



# REQUEST FOR PROPOSAL FOOD AND BEVERAGE SERVICE

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## CITY OF MOORHEAD MUNICIPAL GOLF COURSES

**Holly Heitkamp, Moorhead Parks and Recreation Director**

**11/15/2018**

This Request for Proposal is for food and beverage service at the Meadows Municipal Golf Course and the Village Green Municipal Golf Course for the 2019 season.



**Parks and Recreation**

324 24<sup>th</sup> St S | Moorhead, MN 56560 | 218.299.5340  
moorheadparks.com | parkandrec@cityofmoorhead.com

**REQUEST FOR FOOD AND BEVERAGE SERVICE PROPOSALS (RFP)  
THE MEADOWS & VILLAGE GREEN MUNICIPAL GOLF COURSES**

To Interested Parties:

The City of Moorhead is seeking proposals from qualified individuals or firms to provide food and beverage service at both The Meadows & Village Green municipal golf courses.

Qualified businesses/individuals must:

- Have a minimum of 3 years of experience in the food and beverage industry, with a history of catering and banquet service.
- Address familiarity with golf operations as it pertains to food and beverage.
- Ensure the ability to prepare food in a licensed kitchen.
- Currently own or have the ability to procure a Minnesota Liquor License
- Must have employees that are Certified Food Managers
- Be in current good standing with the Environmental Health Inspector
- Provide a representative menu and price list for customers for food and beverages
- Possess the financial capacity to expand into this service

Please note, the time limitations and the criteria outlined within the RFP to which vendors must adhere. Proposal information will be available on Thursday, November 15, 2018. Vendors can download this information from the City of Moorhead website at [cityofmoorhead.com](http://cityofmoorhead.com), under the "RFPs & Bids" sub-section, located under the "Government" heading. Information can also be picked up at the Parks and Recreation office, located in the Moorhead Sports Center, 324 24<sup>th</sup> Street South. Sealed, written proposals must be submitted by 4:00 pm on Friday, December 21, 2018, to the Parks and Recreation office.

Thank you for your consideration and interest in providing food and beverage service at Moorhead's two premiere municipal golf courses. If you have any questions, please do not hesitate to contact me at 218.299.5340, or by email at [holly.heitkamp@cityofmoorhead.com](mailto:holly.heitkamp@cityofmoorhead.com).

Sincerely,

Holly Heitkamp  
Parks and Recreation Director



**REQUEST FOR PROPOSAL FOR FOOD AND BEVERAGE SERVICE**  
**THE MEADOWS & VILLAGE GREEN MUNICIPAL GOLF COURSES**

**I. Statement of Objectives**

The City of Moorhead (the “City”) is seeking a quality food and beverage service vendor with a commitment to exceptional customer service at the City’s municipal golf courses. Vendors are invited to submit Food and Beverage Service Plan Proposals (“Proposals”) to provide food and beverage service at The Meadows Public Golf Course - 401 34<sup>th</sup> Street South (“The Meadows”), and Village Green Public Golf Course - 3421 Village Green Boulevard (“Village Green”). The City desires to select a qualified vendor (“Vendor”) and enter into an agreement granting exclusive food and beverage service rights to the successful Vendor. Proposals must be delivered to the Moorhead Parks and Recreation Department by **4:00 PM, Friday, December 21, 2018.**

**II. Facility Descriptions**

- A. The Meadows features casual dining and banquet facilities for special events. The Meadows is open daily to the public, typically March through the end of November. The upper level consists of a bar and grill with a large patio overlooking the golf course. The lower level consists of a 2,000 square foot banquet room capable of being divided into two private rooms to accommodate special events.
- B. Village Green features 1,000 square feet of indoor seating area to accommodate up to 60 people, as well as a large patio adjacent to the golf course to accommodate up to 40 people.

**III. Vendor’s Responsibility**

- A. Proposals must include the following:
  - 1. A food and beverage service plan describing the process for receiving, preparing, and delivering food and beverage orders to patrons at both golf courses. Describe day-to-day food and beverage operations and special event operations.
  - 2. Customer service plans at both golf courses consisting of table service, patio service, counter service, banquet room service, and staffing of beverage carts.

3. List the types of training and supervision planned for restaurant, banquet rooms, and bar service including, but not limited to, requirements necessary for certified food and beverage operator's license, server training requirements for selling alcohol, and training on golf course etiquette while operating the beverage cart.
4. The appropriate attire and decorum of Vendor's staff, employees, agents, and representatives. Vendor's staff will not consume alcohol while working on City property. Vendor's staff must be dressed professionally with a polo shirt, pants or shorts of appropriate length, and closed-toed shoes.
5. Food preparation areas, serving/dining areas, patios, and storerooms must be kept clean and organized at all times. Garbage must be taken to the onsite dumpsters, with cardboard broken down and put in onsite receptacles. Serving areas and floors are to be vacuumed and scrubbed as needed throughout the day and prior to closing for the evening. Grease traps are to be cleaned bi-weekly or sooner as needed.

B. Staffing – Hours of Operation.

1. Food and beverage service will be provided during all hours of golf course operation, unless otherwise agreed upon between the City and Vendor. Vendor's staff must be qualified and staffing levels must be sufficient to meet patron needs as described in Hours of Operation – Procedures attached as **Attachment 1**.
2. A certified food and beverage manager must be designated and on site(s) or available during all hours of operation.

C. Menu for Food, Beverages, and Bar Service.

1. Selection and pricing of food and beverages will be the responsibility of Vendor; however, a sample menu and a complete price list must be included with Vendor's Proposal. This includes pricing for counter menu, bar service, cart pricing, and special events.
2. The City has an exclusive beverage contract for all non-alcoholic beverages including water. All beverages sold must be purchased from the preferred vendor with wholesale pricing pre-determined.
3. Proposals must include any additional charges beyond the menu price added to patron's invoices.

D. Equipment.

1. A list of existing City-owned equipment at both golf courses is included in **Attachment 2**.
2. Equipment owned by Vendor and utilized in the food and beverage service must meet National Sanitation Foundation standards.
3. Costs to maintain City-owned equipment is the responsibility of Vendor if under \$500. Any repairs exceeding \$500 will be the responsibility of the City and must have approval from the Moorhead Parks and Recreation Director prior to ordering the work.
4. Vendor will supply all paper goods, cleaning supplies, and food and beverage products necessary for operation.

E. Special Events.

1. Utilization of the clubhouse facilities for non-golf banquets and special events is encouraged. There should be a minimum food and beverage charge to use the facility for non-golf events. If the special event does not have food and beverage service, a \$100 facility use fee will be charged, payable to the City of Moorhead.
2. Scheduling special events requires advanced approval from the golf course professional at the respective golf course.
3. Cleaning the banquet facility after a golf event is the responsibility of Vendor.
4. Damage to City property during Vendor's non-golf events is the responsibility of Vendor.

F. Security Alarms. In the event Vendor's staff activates a security alarm in error, the cost associated with responding to said alarm will be the responsibility of Vendor.

G. Beverage Cart. Vendor will be provided two golf carts at each course by the City for on-course beverage sales.

1. Any costs to repair damaged beverage carts caused by Vendor, or Vendor's staff, is the responsibility of Vendor.
2. Gas to operate the beverage carts will be the sole responsibility of the City.
3. Vendor's staff are to be trained in the safe operation of beverage carts while on a golf course. An example of the type of training needed includes when and how to approach golfers while on the golf course.

H. Liquor License.

1. Vendor will secure, maintain, and pay for an On-Sale Intoxicating Liquor License and a Sunday Liquor License for both golf courses. The cost is determined by the Moorhead City Council on an annual basis and is pro-rated for an eight month time period during the golf season. Liquor licenses are obtained on an annual basis effective from July 1 to June 30 of the following year. The cost for the initial license will be prorated for four months.
2. Vendor must provide Dram Shop insurance.
3. All servers must have a server training card evidencing that they have completed and passed server training.

I. Food Service Permit.

1. Vendor will maintain a current food license for both golf courses which can be obtained from Clay County Public Health.
2. Vendor is responsible for securing and paying all costs associated with food service permits/licenses for both golf courses.
3. Vendor will designate a food service manager(s), certified by the State of Minnesota, for both golf courses or a knowledgeable person at one of the golf courses. Whether one or two are required will be determined by the Clay County Public Health Inspector.
4. Copies of food service inspection reports from the previous two years, obtained from a county or city health inspector, must be included with the Proposal.

J. Payment.

1. Vendor will reimburse the City by the 30<sup>th</sup> day of each month in an amount equal to a minimum of 10% of the gross sales of all food and beverage service attributable to the prior month's operation. A higher percent may be submitted as part of a Proposal.
2. On a monthly basis, Vendor will file a report that sets forth the gross daily receipts by the respective golf course.

K. The City will maintain the right to inspect Vendor's books and records in connection with the golf course food and beverage service. An annual audit by the City Finance Department or State Auditor may be performed upon notice from the City to Vendor.

#### **IV. City Responsibility**

- A. The City will make the golf course facilities available and maintained.
- B. The City will maintain and repair its equipment utilized in the food and beverage operation when costs of repair exceed \$500 and approval from the Moorhead Parks and Recreation Director has been provided.
- C. The City will provide and pay costs associated with all facility utilities not including internet fees for the Point of Sale system.
- D. The City will provide golf carts and gas for the exclusive use of beverage sales on both golf course as well as an additional cart used for tournaments.

#### **V. Insurance**

- A. The City will maintain appropriate insurance for its buildings, personal property, and liability coverage for both clubhouses and golf courses.
- B. Vendor is responsible to insure its personal property and carry insurance in the amount of \$1,000,000 general liability per occurrence and \$2,000,000 in aggregate. Vendor must also carry Dram Shop insurance. Vendor's insurance policies must name the City of Moorhead as an additional insured.

#### **VI. Agreement**

- A. Upon selection of a qualified Vendor, the City and Vendor will enter into a multi-year agreement setting forth the specific terms and conditions, as generally contained within this Request for Proposal.
- B. Food and beverage service will be provided during the entire golf season, typically between March and November. Vendor may choose to open earlier and close later but must stay within the bounds of its liquor licenses.
- C. The agreement will specify the period during which the golf course facilities are available for complete food and beverage service or limited to special events.
- D. Vendor will hold the City harmless and indemnify the City for all costs, including attorney fees, incurred by the City from any third party claims arising from services provided by Vendor, or its staff, employees, agents, and representatives pursuant to the proposed agreement.

## VII. Vendor Selection Process

- A. Sealed, written Proposals will be accepted until **4:00 PM, Friday, December 21, 2018**. A hard copy of the Proposal can be mailed or delivered to the following address:

Moorhead Parks & Recreation Department  
Food & Beverage RFP  
324 24<sup>th</sup> Street South  
Moorhead, MN 56560

- B. Proposals will be evaluated based on the following:
1. Consistency with the Statement of Objectives in Section I, including proposed services, plans for delivery of the proposed services, menu including pricing, and familiarity with golf course operations;
  2. Qualifications and experience of Vendor, minimum three years in the food and beverage industry;
  3. A detailed business plan addressing requirements in Section III;
  4. Vendor's plan/process for collecting revenue addressing the Point of Sale system and reimbursement percentage to the City, if different than 10% of the gross sales of all food and beverage service attributable to the prior month's operation; and
  5. Conditions, if any, attached to the Proposal.
- C. Applicants may be invited to participate in an interview and formal presentation, at the sole discretion of the City.
- D. The City Council, at its sole discretion, will select Vendor and reserves the right to reject any and all Proposals. In the event the City Council rejects the Proposals, it may resubmit the Request for Proposals, at its sole discretion. The City Council reserves the right to rescind its selection of any Vendor under this Request for Proposals in the event that the City cannot reach an agreement with the selected Vendor.

Any questions or requests for clarification may be directed to Holly Heitkamp, Moorhead Parks and Recreation Director, at (218) 299-5340 or [holly.heitkamp@cityofmoorhead.com](mailto:holly.heitkamp@cityofmoorhead.com).



Parks and Recreation

## ATTACHMENT 1

### Hours of Operation – Procedures

These hours reflect a general schedule of when the beverage cart and food service will commence. Starting hours are subject to vary.

#### The Meadows

##### Food Service

	Spring (Opening-May 15)	Summer (May 16-Labor Day)	Fall (Labor Day-Course Closing)
Monday-Friday	10:00 am	9:00 am	11:00 am
Saturday-Sunday	9:00 am	7:30 am	10:00 am

##### Beverage Carts on Course

	Spring	Summer	Fall
Monday-Thursday	2:00 pm	1:00 pm	2:00 pm
Friday	11:00 am	10:00 am	2:00 pm
Saturday	9:00 am	9:00 am	10:00 am
Sunday*	11:00 am	11:00 am	11:00 am

#### Village Green

##### Food Service

	Spring (Opening-May 15)	Summer (May 16-Labor Day)	Fall (Labor Day-Course Closing)
Monday-Friday	11:00 am	10:00 am	11:00 am
Saturday-Sunday	10:00 am	9:00 am	11:00 am

##### Beverage Carts on Course

	Spring	Summer	Fall
Monday-Thursday	2:00 pm	1:00 pm	2:00 pm
Friday	12:00 pm	11:00 am	2:00 pm
Saturday	10:00 am	9:00 am	11:00 am
Sunday*	11:00 am	11:00 am	11:00 am

\*Alcoholic beverages can be served at 8:00 am on Sunday (both courses).

**1. Flexibility in Hours of Operation**

- a. Opening refers to the opening of the golf course and is dependent upon weather. If inclement weather occurs, Vendor is responsible for calling the respective golf pro shop to determine when tee times are scheduled.
- b. Closing will be based on the tee sheet or the last golfer off the golf course.
- c. There may be times, based on the tee sheet, when beverage coolers will be made available at the restaurant in place of a beverage cart on the golf course. Signage will be posted at the main desk and the first tee box informing golfers of the change.
- d. Vendor will have the option to open earlier or stay later, based upon weather conditions.

**2. Food and Beverage Available when Vendor not Open**

- a. Vendor will ensure coffee, fruit, candy, chips, and sandwiches are available to patrons during times the golf course is open without food and beverage service.
- b. Food and beverage items sold by the respective golf course will be purchased from Vendor at cost.
- c. The City will record daily sales and will reimburse Vendor for the cost of product sold each month.

**3. Outings and Leagues**

- a. Outings and leagues will be fully staffed one hour prior to the arrival of guests.
- b. Outings will be listed on the golf calendar at each golf course and available for view by the Food and Beverage Manager at any time.
- c. Vendor will continuously communicate with the respective golf course regarding various outings and league activities.

**4. Closing Policy**

- a. Food service will remain open during posted hours. Exceptions to the posted hours are limited to golf course closure due to weather.
- b. Call back provision will be established to accommodate reopening of full food and beverage service should weather conditions improve.

**Attachment 2  
Equipment List 2018 - 2019**

<b>2018</b>	<b>The Meadows Clubhouse Equipment List</b>
42	Chairs
7	3' x 3' tables
2	4' round tables
1	5' round tables
2	2' tall round tables
12	Bar stools
1	Ice machine
1	6 x 6 kolpack walk in cooler
1	Hobart dishwasher with 3 bay sink
2	Warmers/steamers lower level
1	5' x 2' bar refrigerator
1	2 burner oven with grill
1	Deep fryer/basket
150	Chairs
19	5' round tables
16	8' long tables
1	Chair dolly
1	6' long table
1	5' x 7' walk in cooler
1	Hobart dishwasher
1	Everest upright freezer
1	Star Grill Max hot dog roller
1	Victory V-Line sandwich cooler
1	Amana Radarange microwave
1	Bar cart
1	Arctic Air upright cooler
1	Coat rack
1	Propane grill
1	Gas grill
12	4' round patio tables
51	Patio chairs
4	stainless steel shelf racking 4 shelf
1	4' stainless steel counter in dish room
1	beverage service ice holder (back bar)
1	Everest 2 door reach in freezer
4	Buffet Servers
160	Steak Knives, Butter Knives, Fork, Spoon
	Chafing pans
	misc. lexon containers
	serving utensils (spoons, tongs)
	Soda gun, ice bin, liquor rail
150	high ball glasses
2	dish carts (for glasses)
1	plate cart
150	dinner plates
150	dessert plates
24	coffee cups
18	water pitchers
	Television(s)

2018	Village Green Clubhouse Equipment List
1	3 compartment sink
1	propane outdoor gas grill
1	Large upright freezer (single door) Brand "True"
2	Beverage refrigerator (behind the counter) "True"
1	3 tap keg dispenser
1	Hotdog grill "Nemco"
	Television sets
1	formica coffee cabinet
1	6' x 3" rack stainless steel under counter
3	8' tables
1	Microwave new in 2015 Amana
50	chairs food and Beverage
8	3' round tables
8	30" square tables
1	Ice machine Scotsman
1	stainless steel racking 4 shelf
7	Outdoor tables
34	(33) patio chairs
1	Upright freezer
2	stainless steel hanging shelves
1	Sandwich cooler Silverking out front
1	Autofry
2	stainless steel counters 6 foot and 8 foot with drawer
1	Sandwich cooler True Behind counter
1	upright fridge
2	Double Door coolers (Pepsi owned)
1	Single Door cooler (Pepsi owned)
2	Buffett Servers
	misc. utensils
	misc. lexon containers
	chafing pans