

**CITY OF JEFFERSONVILLE  
REDEVELOPMENT COMMISSION**



**REQUEST FOR PROPOSAL (RFP)**

**FOR SELECTION OF AN OPERATOR OF THE DEPOT  
FOR 2022 SEASIB**

**The City of Jeffersonville Redevelopment Commission**

**Request of Proposal (RFP)**

**2022 The Depot Operator**

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## Section A

### General Information

**A1. This REQUEST FOR PROPOSAL (RFP)** represents a publicly advertised and competitively awarded solicitation by the City of Jeffersonville Redevelopment Commission (“Commission”) from qualified, licensed, insured and motivated “operators” to provide bar services, and management of The Depot located at 701 Michigan Avenue, Jeffersonville, Indiana. This will include maintenance, scheduling of food trucks, entertainment, and any special events in addition to those scheduled by the City of Jeffersonville (“City”) that may occur at the venue.

The “operator” awarded the contract for The Depot for the 2022 season must agree to be the exclusive provider of the bar service at all events and must be responsible for applying for and obtaining a liquor license for the operation of the bar for said events. Any event at The Depot or daily operations will utilize the bar service provided by the “operator.”

The “operator” awarded the contract for The Depot for the 2022 season must also be responsible for normal booking and scheduling of entertainment, any private events, other special events and food trucks for any dates or events whether or not sponsored by the city. All events booked and scheduled by the “operator” must receive prior approval by the City. No food shall be prepared or served in the bar. Any and all food served at The Depot shall be done from food trucks booked and scheduled by the “operator”.

The “operator” awarded will also be responsible for all maintenance of the property at The Depot. Said maintenance includes cleaning of the inside bar area including restrooms at The Depot, and removing any garbage, litter or debris on the grounds of The Depot. Landscaping, and all mowing and trimming of the grounds in and around The Depot will also be the responsibility of the “operator.”

The “operator” will be required to meet with the city’s special events committee to provide city officials with any events that may require street closures.

The Commission is seeking and will select an operator that best demonstrates the ability to provide innovative, vibrant, affordable and reliable services and entertainment to the attendees of at The Depot and compliment the city’s Arts and Cultural District. The Commission reserves the right to approve or disapprove any proposed business activity. The City of Jeffersonville or the Commission will not be liable for any expense or cost associated with the preparation and/or submittal of an Operator’s response to this RFP.

**If you are awarded the Operator Agreement, any rights per the agreement shall not be sold, transferred or given to anyone else. You must operate The Depot.**

**Note: The Operator Agreement provides the operator during the duration of the contract the right to be included as the exclusive City contracted vendor for alcoholic and non-alcoholic**

**beverages served at all events held at The Depot. Additional details are contained within the Sample Operator Agreement below.**

## **A2. RFP Selection Process and Schedule**

The department's proposed schedule for review of the RFP's submittals and final selection of the contractor is as follows:

March 4, 2022	RFP Packages Available
March 25, 2022	RFP Submittal Deadline: 4 p.m.

## **A3. Terms and Definitions**

The following terms are used in this RFP:

- a. **City:** The City of Jeffersonville, Indiana, and/or the staff of the City
- b. **Commission:** The City of Jeffersonville Redevelopment Commission, Department and/or the staff of Redevelopment.
- c. **Operator:** Mobile/free standing/portable food service provider, retailer or restaurant owner that desires to utilize The Depot for their business operations.
- d. **Contract or Agreement:** The contract or agreement (Attachment A) between the City of Jeffersonville Redevelopment Commission and selected operator resulting from this RFP.
- e. **Proposal:** A response to this RFP which includes the submittal elements as outlined in Section B.
- f. **RFP:** This Request for Proposal for the operation of The Depot.
- g. **2022 Season:** Shall be from the date of RFP submission through December 31, 2022.

## **Section B**

### **Requirements and General Specifications**

#### **B1. RFP Requirements**

Please note: The following general requirements are mandatory for all proposals. Proposals submitted after the deadline date and time or lacking one or more of the following requirements will not be accepted.

1. All proposals must be submitted in paper.
2. Please include your name, business name, business address, email address, phone number and fax number.
3. All proposals must include the legal name of the organization, firm, individual or partnership submitting the RFP. Include the address of the principle place of business, phone numbers and primary contact person.
4. The proposal must be signed by an official who is legally authorized to bind the organization.
5. Complete, sign and submit all RFP forms provided by the Department.
6. To be evaluated, a proposal must completely answer each question of the Questionnaire which begins on Page 14.

7. Provide all references and materials required by the RFP instructions and Questionnaire within.
8. Joint proposals may be submitted.

**Questions:** Questions regarding the RFP process or the scope of work or evaluation process must be submitted in writing no later than **4 p.m. on Wednesday, March 23, 2022** and must be addressed to Delynn Rutherford at [drutherford@cityofjeff.net](mailto:drutherford@cityofjeff.net). Telephone inquiries or questions will not be accepted.

**Submittal Instructions:** Proposals must be submitted no later than **4 p.m. on Friday, March 25, 2022**.

Proposals (original and nine copies) must be mailed or delivered to:  
City of Jeffersonville  
ATTN: Lisa Gill – **2022 The Depot Operator RFP**  
500 Quartermaster Ct., Suite 156  
Jeffersonville, IN 47130

## **B2. RFP Proposals**

- Proposals should be prepared simply, providing a straightforward, concise description of the applicant's capabilities to satisfy the requirements of the request.
- All proposals submitted must be submitted in paper form. Proposals are being submitted must consist of one original and nine (9) copies.
- In addition to a written proposal, applicants must also completely answer each question in the questionnaire, which begins on Page 14.
- Applicants are strongly encouraged to visit the desired site prior to submitting a proposal. The Depot is located at 701 Michigan Avenue, Jeffersonville, Indiana.
- The contract will be awarded for one season only – the 2022 season with possible renewals for subsequent years.
- The successful bidder will be expected to abide by all State laws, County laws, City ordinances, satisfy any and all business licensing requirements, City of Jeffersonville insurance requirements, and Indiana State Department of Public Health Food Service requirements.
- All proposals (including contents and exhibits) become the property of the City and the Commission.

## **B3. Requirements and Fees**

If your proposal is accepted, the following fees and requirements will be due upon issuance of your concession agreement:

***Insurance Coverage and Proof of Policy*** – The operator shall obtain and maintain for the duration of the agreement, policies of comprehensive general liability insurance with combined single limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate with an insurer having no less than a Best's rating of A VII and authorized to do business in the State of

Indiana. The insurance policy shall be written on an occurrence basis. The City of Jeffersonville and the City of Jeffersonville Redevelopment Commission shall be named as Additional Insured and a copy of the Additional Insured Endorsement naming the City and Commission as Additional Insurance shall be attached to the Certificate of Insurance. The Certificate of Insurance and Additional Insured Endorsement shall be filed with the City and Commission a minimum of two weeks prior to the contractor providing services.

***Health and Alcohol Permit*** – It will be the operator’s responsibility to contact, arrange and comply with specific Clark County Health Department and Indiana Alcoholic Beverage Commission requirements, where applicable, for The Depot. It is the responsibility of the operator to verify adequate water and electrical service is available to support the requirements and equipment they intend to operate at The Depot. Any modifications or improvements to the bar area or any other part of The Depot shall be prohibited. A copy of a current Clark County Health Department and/or Alcohol Beverage permit must be provided to the Commission prior to opening.

***Contract Agreement (Not Lease)*** - The contractor understands and agrees Authority will only grant operator of The Depot by contract and not by lease. Operation agreement(s) will only confer permission to occupy, manage and use the premises described for the purpose of offering beverage and bar service at events held at The Depot along with the obligation to book and schedule entertainment and food trucks for those events. A successful operator’s expenditure of capital and/or labor in the course of use and occupancy will not confer any interest or estate in the premises by virtue of said use, occupancy and / or expenditure of money thereon. Commission will only grant a successful contractor an individual, revocable and non-transferable privilege of use in the premises for The Depot granted. A sample, “Operator Agreement for The Depot” is included for review.

#### **B4. Proposal Evaluation and Selection**

A panel of City staff will review the qualified proposals and qualifications as submitted in this RFP process. The panel will score the RFP submittals, determine the highest qualified applicants, conduct interviews as necessary, and make a final recommendation to the Commission regarding the award.

The criteria contained within the attached questionnaire will be used to evaluate RFP submittals. Evaluation/review will be of proposals which:

1. Answer and complete the requirements detailed within the attached questionnaire
2. Provide the longest duration of bar service and food truck operating hours
3. Provide the best and most days and hours of operation for events
4. Provide the best products to be offered – prices, quality and value
5. Provide the best and most desirable entertainment acts for events
6. Provide the most experience in bar service and management of entertainment venue including the booking and scheduling of acts or performers and meet or exceed the minimum number of positive references required

7. Provide a detailed plan (including budget) for the operation of The Depot for the 2022 season
8. Meet professional appearance, vibrancy, quality of unit/business, character/theme attributes, and cleanliness standards
9. Meet licensing and insurance requirements
10. Preference may be given to Jeffersonville businesses.

## Section C

### Sample Agreement, Maps and Proposal Questionnaire

#### C1. Sample Agreement – Operator Agreement

(SAMPLE)

#### OPERATOR AGREEMENT FOR THE DEPOT

**THIS AGREEMENT** made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, by and between the CITY OF JEFFERSONVILLE REDEVELOPMENT COMMISSION, a municipal corporation, hereinafter referred to as “Commission,” and \_\_\_\_\_, hereinafter referred to as “Operator.”

#### WITNESSETH:

The Commission hereby grants to the Operator the right, license and privilege to operate and manage The Depot event venue located at 701 Michigan Avenue, Jeffersonville, Indiana (“Venue”) in the manner and for the purpose hereinafter specified.

The following terms, conditions and covenants shall govern this Agreement:

#### ARTICLE 1. GRANT OF BAR SERVICE

Operator is granted the exclusive right to operate the bar service at the venue as follows:

- a) Operator, at its own expense, shall engage in the business of selling and/or serving alcoholic and non-alcoholic beverage for all events.
- b) Operator shall not engage in any other business activity at the venue.
- c) No food shall be sold or prepared in the bar area. All food shall be served from Food Trucks per Article 2.
- d) Operator shall keep the bar area clean.
- e) Prices charged for items must be comparable and competitive with those generally charged in the area for similar items.

#### ARTICLE 2. MANAGEMENT OF FACILITY

In consideration of retaining all income from the bar service, operator shall serve as the general manager of the daily operations at the venue as follows:

- a) Entertainment – Operator, at its own expense, shall be responsible for the booking and scheduling of all entertainment subject to the approval of the Commission. There shall be a minimum of twenty (20) days of entertainment for the season excluding any city sponsored events. Operator shall coordinate with



the Commission as to ensure that any and all city related events at the venue do not conflict.

b) Food Trucks – Operator, at its own expense, shall be responsible for arranging and scheduling food trucks for all events. At least two (2) food trucks shall be at each event. Food trucks shall be parked in an area designated by the Commission.

c) Maintenance – Operator, at its own expense, shall be responsible for the maintenance of the facility including the cleaning of the bar area, restrooms at the facility, removal of garbage, litter and debris on the grounds, and landscaping of the grounds. Landscaping includes all mowing, mulching, and trimming of grass and bushes/shrubs.

### **ARTICLE 3. TERMS OF AGREEMENT**

The terms of this agreement shall be for the period beginning \_\_\_\_\_ (tentatively May, 2022) and ending \_\_\_\_\_ (tentatively December, 2022).

### **ARTICLE 4. LICENSING AND PERMIT REQUIREMENTS**

Operator shall, at its own expense, obtain and maintain all necessary licenses and permits for the operation hereunder from appropriate local, regional, state and federal agencies. Operator must obtain and maintain proper Alcohol, Food and/or Health Permits from all applicable agencies, including from the Indiana Alcoholic Beverage Commission and the Clark County Health Department.

Any modifications or improvements to bar or food truck areas required by Clark County Public Health Department or the Indiana Alcoholic Beverage Commission or any modifications or improvements desired by the Operator shall be installed at the sole expense of the Operator and requires advance writing approval from the Commission. It is the responsibility of the Operator to obtain all applicable permits needed to install the modifications or improvements. The modifications and improvements shall become the property of the Commission upon completion of installation; provided the Operator shall be entitled to utilize the modifications and improvements in accordance with this Agreement while this Agreement is in effect. Operator shall also be responsible for obtaining the appropriate approval from the City in the event any street or road closures are necessary for an event.

### **ARTICLE 5. BAR SERVICE REVENUE**

Operator shall receive the revenue from the bar service it operates at all events held at the venue during the term of this Agreement.

### **ARTICLE 6. INDEPENDENT CONTRACTOR**

It is understood and agreed this is not a contract of employment and the operator is an independent entity with respect to the business hereunder. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Any assistants or other help used by Operator are and shall be deemed the employees of

operator and in no manner employees of the Commission. The Operator shall be responsible in full for any payment due its employees, including workers compensation and related costs.

#### **ARTICLE 7. INSURANCE**

Operator shall obtain and maintain consistently for the duration of this agreement, policies of comprehensive general liability insurance coverage with combined singles limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate with an insurer having no less than a Best's rating of A VII and authorized to do business in the State of Indiana. The insurance policies shall be written on an occurrence basis. The City and Commission shall be named as an Additional Insured and a copy of the Additional Insured Endorsement naming the City and the Commission as Additional Insured shall be attached to the Certificate of Insurance. Certificate of Insurance and Additional Insured Endorsement shall be filed a minimum of two weeks prior to opening with the City and the Commission prior to the operator providing services.

#### **ARTICLE 8. HOLD HARMLESS/INDEMNIFICATION**

Operator shall defend, indemnify and hold the Commission and the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from its negligence or breach of any of its obligations in performance of this Agreement.

In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Operator and the Commission, the City, its officers, officials, employees, and volunteers, the Operator's liability hereunder shall be only to the extent of the Operator's negligence. The provisions of this section shall survive the expiration or termination of this Agreement.

#### **ARTICLE 9. RESPONSIBILITIES OF PARTIES CONCERNING THE BAR SERVICE**

Operator shall be responsible for providing:

- a) All equipment necessary for the operation of the Bar, including but not limited to all bar service equipment necessary to provide efficient service for its patrons, including plastic or paper products;
- b) All bar service logistics, including storage, ice, coolers and tents;
- c) Sufficient TIPS trained and certified personnel to provide appropriate service to the public;
- d) A security plan for operation of the Bar area, including age and identification checks of Patrons, wristbands to identify those patrons who have passed the identification check, coverage of the entrances and exits to and from the Alcohol Consumption Area crowd surveillance; and

e) Keeping the Alcohol Consumption Area clean and clear of trash during the service period.

Commission shall be responsible for providing:

- a) Access to and use of the Alcohol Consumption Area;
- b) Fencing or other appropriate barriers around the outside of the Alcohol Consumption Area;
- c) Admittance or entry credentials for Operator's staff so that the staff can operate the Concession; and
- d) Trash receptacles for Operator's use.

**ARTICLE 10. TERMINATION OF AGREEMENT**

In the event Operator breaches any term of this Agreement, or in the event Operator violates any local, City, County, State or Federal laws applicable to its operations hereunder, the Commission may terminate this Agreement upon 10 days written notice to Operator. However, the Redevelopment Director may order Operator to cease operations immediately at any time should the Director determine operations detrimental to public safety, health or welfare. In the event of termination, Operator agrees the Commission shall have the right to dispose of all property used by Operator in its operations not removed by Operator before the termination date.

**ARTICLE 11. EXTENT OF AGREEMENT/MODIFICATION**

This Agreement is the final and completely integrated Agreement between the parties regarding its subject matter and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may only be amended by written instrument properly signed by both parties.

**ARTICLE 12. SUCCESSORS AND ASSIGNS**

The Operator shall not assign, transfer or otherwise dispose of this Agreement or any part of this Agreement without the written prior consent of the Commission.

**ARTICLE 12. NONDISCRIMINATION**

Operator shall, in employment made possible or resulting from this Agreement, ensure that there shall be no unlawful discrimination against any employee or applicant for employment. Further, no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible or resulting from this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates written below:

**OPERATOR**

**CITY OF JEFFERSONVILLE  
REDEVELOPMENT  
COMMISSION**

By: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
\_\_\_\_\_  
Printed Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
\_\_\_\_\_  
Printed Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

## C2. Questionnaire

### 2022 THE DEPOT OPERATOR REQUEST FOR PROPOSAL QUESTIONNAIRE

*This questionnaire must be fully completed and returned as part of your proposal.*

#### **Instructions**

This form must be used to complete the questionnaire. If any additional space may be needed or attachments are required, any additional pages and documents must be numbered to reference the number of the requirement/question below. Attachments/documents not properly connected and/or numbered to match the question number from below, will not be reviewed. Arrange your supplemental pages so they are attached in sequential order after the questionnaire pages.

**1. LEGAL NAME OF ORGANIZATION, FIRM, INDIVIDUAL OR PARTNERSHIP SUBMITTING THIS PROPOSAL:**

\_\_\_\_\_

**2. YOUR NAME AS THE PERSON RESPONSIBLE FOR SUBMISSION OF THIS BUSINESS PROPOSAL:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**3. ADDRESS OF PRINCIPAL PLACE OF BUSINESS:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**4. THE PERSON ON YOUR STAFF WHO WILL BE THE PRIMARY CONTACT FOR THIS AGREEMENT:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**5. TYPE OF ORGANIZATION:**

Specify if the organization is a corporation, partnership, sole proprietorship, joint venture, ext.  
Explain any details or factors needed to clarify your organizational and financial structure:

\_\_\_\_\_

\_\_\_\_\_

**6. EXPERIENCE IN BUSINESS:**

How long has this organization you propose to operate on city property been in business?  
\_\_\_\_\_ years

How long have you personally had experience in this industry? \_\_\_\_\_ years

**7. CLIENT REFERENCES:**

Please provide Information about three similar clients for whom you currently provide concession services.

*CLIENT REFERENCE #1*

Name of client (company/organization and individual):

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of years your organization has served this client: \_\_\_\_\_ years. Describe the service(s) you've provided. For example, menus, products, types of services, unique challenges and customer service enhancements, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*CLIENT REFERENCE #2*

Name of client (company/organization and individual):

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of years your organization has served this client: \_\_\_\_\_ years. Describe the service(s) you've provided. For example, menus, products, types of services, unique challenges and customer service enhancements, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*CLIENT REFERENCE #3*

Name of client (company/organization and individual):

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of years your organization has served this client: \_\_\_\_\_ years. Describe the service(s) you've provided. For example, menus, products, types of services, unique challenges and customer service enhancements, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. BUSINESS OR FINANCIAL REFERENCES:**

Please provide two financial or business references. These can include financial institutions, suppliers, insurance companies, etc. Please do not use the same references for both Client References and Business References.

*BUSINESS OR FINANCIAL REFERENCE #1*

Name of organization:

\_\_\_\_\_

Contact Person:

\_\_\_\_\_

Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Describe the business or financial relationship:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*BUSINESS OR FINANCIAL REFERENCE #2*

Name of organization:

\_\_\_\_\_

Contact Person:

\_\_\_\_\_

Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Describe the business or financial relationship:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. EXISTING BUSINESS AND PROPOSED DESCRIPTION OVERVIEW**

Provide an overview of your existing and proposed business, services and/or products (additional details on products and a menu will be sought in more detail in Question #13 below). For example, describe the type of business you are, the type of operation you're proposing, the menu or products you do or will offer, any unique elements that sets your business apart and makes it unique, challenges your business faces or overcomes, any customer service elements that makes your business special, and describe any healthy aspects of your business. Your description should provide an encompassing overview of your business philosophy and business theme.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**10. PROPOSED APPEARANCE OF EQUIPMENT**

Please provide a written description below of the visual appearance of any equipment to be used including a cart, retail equipment and seating. Pictures of your proposed equipment are required and will help in the selection process. Attach photographs of any current cart(s) or past operations. Insert photograph(s) on a separate piece of paper and place the paper immediately following this specific page. Please be aware preference will be given to vendors with tidy, compact, attractive presentable equipment and to businesses offering an inviting, appealing and professional appearance. Unattractive awnings or umbrellas are not, nor are tents, awnings and umbrellas with unacceptable advertising. All equipment used must be organized/presented in a complete business, attractive and professional manner. Your description, proposal and photographs must convey you meet these requirements. Operators and or businesses who simply place ice chests, supplies and equipment on the ground will not be considered. **Attach additional pages if additional space is needed.**

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**11. PROPOSED USE OF SPACE**

**Attach additional pages if additional space is needed.** Provide an overview of how you would specifically propose utilizing the space. Describe the layout of the area in writing. Provide a detailed list of all equipment to be located on-site. Include the exact weight or closely estimated weight of each piece of equipment and furniture. Provide a proposed floor plan of the space. Photographs of the space are included within the Request for Proposal (above).



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**12. PROPOSED PRODUCTS, RETAIL AND PRICE DETAILS**

Please describe in detail the type and features of the menu or products to be offered. For food items, include portion sizes. Provide prices for each without sales tax. Use the spreadsheet below to complete this task or attach a menu (a sample menu is sufficient). Use the format provided below for business proposing the sale of any items, including retail, food and beverages. Provide information on each category requested. Attach additional page(s) if needed. For business proposing use of the area for expanded restaurant seating area, provide a menu of the existing, primary restaurant.

Proposed Item	Portion / Size	Proposed Price	Description
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	



**15. PROPOSED EMPLOYEE ATTIRE** – Not only must business equipment project a professional and complementary appearance, staff must appear professional as well. Preference is given to a concessionaire who provides employee uniforms. How will your employees be attired? Provide a written description below and attach photograph(s).

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**17. PROPOSED HOURS OF OPERATION** - What times during the scheduled events will you operate the bar?

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**18. PARKING** – What are your parking needs for you and/or your employee(s)? How do you plan to provide parking?

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**19. UTILITIES** – What are your utility needs (water, power, etc.), if any?

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**20. STATE OF INDIANA ALCOHOLIC BEVERAGE PERMIT**

Does your organization have a valid alcoholic beverage permit to operate the concession?

Circle: YES or NO

If yes, attach a photocopy of your ABC Permit to this packet.

PLEASE BE ADVISED: YOU WILL BE ASKED TO PRESENT A CURRENT COPY OF A VALID ABC PERMIT PRIOR TO BEING AWARDED AN AGREEMENT

**21. CLARK COUNTY PUBLIC HEALTH**

Does your business require a Health Permit from Clark County Public Health?

Circle: YES or NO

Does your business ave a current Health Permit, if required?

Circle: YES or NO

If yes, attach a photocopy to this packet. If no, by when would it be possible for a permit to be obtained?

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**22. PROPOSAL** - Based on your expert experience in your business and after having,

- thoroughly read the enclosed contract and RFP documents
- had an opportunity to ask the department any questions
- visited the venue
- sought needed legal and financial advice, if any
- researched applicable laws, ordinances, statutes and regulations, you are hereby making the following firm and irrevocable offer to pay concession fees as shown below:

**PROPOSAL**

I am submitting the attached Written Proposal to serve and act as the Operator of The Depot for the 2022 season.

Submitted By (Write in Company Name): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_, 2022

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_