

Request for Proposal

Concessions at the Guy Cammarata Little League Complex

About the Opportunity

Parkway Little League Baseball (dba Parkway Baseball, Inc.) is seeking proposals to manage and operate the concession at the Guy Cammarata Little League Complex (2 Dow Road, West Roxbury MA 02132). The Season runs from Opening Day (early to mid-April) through the end of August. Parkway Little League is seeking proposals that will result in a three (3) year contract to operate and manage the concession facilities for the 2020-2022 Little League baseball seasons.

The proposer is responsible for operating and managing the concession on all days that host a Parkway Little League Sanctioned event such as league or tournament games. Generally, the facility is operational 7 days a week throughout the season but does occasionally close for holidays and rain-outs at the discretion of the league president.

General Scope of Services

1. Provide reasonably priced food and beverage services (may also include baseball-related novelty goods and services) for sale during all Parkway Little League sanctioned events.
2. Manage and operate the facility approximately 30 minutes before the start and after the conclusion of games each day. Operator is responsible for opening/closing down the concession, clubhouse, field lighting and parking lot at the start/conclusion of each game.
3. Manage and operate the concession facility which includes removal of trash daily in the building and common areas (including restrooms); maintenance of a closed dumpster including weekly service; daily cleaning services in compliance with Boston Public Health code.
4. Provide all daily operational equipment in order to maintain the facility. Includes but not limited to trash bags and liners, paper and bathroom supplies, kitchen supplies, etc.
5. Pay all utilities for the operation of the building excluding water and sewer charges.
6. Operate the facility by obtaining all necessary permits as required by the Commonwealth of Massachusetts and the City of Boston, including ServSafe certification.
7. Operate the concession using appliances provided by Parkway Little League in as-is condition and assume responsibility for any general or maintenance repairs to such equipment. Proposer should provide any additional equipment necessary to run the concession.

Requirements of Bid Proposal

1. Company Name, Address, Owner information and all required business information
2. Describe any additional businesses owned by the company and how this proposal fits within that business model.
3. Detail plan proposal on how you plan to operate the concession facility, include:

- a. Staffing and Management Plan
 - b. Hours of Operation
 - c. Food, goods and services being provided (sample menus)
 - d. Marketing and Promotions Plan
4. List of equipment that will be provided for the concession.
 5. Provide an annual price proposal- Payments to be made in 4 equal installments on the 30th of each month of April, May, June and July.
 6. Provide a list of four (4) references that can validate your successful business enterprises.
 7. Upon being selected, must be willing to sign a contract to provide services to Parkway Baseball, Inc. for three seasons.

Instructions

1. Please submit a written bid proposal by January 24th 2020 to parkwaylittleleagueboston@gmail.com
2. All bid proposals should include all the requirements described above
3. If you want to tour the facility, please email parkwaylittleleagueboston@gmail.com to arrange a tour date and time.
4. The league plans to select the winning bidder around February 1, 2020 to be formally approved by the Parkway Little League Board of Directors during the February meeting.