



## Parks, Recreation and Historic Preservation

ANDREW M. CUOMO  
Governor

ROSE HARVEY  
Commissioner

February 28, 2018

To Whom It May Concern:

State Parks is seeking a concessionaire for a one-year license to operate a Food and Beverage Concession at Beaver Island State Park. This permit will be issued for the 2018 season. Two venues are included in this license: The Golf Course Pro Shop and/or the beach snack stand. **The Pro Shop and beach concession stand may be separated and proposals may be for one or both of the venues offered.** If multiple proposals are received for the location, they will be scored individually. Two separate licenses may result.

The Pro Shop is a building that was built in 2017 but has not yet been programmed. The average annual gross receipts for the previous food and beverage concession at the former Pro Shop was \$37,031 in 2014-2015. The annual gross receipts for 2014 were \$17,543 for the beach stand.

Requirements of this permit include the following:

### For the Pro Shop:

- A **minimum** license fee bid of \$500 must be offered.
- The Pro Shop shall be open daily during golf season including a breakfast offering. Licensee should be flexible to extended hours of operation in order to satisfy patron demand. Concession hours can be adjusted upon approval by Park Manager.
- Licensee is required to operate a beverage and snack cart on the golf course weekends from Memorial Day weekend through Labor Day and encouraged to operate on weekdays during the same period. A valid NYS liquor license and liquor liability insurance is required for each location
- In addition to the license fee, a flat fee of \$100 will be assessed for utility usage during the length of the permit

### For the Beach Stand:

- A **minimum** license fee bid of \$200 must be offered for the Beach Stand if not operated in conjunction with the Pro Shop.
- The beach concession stand shall be open daily (11am-7pm) at minimum from Memorial Day Weekend through Labor Day. (Hours may be adjusted between Memorial Day and the June weekend when beach opens full time.
- Sale of alcoholic beverages is prohibited at the beach.
- In addition to the license fee, a flat fee of \$100 will be assessed for utility usage during the length of the permit.

**For Both:**

- State Parks will be responsible for the cost of recycling and refuse.
- Insurance must be acquired and maintained at the Licensee's sole expense.

Additionally, if interested, you may incorporate the operation of the golf cart rental for the golf course. This would include the procurement, operation and maintenance of the carts from opening day through closing day, including coordination of additional carts as necessary for tournament play. Those dates are weather permitting.

If you would like a tour of the facilities, please contact Beaver Island Manager Greg Brown at 716-773-3271 to arrange for a tour.

If interested, a sample draft license will be provided by request. The sample license outlines the contractual obligations including insurance requirements and minimums.

If this opportunity interests you, please submit a brief proposal containing the following information:

1. Company Information- including address, contact information, names of principals and federal identification number (FEIN).
2. A license fee bid stating the proposed venue(s) of operation. Brief explanation of qualifications and experience, including resumes.
3. Operation and Maintenance plan- include a staffing plan, menus with pricing, hours of operation and how you plan to run the day to day operations for each venue.
4. Signature by a principal of the company.

All proposals will be evaluated on criteria that will include the following:

- A. Background and past performance on similar ventures and other projects (10 points).
- B. Proposed operation plan including sample menu and pricing, product inventory list with pricing, management and proposed staffing plan, days and hours of operation (20 points).
- C. Public image and appropriateness of the proposal to the park setting (10 points).
- D. License fee. Parties are required to respond with an annual License fee offer for term of the License as expressed on the Proposal Form (10 points).

Categories A-C listed above may be evaluated by a State Parks' Review Panel. Category D shall constitute the total Return to State (RTS). The proposal offering the highest RTS shall be

*Beaver Island State Park Food and Beverage  
Opportunity Letter*

awarded the full 10 points allocated to this portion of the evaluation of proposals. The points to be awarded to the remaining RTS proposals will be proportionate to the highest RTS. No decimal values will be considered. For evaluative purposes, decimal points are rounded down to whole numbers. The responsible Proposer with the highest aggregate score will be awarded the License. If the final scoring results in a tie, the License may be awarded by lottery at the sole discretion of State Parks.

If interested, please submit proposals to Juliana Donner by 3:00 pm March 19, 2018. Proposals may be submitted by email as an attachment only to [Juliana.Donner@parks.ny.gov](mailto:Juliana.Donner@parks.ny.gov) or by hard copy to the following address:

Juliana Donner  
NYS Parks Administration Building  
332 Prospect St.  
Niagara Falls, NY 14303

Please feel free to contact Angela Berti at [angela.beriti@parks.ny.gov](mailto:angela.beriti@parks.ny.gov) or 716-278-1764 with any questions. We look forward to receiving a proposal from your business.

Sincerely,



Mark W. Thomas  
Western District Director