

## **EXHIBIT A – SCOPE OF WORK/SERVICES**

**20-0702**

### **Mobile Concessions at North Lake Regional Park**

#### **BACKGROUND INFORMATION:**

North Lake Regional Park covers approximately 115 acres and currently contains two soccer fields, three tournament soccer/football fields (two lighted), two 300 ft. softball fields, two 300 ft. baseball fields, two 225 ft. little league fields, two 200 ft. little league fields, two basketball courts, six tennis courts, four volleyball courts, ten (four rentable) pavilions, a dog park, a playground, various exercise stations, an extensive walking path, and parking for up to 500 vehicles.

There are fourteen (14) mobile concession areas established. Two (2) are located at the multi-use/soccer fields, six (6) are located at the softball/baseball fields, and six (6) located at the little league fields. All mobile concessions are in areas designated by County staff, with restroom facilities immediately adjacent. Hours of Operation: The concessions must be open at all appropriate times during regular park hours which are currently: Monday – Sunday 6:30 AM through 10:00 PM.

#### **THE VENDOR WILL BE RESPONSIBLE FOR ALL PEST SERVICES AS THERE ARE NO PEST CONTROL SERVICE FOR THE CONCESSION AREA**

Vendors may propose additional mobile concession areas within the Park during the contract period.

#### **A. General requirements**

##### **1. Maintenance:**

- Operator is responsible for keeping the various concessions areas neat, clean and in good repair.
- Operator is responsible for regularly bussing the seating area, and the clean-up of spills.
- Operator is responsible for removing concession-related refuse to the dumpster daily.
- Operator is responsible for continued daily maintenance of the food preparation area. The operator will not allow boxes, cartons, barrels or other similar items to be in the view of the public.
- Evaluation of maintenance compliance will be at the County's sole discretion. If found to be in default, the County will issue a letter of non-compliance. The Operator will have two (2) working days to correct non-compliance items. If not corrected, Operator will be considered in breach of the contract.

##### **2. Employee Standards:**

- The operator will ensure a party fully responsible for all operations is on-site for all hours of operation.
- Service will be courteous and friendly.
- The operator will recruit, train, supervise and direct its employees and have the number of employees to match the work requirements.
- Every employee will be clean and well-groomed and be professional and friendly to the public. Each employee will have the required health examinations before employment at the various concessions.
- Employees shall be required to wear t-shirt or dress shirt with company name.

## EXHIBIT A – SCOPE OF WORK/SERVICES

20-0702

### Mobile Concessions at North Lake Regional Park

- The operator will ensure a party fully responsible for all operations is on-site for scheduled leagues, special events and tournaments deemed by the County. These include all seasonal football, soccer, baseball, softball, tennis, basketball, and volleyball leagues that request concessions be opened for their practices or games.

#### 3. Menu and Pricing:

- Operator should be willing to experiment with various menus to determine what works best in each venue.
- Operator is to charge reasonable prices for all food and beverages. The County reserves the right to review and approve the menu, as well as the prices to make sure they are fair and reasonable.

#### 4. Food Quality:

Only the highest quality of food and drinks are to be sold in the concessions including but not limited to:

- Coffee: Ground on demand from whole beans from a quality roaster and competitive in quality for a balance of flavor, body, aroma, and acidity.
- Beans for espresso: Appropriate for industry-recognized professional espresso use.
- Coffee beans: Roasted on demand and valve packaged; unopened packages used within two months, opened packages used within 10 days
- Butter, milk and milk products: USDA Grade A
- Pastries: Fresh daily from a quality baker

#### 5. Menu Profile:

An acceptable menu may include:

- Coffee, tea, and all general soft drinks.
- Hot dogs and hamburgers
- French fries
- Chips, snacks, cookies
- Ice creams and yogurt
- Milk Shakes
- Pastries
- Bottled Water, Milk, and bottle juices (non-staining)
- Fruit
- Various soups, salads, and sandwiches

#### 6. Miscellaneous Requirements

- Baking, deep frying or other intensive food preparation will be allowed in the mobile concessions, but vendors are advised that any specific cooking equipment or infrastructure and any related permits in this regard are the responsibility of the vendor. As indicated elsewhere in this document, there are no existing utilities (water or electricity) at the park. It is the responsibility of the vendor to supply self-contained water and gas/electrical service as required to support the food products and cooking equipment used by the vendor during all hours of operation. All self-contained utility services shall be provided in a

## **EXHIBIT A – SCOPE OF WORK/SERVICES**

**20-0702**

### **Mobile Concessions at North Lake Regional Park**

manner that ensures provision of fresh or wholesome food products during all hours of operation. The vendor will be responsible for any claims or violations associated with their provision of food products.

- Food and drink may be consumed in designated areas of the park. These areas are subject to change by the County.
- Vendor is responsible for proper disposal of grease related to the cooking function without using the County-provided septic system.
- **THERE WILL BE NO SALE OR DISPENSING OF ALCOHOLIC BEVERAGES, TOBACCO PRODUCTS, OR ANY OTHER ITEM THAT IS NOT IN CONSONANCE WITH GENERAL COMMUNITY STANDARDS.**
- Due to the acknowledged hazards arising from exposure to tobacco products, and to protect the public and employees' health, safety, comfort and environment, tobacco use is prohibited in any County owned building and on any County owned property. Tobacco products include both smoking and smokeless tobacco.

#### **B. Designated Responsibilities**

##### **1. The County will provide:**

- Handicapped accessibility
- Public restroom facilities in the park
- Exterior seating for consumption of food

##### **2. Concession operator will be responsible for:**

- Providing, installing and maintaining all necessary professional equipment for the service bar and food preparation area to include furnishings, necessary display items, and appliances.
- Adequate concession inventory and supplies
- Concession signage/menu boards and any lighted signs
- Providing the County Contracting Officer, a Certified Background Check (See Section 1.14) for all new employees, subcontractors and representatives before employee, subcontractor or representative performs work on County property and will be required to acquire a Certified Background Check to the County Contracting Officer at any time as requested.

#### **C. Design Guidelines:**

In addition, the operator must adhere to these guidelines:

- The equipment and its placement are important visual elements of the overall design and appearance of the service bar. Careful attention is to be given to each piece of equipment and how the public views it.
- Wood grain or other simulated material finishes are not permitted on equipment.
- Natural metal, glass or porcelain finishes are acceptable equipment finishes.
- All equipment is subject to County approval.
- Structures such as canopies and sneeze guards are not acceptable.
- Signage/menus boards and any lighted signs are subject to County approval.

## **EXHIBIT A – SCOPE OF WORK/SERVICES**

**20-0702**

### **Mobile Concessions at North Lake Regional Park**

- No signs, whatsoever, including advertising signs, shall be erected or permitted upon the premises.

#### **D. Special Conditions:**

- The mobile concession stand will not be left overnight. Vendor assumes all responsibility for damages to County property during mobilization and demobilization from North Lake Community Park.
- Smoking is restricted to outside County property.

#### **E. Background Check**

The vendor shall provide a completed “Certified Background Check”, acquired through the Florida Department of Law Enforcement (1-850-410-8109), for all employees, subcontractors, and representatives of the vendor that will be performing work on County property under the contract resulting from this solicitation. The vendor will be responsible for all costs associated with the Certified Background Check. The completed background check must be provided to the designated County representative prior to the employee, subcontractor or representative commencing contract effort. The County reserves the right to exclude any individual from performance under the contract based on any relevant adverse information contained in the background report. Failure to obtain background checks as specified can result in termination of the contract.

#### **F. License, Permits and Fees**

The vendor shall maintain and pay all licenses, permits and inspection fees required for this project; and shall comply with all laws, ordinances, regulations and building code requirements applicable to the work contemplated herein. Damages, penalties and or fines imposed on the County or the vendor for failure to obtain licenses, permits or inspections, shall be borne by the vendor.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]