



## REQUEST FOR INFORMATION

RFI 19-41

### Concessions at the Veterans Memorial Ice Rink

City of Somerville, MA  
Parks and Recreation Department

#### **Background and Intent**

The City's Parks and Recreation Department seeks to find an interested and qualified food vendor to provide quality concession services to users of the Veteran's and Founders Ice Rinks.

These services will be in addition to the existing vending machines currently in place. Target beneficiaries will be users of Veteran's Ice Arena.

The Parks & Recreation Department needs a fully self-contained, "pop-up" style vendor as the current space is not configured as a concession area.

The intent and goal of this RFI is to receive suggestions and/or proposals from interested and qualified vendors towards this end. If the City finds that there are interested qualified vendors, then we will take the needed steps to move on to the next phase of procurement or agreement, whichever is appropriate.

This request for information does not commit the City to contract, lease or license for any supply or service whatsoever. Responders are advised that the City will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense.

#### **Site Visit**

Interested parties should schedule a site visit or contact Jeff Winsor, Operations Director of Parks & Recreation at 617-625-6600 ext. 2988, or via email at [jwinsor@somervillema.gov](mailto:jwinsor@somervillema.gov).

***Location: Veterans Memorial Ice Rink, 570 Somerville Ave, Somerville, MA 02143.***

Each vendor is encouraged to visit the site to fully acquaint themselves with the available space, equipment and facilities. Neither additional compensation nor relief from any obligations resulting from a potential Agreement will be granted because of a lack of knowledge of the conditions under which the work will be accomplished.

## **Specifications and Scope of Services**

- The vendor must be able to work a flexible/as needed schedule. The Parks & Recreation Department will be responsible for setting a schedule for the vendor.
- Vendor will operate inside (or possibly outside) of Veteran's Memorial Ice Arena.
- Vendor to provide food service during peak times (nights/weekends) during hockey season.
- Vendor is responsible for food prep and food sales.
- Must be able to be self-contained, current facility has no kitchen/running water.
- Mobile Food Vendors are encouraged to apply as well.
- Vendor to provide all personnel, any equipment associated with food prep, food and plates/flatware.
- Food Menus may be limited, and the concessionaire must include healthy food choices that meet the "Shape Up Somerville" guidelines.

## **Minimum Quality Requirements**

- Vendor must be a self-contained food service operation. Room/serving space will be utilized in other capacities when food service operation is not open.
- Must be able to work out of a space that is not a kitchen and has no access to water.
- Must be ServSafe certified.
- Provide both hot and prepared food options.
- Able to work a flexible/as needed schedule.

## **Responses**

Interested and qualified parties are requested to respond to this RFI by submitting their response/proposal to provide hot and prepared foods at the Ice Rinks. Any additional material or information should be attached separately.

There is no hard deadline or due date for responses and interested parties are encouraged to offer suggestions, ask questions or submit a proposal for the City's consideration. Responses shall preferably be submitted via e-mail to [jwinsor@somervillema.gov](mailto:jwinsor@somervillema.gov). Please be advised that all submissions become City property and will not be returned.

The response shall provide administrative information, and shall include the following as a minimum:

- Name, mailing address, phone number and e-mail of designated point of contact.
- Brief background on the resposdee.