

## **Request for Proposals for Riley County Fair Food Stand Manager**

### **A. Introduction**

The Riley County Fair Board is requesting proposals from individuals interested in managing the Riley County Fair Food Stand during the 2014 Riley County Fair, July 24 - 28.

The Fair Board will conduct preliminary evaluation of all proposals on the basis of the information provided within the proposal, the individual's qualifications, past experience, understanding of the work to be performed, and the needs of the Fair Board.

It is the intention of the Fair Board to review the Request for Proposal responses and select for further evaluation those top proposals which appear most beneficial to the Fair Board. References and/or past clients of the individual may be contacted. Individuals may be given an opportunity to present their proposal to the Fair Board, followed by a question and answer session.

Those submitting a proposal do so at their own risk and expense. There is no obligation by the Fair Board to reimburse for any cost incurred in preparing or submitting proposals, providing additional information when requested by the Board, or for participating in any selection interviews or negotiations.

No negotiations, decisions, or actions will be initiated by any individual as a result of any discussion, correspondence, or other contact of any kind with any Board member or County employee prior to the formal award to the selected individual. The Fair Board reserves the sole right to select the individual, and subsequently recommend for award the services proposed which best meet the Fair Board's requirements, needs, budget constraints, quality levels and expectations.

The Riley County Fair Board reserves the right to accept or reject any or all proposals, whichever best serves its interest, or to hold the proposals for 30 days before rendering a decision.

### **B. Qualifications for Manager**

Persons working in this position must be at least 21 years of age and need to have an understanding of food service management - specifically in the following areas:

- Plan nutritious menus; purchase appropriate amounts of food; and prepare food safely to be served to the public.
- Aware of regulations for food safety and sanitation; prefer current ServSafe Manager Certification.
- Demonstrated experience with bookkeeping skills for recording expenses and receipts.
- Experience supervising youth and adult volunteers in a positive manner.

### C. Compensation

The Riley County Fair Board has set the stipend at \$1,500.00. If the Manager decides to employ an additional support person, it is the Manager's responsibility to provide financial compensation. Half (\$750.00) of the stipend will be paid upon completion of the fair. The remaining half (\$750.00) will be paid after the kitchen passes final inspection and all financial records, including sales data, expense reports, and bills have been submitted.

### D. Hours of Operation

The Food Stand will be open during the following hours:

Thursday, July 24	8:00 a.m. to 10:00 p.m.
Friday, July 25	8:00 a.m. to 5:00 p.m.* and 7:00 p.m. to 10:00 p.m.

\* The Blue Valley Pork Producers will provide pork burger dinner from 5:00 p.m. to 7:00 p.m. Members of the Blue Valley Pork Producers must have access to the kitchen facilities from 3:00 p.m. to 8:00 p.m. on Friday, July 25.

Saturday, July 26	8:00 a.m. to 10:00 p.m.
Sunday, July 27	10:00 a.m. to 10:00 p.m.
Monday, July 28	8:00 a.m. to 9:00 p.m.

### E. Food Standards

Provide an assortment of foods and beverages, including healthier food choices with more fruits, vegetables, whole grains, and fat-free/low-fat dairy products, and lower amounts of saturated and trans fats, added sugars, and sodium. The price of the products meeting the nutritional standards listed below shall be equal to or less than the comparable products that do not meet the nutritional standards. A minimum of 50% of all food and beverage items offered shall meet the nutritional standards listed below.

#### i. Healthy Beverage Standards

- Water, including carbonated water with no added caloric sweeteners.
- Coffee or tea with no added caloric sweeteners.
- Fat-free or 1% low-fat milk with less than 200 calories per container.
- 100% fruit juice or fruit juice combined with water or carbonated water. Limited to a maximum 12-ounce container with no added caloric sweetener.
- 100% vegetable juice or vegetable juice combined with water or carbonated water. . Limited to a maximum 12-ounce container with no added caloric sweetener.
- Low calorie beverages that are <40 calories per container.

#### ii. Healthy Snacks and Side Dishes

Calories:	≤200 calories per item as offered per package
Fat:	≤35% of calories from fat (Example: ≤7 grams for a 200 calorie item)

Exceptions for products that are 100% nuts, seeds, and nut butter

- Saturated Fat:  $\leq 10\%$  calories
- Trans Fat: 0 grams
- Sodium:  $\leq 200\text{mg}$  per item as offered per package/container
- Sugar:  $\leq 35\%$  of calories from total sugar and a maximum of no more than 10 grams of total sugars in the product; exceptions are fruits and vegetables without added sweeteners and fat and yogurt, because of lactose, no more than 30 grams of total sugars per 8oz.
- Additional: Each snack food item must contain at least one of the following:
- ✓ A quarter cup of fruit, non-fried vegetable, or fat-free/low-fat dairy
  - ✓ 1 ounce of nuts or seeds or 1 tablespoon of nut butter
  - ✓ At least 50% of the grain ingredients are whole grain (determined by the product having whole grain as the first ingredient, from the manufacturer, or if the product has a whole grain claim)
  - ✓ At least 10% of the Daily Value of a naturally occurring nutrient of public health concern (calcium, potassium, vitamin D, or fiber)

iii. Entrée Type Foods (e.g. pizza, burger, sandwich)

- Calories:  $\leq 400$  per item as offered per package or as a single item
- Fat:  $\leq 35\%$  of calories from fat (Example:  $\leq 15$  grams for a 400 calorie item)
- Saturated Fat:  $\leq 10\%$  calories (Example:  $\leq 4$  grams for a 400 calorie item)
- Trans Fat: 0 grams
- Sodium:  $\leq 480$  mg per item offered
- Sugar:  $\leq 35\%$  of calories from total sugar and a maximum of no more than 15 grams of total sugars in the item
- Additional: Each entrée food item must contain at least two of the following:
- ✓ A quarter cup of fruit, non-fried vegetable, or fat-free/low-fat dairy
  - ✓ 1 ounce of nuts or seeds or 1 tablespoon of nut butter
  - ✓ At least 50% of the grain ingredients are whole grain (determined by the product having a whole grain as the first ingredient, from the manufacturer, or if the product has a whole grain claim)
  - ✓ At least 10% of the Daily Value of a naturally occurring nutrient of public health concern (calcium, potassium, vitamin D, or fiber)

## F. Food Stand Manager Duties

### i. Pre-Fair

- Provide the Fair Board with menu and estimated food prices by June 2014.
- Manage food stand clean-up and set-up.

- Order food and supplies by establishing temporary charge accounts with appropriate vendors.
- Schedule deliveries to arrive between Tuesday, July 22 and Wednesday, July 23
- Review volunteer work schedule.
- Work with Fair Board to establish volunteer duties.
- Check kitchen to confirm all appliances are in working order.

#### ii. During the Fair

- Manager, or additional support person, must be present during all hours of operation.
- Be ready for business on Thursday.
- Provide orientation and manage volunteer workers.
- Resolve problems as they arise in a professional and courteous manner.
- Supervise food preparation, holding and storage.
- Monitor and order additional food supplies as needed.
- Responsible for kitchen safety.
- Maintain a positive relationship with health inspector and comply with all food handling requirements.

#### iii. Daily Responsibilities During the Fair

- Open and close the food stand.
- Wash towels, rags, aprons, etc. as needed.
- Oversee the cleaning of all equipment and food preparation areas.
- Check cash box and secure daily.
- Prepare daily deposit to Fair Board and get change additional change as needed.
- Maintain accurate bookkeeping.
- Report any accidents, injuries or serious complaints to the proper authorities and to the Fair Board.

#### iv. Post Fair

- Clean up food stand by Wednesday, July 30
- Arrange for return and/or storage of unused food products
- Complete and turn in budget report, including bills to be paid, daily sales/deposits, to Fair Board. Remaining half of stipend will not be paid until all financial records have been received.
- Submit recommendations for improvement for the following year.

### G. Proposal

Please provide the following information:

- A resume or statement demonstrating qualifications (see section B), management style, and experience running concessions or in food service.
- Documentation of current ServSafe Manager Certification.
- A sample menu with estimated pricing.

## H. Selection Procedure

Proposals will be evaluated based upon the following criteria:

- Experience and expertise of concessions and/or food service.
- Demonstrated experience managing volunteers or food service workers.
- Bookkeeping skills
- Nutritional quality of proposed menu.
- Ability to meet the terms of this RFP.

If you are interested in managing concessions from the Pottorf Hall Kitchen during the 2014 Riley County Fair, based on these criteria, you are requested to submit 5 copies of your proposal on or before 5 o'clock p.m., May 30, 2014, to Jennifer Wilson, County Extension Director, 110 Courthouse Plaza, Rm B220, Manhattan, KS 66502. Questions by be directed to: Jennifer Wilson at 785-537-6350 or email [jrwilson@ksu.edu](mailto:jrwilson@ksu.edu).