



State of Delaware  
Department of Natural Resources and Environmental Control  
**Delaware Division of Parks and Recreation**  
89 Kings Highway  
Dover, Delaware 19901

**February 23, 2016**

TO: ALL OFFERORS

FROM: SUSAN RISBON  
PARALEGAL I, DIVISION OF PARKS AND RECREATION

SUBJECT: ADDENDUM TO RFP NO.: NAT16001\_PARK CONCESSION for PARK  
CONCESSIONS FOR FOOD AND BEACH RETAIL ITEMS

**ADDENDUM #4 Q&A**

1. **In the following RFP do all or any of the locations include beach equipment rentals (chairs, umbrellas, etc)?**
  - Fenwick – The Division provides chair and umbrella rental services. The awarded vendor may sell them, but not rent them.
  - DSSP Towers Road – The Division provides chair and umbrella rental services, the awarded vendor may sell them, but not rent them.
  - Killens Pond Water Park – The Division provides lounge chairs and umbrellas at the facility. The awarded vendor can sell items in the swim shop (must sell bathing suits, baby swim diapers and sun protection items), but that would be up to the vendor.
  - Cape Henlopen State Park – Rental of beach chairs and umbrellas must be provided by the awarded vendor.
2. **Would you please provide annual food, beverage (or food and beverage combined if there are no alcohol sales) and beach retail sales per venue for 2013-2015?**
  - Gross Receipts provided for 2015 and 2014 as available in Addendum #2 of the RFP.
3. **Similarly, would you provide annual attendance figures for each venue for 2013-2015?**
  - Annual attendance provided for 2015 and 2014 as available in Addendum #2 of this RFP.
4. **What company or companies are currently serving as concessionaires to the venues?**
  - Jay Vending Company (DSSP Towers (and Southeast Day area) and Cape Henlopen. Contract expired 10/31/15.
  - Calypso Caterers/Caly Professional Services (Fenwick). Contract expires 2/28/16.
  - Killens Pond Water Park is operated by Delaware State Parks.

- 5. Might you provide a list of the current sub-contractors and their contact information?**
- Vendors who were awarded provided required services under their respective contracts.
  - Questions related to their business and suppliers/contractors must be directed to them.
- 6. Is there any buy-out fee due the current food and beverage provider(s) for equipment/small wares?**
- Equipment provided by the Division is listed under each Park as applicable under this RFP. This equipment is not for sale at this time. Any request to purchase equipment from previous vendors can be made to those vendors directly. We do not have buy-out fees included in this contract.
- 7. Would you please provide a report of the current condition (age, workability, compliance with codes) of the described equipment in each of the concession locations? Are recent equipment service records available?**
- The facilities and equipment meet all state mandated rules and regulations to properly run a food concession.
    - ✓ The Division inspects the Ansul Hood after they are cleaned.
    - ✓ The Fire Marshal inspects the Fire suppression system.
    - ✓ The Board of Health inspects the premises throughout the year.
  - Further, site visit review should have been completed to review the equipment. Everything provided by the Division is in working order. Any disrepair or inoperable equipment can be brought to the attention of the Park Manager for replacement and/or repair. Depending on the Park site, the awarded vendor may need to provide their own equipment (all with exception to Killen's overall).
- 8. Who is responsible for providing the outdoor equipment mentioned on page 51 item of the RFP?**
- Question is referring to the non-Amended RFP. If not provided by the Division, then the vendor provides outdoor equipment. This must be approved by the Division (for example, request to have café style seating).
- 9. Is a Collective Bargaining Agreement in place?**
- No.
- 10. Might you have any demographic information related to the Parks' visitors?**
- No. Not for daily volumes. We do get some feedback cards from camping and programing, but not for daily entrance and volumes. The information that we do have we do not feel is overall applicable to this contract.
- 11. Are a history gross receipts per stand available? If, so, could we receive 2014 & 2015?**
- Gross Receipts provided for 2015 and 2014 as available in Addendum #2 of the RFP.

**12. Could you forward me a copy of the gross receipt sales for each of the four locations for the years 2014 and 2015?**

- Gross Receipts provided for 2015 and 2014 as available in Addendum #2 of the RFP.

**13. Do you have any sales history from these locations?**

- Gross Receipts provided for 2015 and 2014 as available in Addendum #2 of the RFP. Individual sales history is not available for this RFP.

**14. Is it possible to receive a list of companies that will be applying for this proposal so that we can be considered as a subcontractor? Or some other way of connecting with them? More about our business and what we do can be found at our website.**

- All proposals received on March 3, 2016 shall be posted to the bids.delaware.gov website for public view.

**15. The RFP state that the percentage of gross sales to the state is negotiable, which leads me to believe, that whoever gets the award, this will be discussed after the award is given. But, on Appendix B, we are being requested to submit the percentage of gross. What I would like to know is:**

**A) Are you wanting us to put what we feel we want to pay as a percentage and we will negotiate from there?**

- Yes, vendor(s) are being requested to submit a flat fee plus a gross percentage as part of this RFP. Vendor(s) determine the percentage and include it as part of their pricing proposal. There is a best and final phase stated in the RFP where some negotiation will take place where vendor(s), being considered for award, may be given the opportunity to submit best and final offers.

**B) Is this negotiated percentage part of the decision to award the contract, since it is something that is going to be negotiated after the award is made?**

- Yes. All pricing submitted is being considered for the final award and must be included in Appendix B, Pricing Spreadsheet. Further, vendor(s) should carefully review the RFP in its entirety as several sections include reference to pricing and scoring criteria.

**16. What locations have natural gas, and what locations have LP gas?**

- There is no natural gas at our parks. It is Propane. Vendor(s) shall pay for propane tanks (delivery, usage, return)

**17. How will our staff be able to park at each location? Can there be designated marked spots, and do they have to pay the entrance fee each time they come to work?**

- Parking for vendor(s) and their employees will be designated by the Park Superintendent.
- Vendor(s) do not pay a daily entrance fee. The Park office and the ranger will be provided the Vendor name and contact information upon execution of an awarded contract.
- Vendor will be issued a seasonal pass that must be displayed in vendor's vehicle for the ranger to see upon entering the Park.

**18. Does each location have a phone line?**

- Each of the Parks has a state network phone with multiple lines to operate and take incoming calls.
- Killens State Park: Vendor shall not have access to these phone lines so that the parks can ensure service to our customers.
- There is no way to separate phone lines for vendor charges.
- There are no air cards, however, Vendor may proposal satellite or cellular/broadband service for iPads or Veriphone sleds.
- Vendor cannot process credit card information using the Park phone lines. However, Cape Henlopen does have the ability to process credit card transactions should vendor elect coverage at this location
- As a reminder, utilities used in the vendor(s) operation shall be solely at Vendor's expense.

**19. Does Delaware have any business certification process? As this is a state and not a federal contract, will I have to be certified to do business with Delaware before bidding?**

- Delaware does have a business license process and the RFP lists what you need (below), including a link and phone number for assistance. This is a State of Delaware Contract. Requirements for bidding are included in the RFP, but you do need to have a Delaware Business License.

“Prior to receiving an award, the successful Vendor shall either furnish the Agency with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to one of the following numbers: 302-577-8778. <http://revenue.delaware.gov/services/BusServices.shtml>

Information regarding the award of this contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject your organization to applicable fines and/or interest penalties.”