

**County of Pulaski
Request for Proposal**

Pulaski County Sportsplex Restaurant and Food Service

Table of Contents

Please check Enclosed	Page	Subject
_____	<u>1</u>	Table of Contents
_____	<u>2, 3, 4</u>	Advertisement and/or Public Notice
_____	<u>5, 6</u>	Specifications
_____	<u>6</u>	Proposal Contents
_____	<u>7</u>	Submittal Process
_____	<u>7</u>	Evaluation Process
_____	<u>8</u>	Insurance and indemnification guarantees or bond requirements
_____	<u>9</u>	Contractor's Policy on non- discrimination
_____	<u>10</u>	Drug free workplace maintenance by contractor
_____	<u>11</u>	Special instructions, specifications, or requirements

NOTICE TO VENDORS, CONTRACTORS, PROPOSERS: Please verify that all attachments listed and marked as enclosed are present in the proposal package. Please notify the County of Pulaski of any discrepancies immediately. Failure on the part of any vendor, contractor, or proposer will not relieve same from meeting any and/or all requirements of any documents inadvertently omitted.

July 28, 2025

The Southwest Times
P.O. Box 391
Pulaski, VA 24301

To Whom It May Concern:

Please advertise the following request for proposal as a line ad in the Classified (legal) section of the Southwest Times. A bill and certificate should be mailed to:

Tim Miller
Executive Director, Sports & Entertainment Authority, County of Pulaski
“Pulaski County Sportsplex Restaurant and Food Service”
143 Third Street, NW, Suite 1
Pulaski, VA 24301

Should you have any questions or problems with advertising at the requested time, please telephone me at 540.994.2526. Thank you for your attention to this request.

Sincerely,

Tim Miller

Enclosure

July 28, 2025

Patriot
P. O. Box 2416
Pulaski, VA 24301

To Whom It May Concern:

Please advertise the following request for proposal as a line ad in the classified (legal) section of the Patriot. A bill and certificate should be mailed to:

Tim Miller
Executive Director, Sports & Entertainment Authority, County of Pulaski
“Pulaski County Sportsplex Restaurant and Food Service”
143 Third Street, NW, Suite 1
Pulaski, VA 24301

Should you have any questions or problems with advertising at the requested time, please telephone me at 540.994.2526. Thank you for your attention to this request.

Sincerely,

Tim Miller

Enclosure

**ADVERTISEMENT AND PUBLIC NOTICE
REQUEST FOR PROPOSALS**

Pulaski County Sportsplex Restaurant and Food Service

The County of Pulaski, Virginia (the “Owner”) is seeking proposals from qualified and experienced restaurant operators (the “Proposer”) to lease, manage, and operate a restaurant located within the future Pulaski County Sportsplex, located at 3994 Pepperell Way, Dublin, Virginia 24084. In addition to the restaurant, proposals should include plans to operate on-site catering within the facility.

Scheduled to open in Fall 2026, the Pulaski County Sportsplex is an indoor, 165,000+ sqft., multi-purpose sports, expositions and events center. Amenities will include numerous courts for basketball, volleyball, pickleball, futsal, etc.; two indoor turf fields; a 15,000+ sqft indoor modern playground; a state-of-the-art golf institute; a full-service restaurant, and much more. The Sportsplex will host weekend tournaments, expos and events, serve as the home for Pulaski County Parks & Recreation programs during the week, and offer varietal memberships for local residents.

The facility includes an existing restaurant space with a fully equipped commercial kitchen. This presents a unique opportunity to establish a premier dining experience in a high-visibility, high-traffic location inside the brand-new indoor sports complex that is estimated to attract more than 300,000+ patrons annually.

Proposals are due by 5:00 p.m. on **Monday, September 1, 2025**. Any proposals received after this deadline will be returned to the vendor/contractor unopened. Proposals from vendors need to demonstrate the ability to manage a food/beverage facility that caters to large volumes of patrons on a daily basis. The County reserves the right to reject any and all proposals, and/or divide any project into sections. Pulaski County is an equal opportunity/affirmative action employer.

Inquiries and requests for proposal packets can be obtained by calling, mailing, or emailing:

Pulaski County Sports & Entertainment Authority
ATTN: Tim Miller
143 Third Street, NW, Suite 1
Pulaski, VA 24301
540-994-2526
tmiller@pulaskicounty.org

Note to newspaper: Please print in the legal section of your newspaper as soon as possible

Public notice posted on Monday, July 28, 2025 by Tim Miller.

SPECIFICATIONS REQUEST FOR PROPOSALS

Pulaski County Sportsplex Restaurant and Food Service

The County of Pulaski, Virginia is seeking proposals from an experienced restaurant operator to provide food service at the Pulaski County Sportsplex, scheduled to open in the fall of 2026. This includes operating a full-service restaurant and bar, and catering in the facility.

- 1) **Full-Service Restaurant:** The Operator should propose plans for a full-service, casual dining restaurant and bar with sports theme and select locally-inspired menu items. The Restaurant is located in the southwest corner of the Pulaski County Sportsplex, located at 3994 Pepperell Way, Dublin, VA 24084. It will feature visibility from the main vehicle entrance, both interior and exterior access points, and indoor and outdoor seating.

Restaurant space includes:

- 2,520 sq. ft. of indoor dining area
- 703 sq. ft. of kitchen space (excluding auxiliary areas)
- Over 500 sq. ft. of outdoor dining space
- Additional support areas: walk-in cooler, walk-in freezer, dry storage, dishwashing station, office space, employee locker room, and mechanical room

The kitchen comes fully equipped with commercial-grade appliances, including ovens, stove tops, fryers, refrigerators, a walk-in freezer, a three-compartment sink and a hood with suppression.

- 2) **Catering Services:** The Operator should propose a plan for on-site catering services to support private events throughout the facility. Catering services should be comprehensive, adaptable, and high-quality, with menu options that range from breakfast and lunch buffets to plated dinners, hors d'oeuvres, and specialty dietary accommodations. A wide range of client needs must be considered.

Proposals should include:

- Sample menu options
- Staffing and logistics plan
- Emphasis on quality of service, presentation, flavor, and customer satisfaction.

(Note: The kitchen enjoys capacity to accommodate off-site catering service opportunities. If this is intended, please include this additional component within your proposal as well.)

Scope of Services:

The selected operator will be responsible for:

- 1) Complete build-out of the existing restaurant interior and outside dining area(s) - (subject to facility Owner's design approval and operational guidelines, as applicable)
- 2) Daily management and operations of the restaurant and catering services
- 3) Hiring, training, and management of all restaurant and catering staff
- 4) Procurement and maintenance of all necessary licenses, permits, and insurances
- 5) Marketing and promotion plan of the restaurant concept (facility Owner will provide additional marketing and promotional support)
- 6) Maintaining high-quality customer service and cleanliness standards
- 7) Regular reporting, communication, and collaboration with the Owner

- 8) Secure and maintain all applicable approvals, certifications, permits, licensures, etc.

Proposal Contents:

The respondent's proposal for professional services must include, at minimum, the following:

1. **Business Information**
 - Legal name of business
 - Organizational structure and ownership
 - Year established and number of years in operation
2. **Qualifications & Staffing**
 - Biographical sketch and relevant qualifications of key individuals
 - Staffing plan for restaurant, concessions, and catering services
3. **Operational Plan & Financial Proposal**
 - Narrative description of services to be provided
 - Sample menu(s) and pricing for each service area
 - Proposed financial return to the County
4. **Capital & Financial Overview**
 - Initial capital investment
 - Sources of funding and projected revenue
5. **Health & Safety Compliance**
 - List of health department certifications/training completed
 - History of obtaining food service permits
6. **Relevant Experience**
 - Description of similar projects from the last 3 years
 - Proposer's role in each project
 - Size, scope, and value of the projects
 - References (names and phone numbers)
7. **Additional Services**
 - Any optional or value-added services proposed
 - Estimated costs (if applicable)
8. **Timeline & Opening**
 - Estimated timeline for design, permitting, and build-out
 - Anticipated opening date
9. **Contact Information**
 - Name, mailing address, email, and phone number of primary contact
10. **Required Forms**
 - Signed copy of Page 9 — *Contractor Policy of Non-Discrimination*
 - Signed copy of Page 10 — *Drug-Free Workplace Policy*

Proposal Submittal:

Two copies of proposals requested herein must be received in a **sealed envelope** clearly marked **"Pulaski County Sportsplex Restaurant and Food Service"** no later than **5:00 p.m. on Monday, September 1, 2025**. Any proposals received after this deadline will be returned to the vendor/contractor unopened. No bids will be opened prior to the deadline listed.

Proposals and inquiries should be addressed to the:

Pulaski County Sports & Entertainment Authority
"Pulaski County Sportsplex Restaurant and Food Service"
143 Third Street, NW, Suite 1
Pulaski, VA 24301

Proposal Evaluation:

Evaluation of proposals will be generally based on, but not limited to, the following criteria:

1. Qualifications and experience of personnel and/or business entity
2. Proximity of the business/individual to Pulaski County.
3. Prior partnerships or work with Pulaski County.
4. Demonstrated experience with high-volume food and beverage operations, including coordination with large suppliers of food products
5. Quality and variety of proposed menu offerings, competitive pricing, and proposed financial return (commission) to the County.
6. Feasibility and completeness of the timeline for restaurant design, permitting, build-out, and launch.
7. Experience working with health departments and demonstrated compliance with state and local food safety regulations
8. Adequacy of proposed insurance to cover food and beverage operations within the facility.

The County of Pulaski's authorized selection committee will review all proposals and select respondents deemed best qualified, responsive, and suitable for interviews. At the conclusion of the interviews, the proposals will be ranked in order of preference, and contract negotiations will be instituted with the Proposer ranked first.

Should a satisfactory contract be negotiated, which is fair and reasonable, the award will be made to that Proposer. Otherwise, negotiations with the top-ranked Proposer will be formally terminated, and negotiations be conducted with the Proposer ranked second. This process shall continue until a fair and reasonable contract can be negotiated. *It is the intent of the county to award the contract for up to three (3) years with an optional extension and a termination clause, at any time, for unsatisfactory performance.*

The County reserves the right to reject any and all proposals, waive any informality, and/or divide any project into sub-sections. The procurement of these services will comply with the Virginia Public Procurement Act. The County of Pulaski is an equal opportunity employer.

INSURANCE AND INDEMNIFICATION GUARANTEE

1. Indemnification and Hold Harmless Requirements
 - 1.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the County of Pulaski, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the work, including but not limited to any such claim, damage, loss or expense which is attributable to the bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the work itself) including the loss of use or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a claim against the Contractor or his Subcontractor arising from any work or property that must be restored, repaired or replaced because of Contractor's or Subcontractor's work being incorrectly or improperly performed. Such obligations shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.
 - 1.2 In any and all claims against the County of Pulaski or any of its agents or employees by any employee of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under paragraph 1.1 shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under workers' or workmen's compensation acts, disability benefit acts or other Employee benefit acts.
2. Contractor's Liability Insurance and Other Insurance
 - 2.1 The Contractor shall purchase and maintain such insurance as will protect him from claims which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by himself or by any Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable, including but not necessarily limited to, the following:
 1. claims under worker's or workmen's compensation, disability benefit and other similar employee benefit acts;
 2. claims for damages because of bodily injury, occupational sickness or disease, or death of his employee;
 3. claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;
 4. claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an act or offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person:
 5. claims for damages, other than to the work itself, because of injury to destruction of real or tangible property, including loss of use resulting therefrom; and
 6. claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle
 - 2.2 The insurance required by Subparagraph 2.1 shall be written for not less than any limits of liability specified in the Contract Documents, or as required by law, whichever is greater.
 - 2.3 The insurance required by Subparagraph 2.1 shall include contractual liability insurance applicable to the Contractor's obligation under Paragraph 1.
 - 2.4 Certificates of Insurance acceptable to the County of Pulaski shall be filed with the County prior to commencement of the work. These Certificates shall contain a provision that coverage's afforded under the policies will not be cancelled until at least thirty days prior written notice has been given to the County

CONTRACTOR'S POLICY OF NONDISCRIMINATION

Pursuant to Section 11-51 of the 1950 Code of Virginia, as amended, during the performance of any contract awarded, the contractor agrees as follows:

The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

Notices, advertisements and solicitations placed in accordance with Federal Law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over ten thousand dollars (\$10,000.00), so such provisions shall be binding upon each subcontractor and/or vendor.

Additionally, the contractor will not discriminate against any employee or applicant on the basis of handicapped status, except where handicapped status is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

Signature of Authorized Agent

Date

DRUG FREE WORKPLACE MAINTENANCE BY CONTRACTOR

Pursuant to Section 11-51.1 of the Code of Virginia, all public bodies shall include in every contract over \$10,000 the following provisions:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees placed by or on behalf of the contractor's prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

Signature of Authorized Agent

Date

Instructions for Soliciting Materials or Services

Completion
Checkoff

Date & Initials

These instructions describe the minimum steps that are required for advertising equipment, supplies or services. As such, these documents are to be used to implement the Pulaski County Procurement Policies. Procedures not discussed in these documents shall be handled as outlined in the Pulaski County Procurement Policy and/or the Code of Virginia.

- A. All procurement for equipment, services, or supplies as required by Section IV of the County purchasing policies must be authorized by the county administrator.
- B. The following steps are required to properly solicit bids and/or requests for proposals:
 - ◆ Prepare advertisement or public notice and procurement package by completing attached forms.
 - ◆ Determine from the catalog of minority operated businesses the appropriate minority businesses from whom proposals or bids must be solicited. Remember that it is the county's responsibility to see that at least one minority business is specifically notified. We are permitted to assume that because procurement is otherwise advertised that requirements for notification of minority owned businesses have been met. Send a copy of the procurement package and a copy of the letter in Attachment 2, if procurements are solicited from specific firms.
 - ◆ Send a copy of the procurement package to vendors listed in the Pulaski County phone book yellow pages. Include other yellow page listings as appropriate. A minimum of three bids or proposals must be solicited. Purchases covered in Section V of the purchasing policies (requiring sealed proposals or bids) must be advertised once at least ten (10) calendar days prior to bid opening. At a minimum, this advertisement should be placed in The Southwest Times as a blocked ad in the Classified (legal) section of the paper. To place an ad in the paper, the ad must be submitted to The Southwest Times at least three days prior to the date of the publication. A certification of publication must be requested from the newspaper by the agency seeking bids. The purchase of items not requiring a sealed bid may be posted on the bulletin board in the main hall of the Administration Building.
 - ◆ Post page one and page two of the procurement package on the bulletin board in the hall of the Administration Building prior to the publishing of the advertisement.
 - ◆ Place the original copies of the completed procurement package forms and letters in a file.
 - ◆ Posted notices must be dated and initialed at least ten (10) calendar days prior to the deadline for receipt of bids or proposals.
 - ◆ All purchase orders which are required are to be prepared prior to the necessary purchase and must be signed by the Department Head and/or county administrator before the purchase if made, or agreed to.
 - ◆ Questions regarding this procedure should be addressed to the administrative assistant for operations or the county administrator.
- C. Documents: The attached documents are designed as a guide for the preparation and advertisement of procurement. Please note that the advertisement and documents are different for procuring proposals for services (legal, engineering, appraisal, construction, design-build, etc.). All other forms should be used for both types of procurement.
- D. Bids are not necessary for any items obtained through the State Offices of Purchases or Supply. For procurement procedures, please contact the administrative assistant for operations or the county administrator.