

Historic Sappington House Complex

1015 S. Sappington Road, Crestwood, Missouri



Request for Proposals

for the operation of the

Sappington Barn Restaurant

Proposals Due: Tuesday, November 24, 2009

City of Crestwood Government Center

City Clerk's Office

#1 Detjen Drive

Crestwood, MO 63126



**Request for Proposals
Sappington Barn Restaurant
City of Crestwood, MO**

The City of Crestwood, MO is soliciting proposals for the operation of the Sappington Barn Restaurant.

SAPPINGTON HOUSE HISTORY

The Sappington House was constructed in 1808 by Thomas Sappington for his bride, Mary Ann Kinkhead. The Sappington Family, early pioneers of south St. Louis County, lived in the house from 1808 through 1877. The Sappington House and surrounding 2.2 acre park site were purchased by the City of Crestwood in 1961, and were restored by a cooperative effort between the City of Crestwood, the St. Louis County Department of Parks and Recreation, the St. Louis County Historical Buildings Commission, and the Sappington House Restoration Committee. The Sappington House was formally dedicated on Sunday, July 10, 1966 and this historic facility has been open to the public for tours ever since.

The Sappington Barn Restaurant was built in 1969 to honor Carolyn C. McDonnell. A dedicated woman of achievement devoted to making history, Ms. McDonnell directed the restoration of the Thomas Sappington House and conceived the idea of the Barn Center. The Sappington Barn was made possible through the generous contributions of William A. McDonnell and Sanford N. McDonnell as a gift to the City of Crestwood in tribute to their wife and mother. The Sappington Barn was modeled after an early barn located on this property and is typical of a 19th century Missouri barn.

CRESTWOOD DEMOGRAPHIC PROFILE

Size	3.57 square miles
Population	11,863
Median Age	44.9
Median Household Value	\$130,800
Median Household Income	\$54,185
Households	5,111
Education Attainment	68 percent some college or higher

Source: U.S. Census Bureau, 2000 Census

PROPOSAL INSTRUCTIONS

Operator shall inform the City fully of all aspects related to his/her operation of the Sappington Barn Restaurant. He/she shall carefully examine the specifications and all provisions contained in the Request for Proposals relating to items to be furnished and the proposed operation.

PROPOSAL REQUIREMENTS

1. Letter of Intent
2. A business plan, including marketing strategies.
3. Name of firm principal who will be responsible for supervision of the restaurant; and number of employees to be employed.
4. Explanation of previous experience in managing food service/catering operations and restaurants.
5. Three references which include names and telephone numbers of client representatives who have knowledge of work performed by operator in the past 5 years.
6. Description of any proposed capital investment in equipment that bidder intends to install and operate at the restaurant. Modifications to the facility must be pre approved by the City and installed at the expense of the operator. The City may request the property be restored to original condition at the termination of the agreement.
7. Sample menu with prices.
8. Percentage of gross sales to be paid to the City on a monthly basis.

EVALUATION CRITERIA

1. The percentage of gross sales to be submitted to the City monthly. (20%)
2. Proposed business plan including type of cuisine and menu. (20%)
3. The specialized experience and qualifications of the Operator, including past record of performance. (50%)
4. Use of advertising, marketing and promotional techniques to encourage customer interest in this site. (10%)

SPECIFICATIONS

1. Operator shall pay a minimum fixed monthly fee of \$800, which includes electric, gas, water and sewer usage. Operator will reimburse the City for any utility costs in excess of the fixed \$800 minimum. Operator shall pay 100% of dish washer rental, supply costs, trash/garbage removal, and telephone charges.
2. The Operator shall pay to the City a percentage of gross sales each quarter. Percentage shall be specified by Operator in the proposal and ultimately agreed to by both parties as part of the contract. Operator shall submit payment to City with a copy of Sales Tax Return Form 53-1.
3. Operator shall maintain during term of this agreement, at his/her own cost and expense, the following insurance:
 - a. Operator shall carry public liability and property damage insurance, which shall include bodily injury and accidental death to any person. The policy shall include protection for the minimum limits set forth below:
Public Liability: \$2,000,000.00 per person, \$2,000,000.00 per occurrence
Property Damage: \$2,000,000.00 per person, \$2,000,000.00 per occurrence
 - b. Worker's Compensation Insurance in accordance with statutory requirements.

Each such policy, other than Worker's compensation insurance, shall name the City as an additional insured, and such insurance shall be primary with respect to any insurance maintained by the City.

4. Operator shall employ sufficient and competent personnel who are neat and clean in appearance and are courteous at all times in the performance of services.
5. The City reserves the right to inspect and evaluate the operation and condition of the food service facilities and to require the Operator to meet levels satisfactory to the St. Louis County Health Department.
6. Operator may not assign the agreement in whole or in part without approval from the City.
7. Operator shall keep full and accurate books and records of accounts, including sales tax, showing all of the gross receipts from or on account of its operation of the premises and all catering contracts concerning private functions and shall retain same for a period of not less than one year following the expiration of the Agreement. City, by its accountants or representative, shall have the right to examine such books and records, sales tax returns, catering contracts, bank deposit records and other supporting data relating to all monthly operating statements given to City by the Operator. Operator shall make all such records readily available for such examination.
8. The Operator shall submit operating reports to the Director of Parks and Recreation annually and shall include public restaurant sales and catering sales.
9. Operator shall provide the City of Crestwood with a \$2500 damage deposit with the signed contract.
10. Operator is responsible for application and acquisition of all City, County, and State permits required in order to operate a restaurant at this site.

SUBMITTAL REQUIREMENTS

Submit three (3) copies of the proposal including at a minimum all of the items outlined in the proposal requirements above. Site visits are encouraged by all Operators submitting proposals. Site visits can be scheduled with Rosann Shannon by contacting (314) 822-8171. Response to this Request for Proposals must be submitted by **4:00 PM, Tuesday, November 24, 2009** to:

Crestwood Government Center
City Clerk's Office
#1 Detjen Drive
Crestwood, MO 63126

CONTRACT AWARD

The proposals will be evaluated and ranked based on the established evaluation criteria included in the Request for Proposals. Finalists may be invited to interview prior to a recommendation for selection. The City of Crestwood reserves the right to reject any or all proposals, to waive any informality in the proposals, and to accept the proposal that, in the sole judgment of the City, will be in the best interest of the City. If a contract cannot be successfully negotiated with the selected Operator, the City reserves the right to negotiate with the next Operator listed in the qualifications rankings. Approval of a final contract between the City and the Operator is subject to the approval of the Crestwood Board of Alderman.