

REQUEST FOR PROPOSAL (RFP)
Indiana Beef Cattle Association
Indiana State Fair Concession Operations

The Indiana Beef Cattle Association (IBCA) is soliciting proposals in order to identify individuals and/or businesses qualified to operate and manage a concession stand on behalf of the IBCA at and during the Indiana State Fair. The goal of this RFP is to establish a contract with a qualified concessionaire to provide and manage quality concessions services on behalf of IBCA.

The Successful proposer shall be an independent contractor and shall furnish all management, supervision, labor, and any or all other services required to fulfill the obligations as described in this RFP.

Background

The Indiana State Fair takes place at the Indiana State Fairgrounds & Event Center each August. The dates for the next three years are below:

August 2-18, 2019

August 7-23, 2020

August 6-22, 2021

IBCA owns the right to operate a concession stand at the Indiana State Fairgrounds (Lot 792 – See attached map).

Beef is what Indiana State Fairgoers want for dinner, and since 1983, it's exactly what they have gotten at the food stands operated by the IBCA. This year the Indiana Beef Cattle Association (IBCA) food stand will celebrate 36 years of serving the original Hoosier Ribeye® Steak Sandwich at the Indiana State Fair. The food stands at the Indiana State Fair represent the IBCA's largest fund-raising activity each year. The profits from the operation of the two food stands serve to fund the activities, scholarships, producer and consumer education events and day to day operations of the 1200-member association. A secondary reason for the stand is to involve Indiana beef producers in a highly visible IBCA beef promotion activity. The south stand is operated by over 600 farmer volunteers while the north stand is operated by a contracted concessionaire.

The Indiana Beef Cattle Association is a non-profit affiliate of the National Cattlemen's Beef Association and is the state's member group and issues manager for all segments of the Indiana beef cattle industry including cattle breeders, producers and feeders. It is the grass roots policy development organization for the beef business.

Contact Information

All questions regarding this RFP are required to be submitted in writing to Joe Moore at jmoore@indianabeef.org. The deadline for questions is COB March 29, 2019. Submittals must be signed by a duly authorized official of the Proposer. Consortiums or joint ventures submitting proposals must establish that all contractual responsibility rests solely with one legal entity. Each submittal should indicate the entity responsible for execution on behalf of the proposal team.

RFP Schedule of Events

This schedule of events represents the IBCA's best estimate of the schedule that will be followed for this RFP.

- RFP Issued: January 21, 2019
- Deadline for Questions: COB March 29, 2019
- Proposals Due: COB April 1, 2019
- Review of Proposals April 1, 2019 – April 15, 2019
- Vendor Interviews, if necessary: April 17, 2019 until complete
- Vendor Selection: May 1, 2019

Scope of Work - Concession Operations

Concession operations are a key component to the overall character of the parks. The selected proposer will be required to satisfy the following conditions as a part of the concession operations:

Personnel

The operator will be responsible for hiring the necessary personnel to conduct the daily operation of the concession in accordance with all Health Department regulations. All concession service employees are employees of the Concessionaire and not the IBCA.

Operating Hours

Hours of operation are determined by the Indiana State Fair. In General, hours are as follows:

Sunday- Thursday: 9am-10pm

Friday-Saturday: 9am – 11pm

Menu Items

The concessionaire is expected to serve quality food and drinks to meet the needs of the visiting public. The Indiana State Fair is known for its creative and unusual food options. The same menu and pricing is established by the IBCA for both the south and north side food tents.

Serving beef products offered by the Indiana beef industry comes with high expectations on behalf of the consumer. The beef tents serve a high-quality menu featuring 4 oz. Ribeye Steak Sandwich, 6-1# All

Beef Hot Dogs, Smoked Beef Brisket Sandwiches, Steakburgers, Cheese Steakburgers, Chips, Soft Drinks, Water.

Beer and wine sales are not permitted by the Indiana State Fair. The operator will be required to comply with any and all exclusive license agreements as set forth by the Indiana State Fair. All menu items and prices must be submitted to IBCA for approval by July 1 of each contract year.

Equipment

The IBCA owns some of the equipment needed to operate the food stand of the concessionaire. Attached is the list of equipment available. Previous vendor furnished grills and counters.

Utilities

IBCA will provide Concessionaire, through arrangements with the Indiana State Fair, connection to water and electricity. IBCA will be responsible for any expenses associated with these connections.

Recordkeeping and Accountability

Concessionaire shall be responsible for following established IBCA financial procedures and preparing financial reports that provide an accurate and complete financial accounting of their financial activities related to the operation of the Concession at the Indiana State Fair. Concessionaire will abide by any regulations or requirements set by the Indiana State Fair.

QUALIFICATIONS

To ensure a high-quality level of operation, proposers must demonstrate minimum experience and qualifications. Applicants must provide evidence of the following:

- Experience in successfully operating and managing a similar type of business.
- Fiscal solvency and capacity to provide adequate concession stand.
- Must not be currently indebted to the federal government, State of Indiana, or the Indiana State Fair Commission for non-payment of taxes, fines, judgments, liens, or fees.

Financial Terms

The Indiana State Fair will be paid a 10% Commission (paid daily) on all Gross Receipts. This will be an expense to the Proposer and should be factored in to all proposed financial terms.

The Proposer shall propose their financial terms to IBCA based on gross receipts. Concessionaire shall collect all proceeds from the operation of the concession services under this agreement and maintain accurate records and reports with respect to such proceeds. Concessionaire shall have proper security, inventory, and supply control procedures to ensure the accurate accounting for and depositing of funds and preservation of inventory, supplies, and other products used in providing concession services. At a minimum, the Concessionaire will be responsible for providing/managing:

- Labor
- Food & Beverage inventory
- All concession service equipment (except for those items owned by IBCA, listed in Exhibit X)

The Concessionaire will provide all working capital and inventory necessary to effectively manage the concession services. The Concessionaire shall prepare a profit and loss statement and present it to the IBCA and submit any commissions no later than 30 days following the close of the Fair. Failure to pay by the due date may incur the late fee.

Insurance Requirements

Vendor agrees to carry at Vendor's own expense and for the duration of the event, public liability insurance in an amount acceptable to IBCA and the Indiana State Fair. Further, to the extent that Vendor uses Vendor's own transportation to fulfill any of his/her obligations under this Agreement, Vendor agrees to provide, at his own expense, all necessary insurance coverage required under the laws of the state of Indiana, including comprehensive automobile liability insurance, and to provide proof of such insurance to IBCA upon request.

Any other contracting/legal requirements

Obtain and maintain all licenses, permits, health certificates and adhere to other governmental agency requirements to ensure that the Stand is lawfully operated, and maintain compliance with the State health codes in operating the Stand.

Submittal Requirements

Respondents may submit any information they deem necessary and appropriate for IBCA to fully and completely evaluate their qualifications. The proposal must, at a minimum, include the following general information:

- Letter of Transmittal
- Description of respondent's business, key staff and their qualifications
- Description of the respondent's relative experience in operating a concession or other similar business enterprise, including relative size of the business (Volume) and sales data
- At least three references that have first hand knowledge of the respondent's ability to successfully operate and maintain a high quality concession and represent the Indiana Beef Cattle Association.