



TOWNSHIP OF HAVERFORD

Request for Proposals

for Lease of Café Space at Haverford Skatium

Date Issued: August 15, 2025

Responses due by 12:00 pm by September 15, 2025

NOTICE TO PROPOSERS

REQUESTS FOR PROPOSALS will be received by the Township of Haverford, no later than the 15th day of September 2025, at 12:00 p.m. (the "Submission Date").

Proposals may be emailed, mailed, or delivered to: Township of Haverford, Attn: Mia Badman, 1014 Darby Road, Havertown, PA 19083 or mbadman@havtwp.com.

In addition to any proposal materials, **All PROPOSERS MUST** submit a completed Proposal Cover Sheet shown as Attachment A.

The Township reserves the absolute right to reject any and all Proposals if not deemed in the best interest of the Township of Haverford and the Haverford Skatium.

PROPOSED CALENDAR

The following is a list of key dates up to and including the date proposals must be submitted:

- | | |
|-------------------------------------|------------------------------|
| • RFP Issued | August 15, 2025 |
| • Due Date for proposal submissions | September 15, 2025 |
| • Notification of Recommended Award | On or about October 7, 2025 |
| • Lease Execution | On or about December 8, 2025 |

INQUIRIES

Written inquiries concerning the RFP must be made to Mia Badman at mbadman@havtwp.com by August 22, 2025, at 12:00 p.m. All responses to inquiries will be shared through an Addendum posted to the Township website at www.havtwp.com by August 29, 2025.

BACKGROUND

The Haverford Skatium (owned and operated by the Township of Haverford) is located at 1002 Darby Road, Havertown, Pennsylvania, is open year-round and offers public skating, group and private lessons, youth, and adult hockey programs, and much more. Whether it is hockey, figure, or recreational skating, or even a birthday party, the Skatium has plenty to offer all year long.

The Township of Haverford is seeking a tenant for the lease of space and operation of a snack bar (also known as "the café") located within the Haverford Skatium providing food, snacks, and refreshments to visitors of the Haverford Skatium as well as the general public.

LEASED SPACE

The space is approximately 1,200 square feet and has its own exterior entrance. There are no exclusive use bathrooms within the leased space, but patrons/employees may use the public bathrooms located near the front of the Haverford Skatium.

All improvements required for operations are the tenant's responsibility to provide and outfit as needed. A Lease agreement will not include tables, chairs, freezers, refrigerators, or any other portable items other than the hood system.

HOURS OF OPERATION

The tenant can set its own hours between the hours of 6am – 9pm; however, **at a minimum**, the tenant must agree to be operational as follows unless agreed to with Skatium management:

Winter Season (September 1 – March 31):

Monday thru Friday : 3pm until 9pm

Saturday & Sunday : 6am until 9pm

Spring Season (April 1 – May 31):

Monday thru Friday: 3pm until 9pm

Saturday & Sunday: 9am until 6pm

Summer Season (June 1 – August 31):

Monday thru Friday: 3pm until 9pm

Saturday & Sunday: 9am until 6pm

All Seasons:

Holidays: 11am until 9pm (unless the Skatium is closed).

The Skatium is closed on Christmas Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, morning hours only on Christmas Eve, and morning hours only on New Year's Eve. If the Township closes for any additional holidays, Skatium management will notify the tenant at least ten (10) days prior to the holiday.

LEASE TERM

This RFP assumes a lease term of February 1, 2026, through January 31, 2028. To allow for current tenant change-over (if applicable), the café must be operational and open to patrons no later than March 1, 2026.

RENT

Rent for the café space is set at \$1,425 per month from February 1, 2026, through January 31, 2027, and at \$1,450 per month from February 1, 2027, through January 31, 2028. The rent is due on the 1st of the month and a 10% late fee will be applied on the fifth day of the month.

Water, sewer, gas, electric and trash/recycling collection are included in the monthly rent.

Any telephone/internet costs are the tenant's responsibility and shall be billed directly to the tenant.

TRASH/RECYCLING

All trash must be in closed containers and stored WITHIN the enclosed, paved area on the side of the building. Tenant is responsible to bring all trash and recycling to the dumpsters behind the Skatium for pickup by the Township.

STORAGE

There is no additional storage available to the tenant other than within the leased space. However, the Skatium is open to the tenant putting a small storage locker outside of the leased space adjacent to the common wall at the far end of the leased space. Purchase of the storage unit is the sole responsibility of the tenant. Color and size must be agreed to in advance with Skatium management.

BIRTHDAY PARTIES AT THE SKATIUM

The Skatium has historically been a well-loved site to host child parties. Parties take place during a scheduled public skating session. There is a party room at the top of the second-floor steps with tables and chairs available for use. The tenant serves as the point of contact and coordinator for parties (other than Township-related parties). All payments, date coordination, etc. are between the customer and the tenant. The tenant secures the date (subject to availability) with the Skatium by notifying Skatium management. This notification must occur no later than 14 (fourteen) days before the proposed party date.

All party packages must include ice skating during a public session for all attendees (other than parent chaperones). The Skatium is compensated at the group rental rate for each skater plus cost of any skate rentals and skate helpers PLUS \$50.00/hour for the party room usage. The Skatium must receive payment from the tenant/party coordinator by end of business on the day of the party.

Tenant staff are expected to coordinate, set up, clean up and act as party coordinators for the customer. The Skatium has no role in parties other than providing the space and public skate tickets/skate rentals for guests. At no additional cost, the room would be available for setup 1 (one) hour prior to the scheduled party hours and must be cleaned and vacated within 1 (one) hour of the ending party hours.

Please provide a proposed party package with pricing (and planned menu options) so the Township can assure itself that the community will continue to have this local, party place option during the term of the lease.

Conversely, if the tenant does not wish to provide this service – please note that in your proposal.

SPECIAL EVENTS

The Skatium hosts several events during the year, and the tenant would be expected to be operational during those events. Some special events include but are not limited to Skatium Summer Camp, ICSHL Playoffs, Flyers Cup Series, Learn to Skate Programs, and the Haverford Hawks Finland Exchange (every other year).

While there may be opportunities to actively participate in such events through special catering proposals, nothing in a proposed lease between the tenant and the Township would REQUIRE engaging the tenant for special catering events.

MAINTENANCE

The tenant shall always maintain the café premises in a clean and sanitary condition including all the equipment and fixtures contained therein. The tenant is responsible and liable for all repairs, replacements and damage caused by, or as a result of, any acts or neglect of the Tenant, its staff, vendors, or customers. Landlord shall be responsible for any repair to the electrical and heating systems resulting from ordinary wear and tear or old age, and to the roof, the supporting walls, and the foundation, floors and plumbing systems, which are the result of ordinary wear and tear or old age. The tenant shall be responsible for all other repairs required to the interior of the café.

In addition, the tenant must provide proof of professional cleaning of exhaust hood and grease trap at least every six months.

Neither the Township nor Skatium is responsible for any clean-up of the leased area. In the event the Township must clean the leased area, the lessee will be responsible for the cost incurred by the Township to perform same.

INSURANCE

1. Adequate insurance policies will always be maintained by the successful proposer as follows:

- Commercial General Liability with minimum coverage level of \$1,000,000 per occurrence; coverage for property damage due to fire and workers compensation insurance

Certificates of insurance will be provided to the Township with the Township named as certificate holder and additional insured.

2. While specific indemnification language will be agreed to between the Township and the proposed Tenant when the Lease is executed, both the Township and the Tenant will agree to defend, indemnify and hold each other, its respective officers, directors, employees, representatives and agents harmless from and against any claims, liabilities, losses, damages, fines, penalties, payments, costs, expenses and reasonable legal fees arising in connection with the Lease resulting from each other's agents, employee negligence, intentional misconduct, violation of any of the terms, conditions, agreements or provisions of the Lease or violation of any statute, law, regulation or ordinance. The indemnification shall be a continuing right and shall survive the expiration or termination of the eventual Lease entered by both parties.

GENERAL CONDITIONS

1. The successful Proposer shall obtain a Business Privilege and/or Mercantile License from Haverford Township and always be a taxpayer in good standing.
2. Submission of a proposal indicates acceptance by the vendor of all aspects and conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the eventual Lease between the Township and the selected Proposer.
3. During the evaluation process, the Township reserves the right, where it may serve the Township's best interest, to request additional information or clarification from a Proposer, or to allow corrections on non-material errors or omissions or waive non-material requirements.
4. At the Township's discretion, Proposers may be requested to make oral presentations as part of the evaluation process.

5. The Township reserves the right to change any of the projected dates set forth in this RFP including, but not limited to, the due date for receipt of proposals.
6. The awarded Proposer must hold (and provide copies of) any and all licenses, certifications, accreditations, and/or approvals required by the Delaware County Department of Health and the Township of Haverford in order to operate the café within the Haverford Skatium and maintain same in good standing for the term of the agreement.
7. As a business located on Township property, awarded Proposer must always behave professionally, maintain appropriate communications, and support Township policies and protocols.
8. The Proposer agrees to fully comply with all applicable Federal, State, and/or local laws, ordinances, rules, and requirements in its operation of the subject café.
9. It is agreed between the respective parties hereto that any improvements made by the tenant herein shall become the property of the Township, and the tenant shall not do or suffer anything to be done which would impair the use or value of said improvements.
10. The successful Proposer, at its sole cost and expense, shall supply any equipment it requires and repair and replace all equipment required for the proper operation of the café.
11. The successful Proposer may not assign or sublet the leased space without the express written consent of the Township of Haverford.
12. The Township reserves the right to: a) suspend the Lease at any time due to a breach of contract, which includes abandonment of the café concession for 21 days or more; b) enter the space and inspect same for compliance with Local Codes/Laws

EVALUATION CRITERIA

The Township has the right to award a lease agreement to the Proposer who conveys the best combination of financial and operational stability along with the ability to provide the most complete experience in the food and beverage concession service business to the patrons and visitors of the Haverford Skatium.

Proposers are free to express their experience and offerings in a manner they choose. At a minimum, the proposal should include:

- a narrative sharing both the ownership and management's experience in the food and beverage concession service business

- a narrative describing the Proposer's financial strength, including its ability to meet financial obligations under a Lease with the Township and a current financial statement showing the assets and liabilities of the Proposer should be included to show financial solvency
- a narrative explaining the proposer's existing and/or future plans for community and user group support
- menu offerings planned for the space during the term of the lease and proposed pricing, including:
 - a variety of options that accommodate dietary restrictions
 - offerings that are appropriate for the time of day which they will be served (breakfast, lunch, etc.)

Proposals will be evaluated by a committee of four made up of a Township staff, Skatium Advisory Board, an elected official and a member of the business community. After its review, the committee will make a recommendation to the Board of Commissioners. Proposals will be evaluated based on the following 100-point system:

- Communicated Management Capabilities/Experience 25 Points
- Communicated Appeal of Menu Offerings 25 Points
- Communicated Proposer's Financial Strength 25 Points
- Communicated Ability to Meet Community/User Needs 25 Points

TOWNSHIP OF HAVERFORD
Request for Proposals
for Lease of Cafe Space at Haverford Skatium

ATTACHMENT A

Proposers Legal Name: _____

Proposers Business Name: _____

Proposers Mailing Address: _____

Proposer Contact Name: _____

Proposers Contact Email: _____

Proposers Contact Phone: _____

Proposal Includes:

_____ SIGNED ATTACHMENT A

_____ a narrative of its management (especially those responsible for the day-to-day management of the space)

_____ a narrative sharing the proposer's experience in the food and beverage concession service business

_____ a narrative describing the Proposer's financial strength, including its ability to meet financial obligations under a Lease with the Township. A current financial statement showing the assets and liabilities of the Proposer should be included to show financial solvency.

_____ a narrative explaining the proposer's current or future plans for community involvement

_____ menu offerings planned for the space during the term of the lease and proposed pricing

Proposer Statement:

- Person signing this Attachment A serves as the _____ (owner, President, etc.) of the Proposing Entity shown above.
- Proposer has read the Request for Proposal and agrees to comply with any and all conditions contained herein.
- Proposer understands that neither the Township of Haverford nor the Haverford Skatium is responsible for any costs or expenses related to responding to this Proposal.

Signature of Proposer

Title

Printed Name

Date