



The City of York Pennsylvania

50 West King Street ❖ PO Box 509 ❖ York PA 17405

www.yorkcity.org

Honorable C. Kim Bracey, Mayor

REQUEST FOR PROPOSALS

**FOR THE OPERATION, MANAGEMENT, AND MAINTENANCE, OF AN INDOOR TWIN PAD
ICE RINK FACILITY, PRO SHOP, SKATE RENTAL, CONCESSION STAND AND
COMMUNITY ROOM AT THE CITY OF YORK, PENNSYLVANIA.**

ISSUE DATE: MAY 24, 2010

The City of York, Department of Public Works requests proposals for the operation, management and maintenance of the York City Ice Arena, a twin pad indoor ice rink facility, pro shop, skate rental, concession stand and community room located in Memorial Park in the City of York, Pennsylvania. The City is seeking a vendor with experience in the management and operation of ice rinks to operate this facility for a three to five year term.

Project Manager

The Department of Public Works is responsible for the York City Ice Arena. Contact for the RFP is James E. Gross, Director of Public Works, 1 Marketway West, 3rd Floor, York PA 17401. Office phone is 717-849-2302 or email at jgross@yorkcity.org.

Selection Process

The RFP responses will be evaluated by a selection committee and ranked on how well they meet the needs of the City of York. The selection committee will make a recommendation to the Mayor of the City of York to enter into a lease with the top ranked respondent. Final approval of the contract will be by the Council of the City of York. The committee may request an interview with firms if additional information is required.

Request for Proposals Timetable

RFP Release Date:	Monday, May 24, 2010
Site Meeting:	Wednesday, June 2, 2010 @ 10:00 A.M.
Proposal Due:	Wednesday, June 16, 2010 @ 4:00 P.M.

Overview and Existing Conditions

The York City Ice Arena was constructed in 2001 within Memorial Park, a seventy-four acre public recreational facility that includes nine softball fields, four sand volleyball courts, a miniature golf course, batting cages, skate park and a roller rink.

The York City Ice Arena includes twin pad ice rinks, a pro shop, food concession stand, party rooms, locker rooms, a second floor community room, weight and exercise room and offices. The Ice Arena has been managed the past six years by a private management firm.

Proposal

The successful vendor will provide full operation and management of the ice arena including but not limited to; scheduling of ice time, daily operation of the facility, room rentals, skate rental, operation of food concession stand, pro shop, public skating sessions, learn to skate programs, operation of community room, party rooms, and all maintenance of the facility. Vendor is responsible for providing all staff necessary to operate the facility. Vendor is responsible for marketing the facility to City and County residents as well as from surrounding areas.

Vendor will provide said service for a monthly management fee to be provided in the proposal.

All associated costs of operation and revenue from the operation of the facility will be covered by the City of York. Vendor will provide full auditable monthly operating statements to include, Balance Sheet, Profit and Loss Budget vs. Actual for the month and annual comparison, Profit and Loss Previous Year Comparison for the month and annual comparison, Statement of Cash Flows, and General Ledger. Monthly statements from the previous month shall be provided to the City of York no later than the 15th day of the following month.

Vendor shall provide the City of York with an annual operating budget detailing projected revenue and expenditures for the calendar year. Budget must be submitted no later than October 1 of each year.

Vendor must provide one point of contact from senior management staff to work with the City. Meetings will be held no more than once per month and no less than once per quarter between point of contact and a representative of the City to discuss operation of the ice arena.

Site Meeting

A tour of the York City Ice Arena, 941 Vander Avenue, York, PA 17403 will be provided to all interested vendors on Wednesday, June 2, 2010 at 10:00 A.M. Interested vendors must attend at the specified date and time in order to access all areas of the facility.

Questions

Staff will address questions at the site meeting. Questions may be answered orally at the site meeting. Staff will also provide written responses to questions raised at the site meeting, which may clarify oral responses previously given. Only written responses will be deemed final.

Any requests for information or clarification of this RFP other than those raised at the site meeting must be submitted in writing by email to James E. Gross at jgross@yorkcity.org. Except for inquiries at the pre-submittal conference, no oral inquiries will be answered.

Minimum Acceptable Qualifications

- Five years experience in fully managing a business nature of this opportunity, with a background in ice rink management.
- A minimum of five (5) ice arenas, similar to the York City Ice Arena, currently under management of the firm.
- Sufficient financial capacity to undertake this opportunity including the ability to provide all necessary staffing.
- The ability to obtain all required insurance policies and all necessary permits and licenses.
- The ability to provide marketing for the facility.

Should any person or entity not be able to satisfy the above mentioned minimum qualifications, the City shall deem any proposal submitted by such individuals or entities as “non-responsive” and will not consider any additional submitted information.

Submittal Contents

- A description of history, principal ownership structure, and staff of respondent.
- A listing of the principal senior staff person that will be assigned to the City of York along with a brief resume of their experience.
- The respondent’s financial position, including most recent financial statements.
- A listing of a minimum of five (5) other ice arenas served in a similar capacity and at least three (3) references with complete name, address, point of contact, and contact information.
- A listing of office locations and the proximity of those offices to the City of York.
- Include the type(s) of computer software your company presently utilizes, particularly related to financial accounting and scheduling of ice time.
- A sample marketing plan or copy of a marketing plan from an existing facility that would be used to market the York facility.
- The monthly fee that will be charged for the service for the duration of a three (3) to five (5) year contract.

Please submit five (5) copies of your proposal to:

James E. Gross, Director
Department of Public Works
1 Marketway West, 3rd Floor
York, PA 17401

Proposals are due no later than 4:00 P.M. on Wednesday, June 16, 2010.

Late proposals will not be accepted.