2. Copy of Food Safety Certification
3. Copy of proposed menu and pricing

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**I. Written Agreement**

The successful vendor(s) will be required to execute the Agreement attached hereto. Payment terms will be based upon the successful vendor's proposal, or as otherwise negotiated between the selected vendor(s) and the district. The district reserves the right to request additional and/or supplemental terms to the Agreement.

**J. Proposal Due Date**

Proposals are due on or before 4:00 PM, Friday, April 26, 2024. Submit proposals to:

Child Nutrition Services  
1301 Sumner Avenue  
Allentown, PA 18102  
(484) 765-4710

Email: [rfp@allentownsd.org](mailto:rfp@allentownsd.org) and [sukanickk@allentownsd.org](mailto:sukanickk@allentownsd.org),