



GUAM FOOTBALL ASSOCIATION

Invitation for Bids

Job Title: Vendor - Concession
Employer: Guam Football Association

Location: GFA National Training Center
Report to: Exec. Director/General Secretary

Background

Guam Football Association operates a ten week youth league season in which over couple of thousands of attendees arrive throughout the day on Saturdays at the facility and for date specific events (High School/Middle School events). The objective is to secure a licensed vendor to operate in serving foods and drinks in a timely manner to the target audience. In addition to ten week youth league seasons, providing additional evenings for concession with possible liquor license to serve (to be negotiated).

Overall Responsibility

Opening in food service provider by either occupying GFA Concession room which offers an air-conditioned room, refrigerator, freezers, sinks, work surface and window counter. Other option is utilization of mobile food van stationed in assigned parking spaces.

TYPE OF PROCUREMENT: Competitive Negotiable Bids

Scope of Work:

Provide meals, snacks and drinks that best suits target market at facility. Set up and take down with all trash and recyclables removed from premise (or at dumpster located in parking lot). Ensure daily cleaning of room/area.

- Provide great customer service.
- Ensure products served are fresh and properly prepared.
- Safe working conditions and sanitary work area;
- Accurate and safe cash handling at all times;
- Cooking equipment, food preparations and inventory;
- Trained and professional personnel;
- Compliance and certified in health standards;
- Clean environment after each use;
- Products used not in direct conflict with GFA current sponsors;
- Positive approach and able to adapt to challenges or changes in schedules

GFA shall supply the following:

- Concession room which entails air-conditioner, refrigerator, freezers, sinks, work surface and tables/chairs. Access to room will be provided for the season.
- Monthly pesticide treatment to prevent ants, roaches and other shrewd.

Terms of Contract: Six (6) month contract with option to extend to end of 2018. Twenty (20%) percent of gross-sales due to GFA within three business days. Proof of receipt of gross sales required upon payment to Guam Football Association.

Saturdays: February 10th – April 14th 8:00am – 4:00pm (hours can shift to better optimize service)

Middle School Festival – Slated for mid March

Girls High School Preseason challenge – Slated for mid March



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Girls High School Semi and Finals – May 16th & 19th (evening)

Optional: Serve during week of Center of Excellence (Mon, Wed, Thurs) – tailoring to parents and siblings from 5:00pm – 6:30pm.

Additional services below to include liquor license:

Scheduled evenings to serve during GFA domestic leagues (i.e., Men's, Women's leagues)

Submittal of RFQ:

All RFQ shall be submitted to tender@theguamfa.com by date identified below. Submittals shall include the following, but not limited to:

- Company background;
- Client list;
- Project performed;
- Menu and products with prices;
- Personnel availability;
- Schedule of commitment to events scheduled (Saturdays only; all events or selected);
- Registration details of company (i.e., business licenses, insurance and if available, liquor license)

Opening Date for Invitation for Bid: Immediately (January 31, 2018)

Location for posting Invitation for Bid: GFA website, prospective vendors and Guam Hotel and Restaurant

Closing Deadline for Invitation for Bid submittals: February 4, 2018 COB (6:00 p.m.)

Criteria for awarding the bid: Selected contractor is based on lowest price, but may be selected based on value, by considering other factors such as quality, past performance, risk, proximity, delivery time, operational cost to name a few. Should a contractor not provide the lowest price be selected, the basis for the selection should be documented. Final approval for contract over \$50,000 must be approved by the GFA Executive Committee.