



**TOWN OF STRATFORD  
Request for Proposal**

**RFP #2009-022**

**Lease for Town Owned Concessions at Short Beach and  
Short Beach Little League Field**

The Town of Stratford, Connecticut, through the Office of the Purchasing Agent, will receive sealed proposals as outlined in the accompanying specifications, in accordance with the following instructions, conditions, and reservations. **Due to the close proximity of the concessions, the Town desires the same concessionaire at both Short Beach Concession and Short Beach Little League Field Concession.**

**A. CLOSING DATE:**

Proposals will be received until **3:00 p.m., March 27, 2009**, at the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main St., Stratford, CT 06615. Proposals may be hand delivered or sent by mail. Faxed proposals will not be accepted.

Any bid may be withdrawn prior to the above scheduled time for receiving proposals, or any authorized postponement thereof. Any proposal received after the date and time as specified shall not be considered. No bidder may withdraw a bid within 45 days after the actual opening thereof.

**B. INSTRUCTIONS:**

Proposal price forms are provided. Submit **two** copies of proposals to the Purchasing Agent. Proposals must be in a sealed envelope and must carry the proposal number and/or subject matter on the face thereof.

**CONDITIONS:**

## 1. INSURANCE:

### A. General Liability

Occurrence limit \$1,000,000; aggregate limit \$2,000,000. The insurance carried by the proposer shall be on form CG 00 01, or equivalent. The Town of Stratford shall be named as an additional insured on the contractor's General Liability Insurance Policy with form CG 20 10 or CG 20 33, *and* CG 20 37.

### B. Automobile Liability

Combined single limit of \$1,000,000. Comprehensive automobile policy to cover all owned, hired or non-owned automobiles or vehicles.

### C. Workers Compensation

The proposer must have workers' compensation and employers liability insurance as required by Connecticut and federal law, plus employers liability limits of \$1,000,000 per accident, 1,000,000 disease each employee and \$1,000,000 disease policy limit.

### D. Umbrella Liability

The proposer shall have a minimum coverage of \$3,000,000 excess umbrella coverage, naming the Town as additional insured.

### E. Professional Liability

The proposer must maintain an Appraiser's Professional Liability Insurance policy with an occurrence limit \$1,000,000 and an aggregate limit \$2,000,000. Any deductible applicable to a claim must be noted on the certificate of insurance.

The proposer shall procure and pay for the insurance coverage described above and must maintain the indicated insurance for a period of two (2) years after completion of the contract. All policies shall provide for thirty (30) days written notice prior to cancellation, substantial change or nonrenewal. The successful bidder must file the required Performance Bond and an Insurance Certificate within two weeks of the date of notification of award. Failure or neglect to do so may be considered by the Town as proof that the proposer is unable to fulfill the contract. A current insurance certificate and a copy of the endorsement or policy wording adding the **Town and Stratford Little League** as Additional Insured must be in the Town's possession at all times. In addition, the selected firm shall require its subcontractors, if any, to meet the same insurance requirements and to furnish the Town with similar evidence of insurance.

In addition, the proposer shall, at all times, save, indemnify and hold harmless the Town of Stratford and Stratford Little League, its officers, agents, employees and servants from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the

performance of this contract, or on account of any and all claims, damages, losses, litigation expense and counsel fees arising out of loss or injuries (including death) sustained by or alleged to have been sustained by the public or any persons affected by the proposer's work, or by the proposer or any subcontractor, or anyone directly or indirectly employed by them while engaged in the performance of their duties in connection with this contract.

Note: naming the Town **and Stratford Little League** as certificate holder is not sufficient. **Town and Stratford Little League** must be named as additional insured on the policy.

### **C. GENERAL INFORMATION:**

Proposals will be accepted at this time on the following concession areas:

1. Short Beach Pavilion
- 2. Short Beach Little League Field Concession**

**Interested parties shall submit bids on both of the listed locations. The Short Beach Pavilion shall be a flat fee bid and the Short Beach Little League Field Concession shall be a percentage of gross sales.**

The Town **and Stratford Little League** will consider proposals for leasing these concessions for a minimum one-year period, up to a maximum of three years, as explained in the accompanying conditions and specifications. The contracts awarded will begin the date that each contract is signed, and will expire one day before the anniversary date of each contract, based on the number of years involved, subject to cancellation if the respective Lessee fails to meet his obligations or operate the concession in accordance with the conditions as outlined in these bid documents.

The facilities to be leased may not be used for any purpose other than the preparation and sale of food and hot and cold drinks. No glass bottles or cans are to be sold at the concessions. Food and drink are to be sold in disposable paper cups and plates. No alcoholic beverages of any kind shall be sold by the Lessee or stored or consumed on the premises covered by the Lease. **The Stratford Little League is seeking sponsorships for the Field in the form of signage and scoreboards. The Concessionaire shall use the product of any sponsors secured by the Little League.**

Before opening the concessions, the Lessee must contact the Health Dept. for clearance. The License Fee is now \$220.00 **and there is a Health Department. plan review application (\$85) & an 11 page form that must be completed. All staff and employees at the stand must have passed a test prescribed by the Health Department & a Qualified Food Operator must work at the stand at least 30 hours per week.** Hot and cold running potable water is required at all sites per the Health Dept.

All servicing areas are to be equipped with an approved type screening. All concession facilities are to be kept in a clean and sanitary condition and free from trash by the Lessee. Grounds adjacent to the facility are to be maintained by the Lessee, with all trash picked up and placed in proper trash containers. If possible, the Town will arrange for pickup of the trash through the cooperation of the Sanitation Division of the Public Works Dept.

All operations and facilities provided by the Lessee must conform to all State and Local Health Codes. **Please attach a sample menu and list of your experience in food service.**

All operations and facilities provided by the Lessee must also conform to State Fire Safety Codes. Information on those regulations can be obtained from the Fire Marshal's Office, Stratford Fire Department.

Operation of the Concessions during hours of public use of the Town's recreational facilities is the essence of these leases, and any unexcused failure by the Lessee to operate the concessions during such hours can constitute a breach of the leases to be awarded. See detail under each concession area for exact operating hours required. **The Stratford Little League is seeking sponsorships for the Field in the form of signage and scoreboards. The Concessionaire shall use the product of any sponsors secured by the Little League.**

The Lessee must agree to operate the concessions in such manner as will enhance the good will of the Town of Stratford, and must treat all customers as taxpayers-owners, whether or not they be so in fact. Any violation of this clause shall constitute a breach of the lease involved, and shall entitle the Lessor (Town) to proceed against the Lessee according to the General Statutes relating to summary process.

The facilities involved may not be sublet during the contract duration. The Lessee shall make no alterations to the facilities without the formal consent of the Town. The Lessee shall commit no waste, fair wear and tear excepted, however.

No signs, advertisements, or notices, other than a listing of refreshments offered for sale, shall be affixed to or placed upon the premises owned by the Town, except as approved by the Town.

**Utilities are the responsibility of the Lessee at the Short Beach Concession, based on separate meters in the name of the Lessee. At the Short Beach Little League Field Concession, the Little League and the Concessionaire shall agree upon a pro rata allocation if a separate meter does not exist.**

The Lessee shall furnish any interior plumbing and wiring required for the operation, which plumbing and wiring shall be fixture and part of the realty and may not be removed by the Lessee after the expiration of the contract. The Lessee shall also provide all other equipment necessary to operate the concession, which equipment shall remain the property of the Lessee, except that any equipment installed which would be considered to be permanently or partially attached to the building shall remain with the building after the lease expires. **This provision applies to both concession buildings.**

The Town of Stratford **and the Stratford Little League Inc.** shall not be responsible for loss of or damages to property, or injury to persons occurring in or about premises by reason of any existing or future conditions, defects, etc., in said premises or the property of which the premises are a part, or for the acts, commissions or negligence of other persons on or about same property. The Lessee must provide adequate insurance coverage to protect the Town **and Stratford Little League Inc.**, as covered elsewhere in this bid. Such coverage is a firm condition of this bid, and proof of said coverage must be received by the Town before the contracts can be formalized.

The Lessee shall, at the time of the lease signing, provide the Town of Stratford and **Stratford Little League Inc.**, a deposit equivalent to one twelfth (1/12) of the annual lease amount. This deposit shall be returned to the Lessee at the end of the lease period, unless the Lessee fails to perform any of the lease requirements listed below. If the Lessee does not perform the requirements below, the deposit shall become the property of the Town of Stratford **and the Stratford Little League Inc.**:

1. The Lessee does not make lease payments within thirty calendar days of the due date of the lease payment.
2. The Lessee causes damage to the Town's rental property and fails to restore it to its condition prior to the damage.

**Payment of the contract price of Short Beach Pavilion shall be made to the Town of Stratford in two installments each year. The first payment will be due May 1 of each year and the final payment due July 15 of each year and any subsequent rentals payable in accordance with the Lease terms, usually on the anniversary date.**

**The Short Beach Little League Field Concession Lease shall be a percentage of gross sales. The Stratford Little League Inc. will negotiate payment terms mutually agreed upon for the percentage of gross sales.**

#### **Method of Award:**

It is the intent of this Request for Proposal that the award will be made to the bidder or bidders submitting the best offer on each location, based on the specifications and conditions as set forth herein, judged to be in the best interests of the Town of Stratford **and Stratford Little League. The Short Beach Pavilion shall be a flat fee for the year. The Short Beach Little League Field Concession shall be a percentage of gross sales.**

**It is understood that said offer or offers are subject to the official approval of the Mayor. If approved by the Mayor, the formal Contract will be handled by the Town Attorney's Office.**

The effective date of the Contract will be for one year from the date of the signing of the lease, with any subsequent years to take effect on the anniversary date of same.

## **SPECIFIC INFORMATION RE: INDIVIDUAL SITES:**

### **1. SHORT BEACH PAVILION:**

This concession lease involves facilities at the Short Beach Pavilion only, and has nothing to do with any of the facilities at the golf course. The refreshment stand at the pavilion shall remain open for business between the hours of 10:00 a.m. to 6:00 p.m., each day from Memorial Day through Labor Day. At his option, the Lessee may keep the stand open from 9:00 a.m. through 9:00 p.m. to accommodate early swimmers and night softball games. Also at his option, the Lessee may open the stand the first week in May, and keep it open into the month of October.

With regard to the Short Beach Pavilion, any equipment OWNED BY THE TOWN presently at the facility may be used by the concessionaire without any obligation. However, the Town will provide no warranty as to condition, and if the equipment has to be repaired or replaced, it will be at the concessionaire's expense. A list of the equipment owned by the Town follows:

- 1-FIRE SUPPRESSION SYSTEM
- 1-3 BAY STAINLESS STEEL SINK
- 1-WATER HEATER
- 1-50 gal. WATER TANK
- 1-20 gal. WATER TANK
- 1-HAND WASH SINK
- 1-PREP SINK
- 1-GREASE TRAP
- 1-SOAP DISPENSER
- 1-TOWEL DISPENSER
- 1-MOP SINK
- 1-2 FT. STORAGE RACK

The persons submitting bids should inspect the facilities prior to bidding, and make their own determination of the condition and usability of any equipment in the building, and their bids should reflect any investment they need to make in the property.

**The Town of Stratford will be responsible for adequate fire insurance on the concession area at Short Beach. The Stratford Little League will be responsible for adequate fire insurance on the concession at the Little League Field concession.**

The buildings at Short Beach has electric and water service, but the Lessee is responsible for payment for the utilities to the utility companies, based on separate meters for such service, in the name of the Lessee.

The Town **and Stratford Little League** shall furnish complete cleaning and custodial service at the beginning of the day for the entire pavilion, including the toilets and shower areas, **and the Little League Concession area**. The Lessee will provide the necessary cleaning supplies for the toilet and shower areas. The Lessee shall be responsible for maintaining the cleanliness of the entire Pavilion **and Little League**

**Concession** throughout the day, including restocking supplies in the toilet and shower areas.

The Lessee for the Short Beach concession **and Little League concession** shall also be responsible for care and maintenance of the interior of each building. The Town of Stratford will be responsible only for the maintenance of the exterior of the building.

(Where Town-owned facilities are involved, the Lessee is to advise the **Superintendent of Recreation** of the Town of Stratford of any incident of major vandalism to the exterior of those facilities as soon as possible). **At the Little League Concession a Little League Representative shall be advised of any incident of major vandalism to the exterior of those facilities as soon as possible.**

To inspect the facilities at Short Beach, interested parties should contact Recreation Supt. Patricia Patusky, at 385-4052 between the hours of 8:00 a.m. and 4:30 p.m.

## **2. SHORT BEACH LITTLE LEAGUE CONCESSION:**

**A new concession building is being built by the Stratford Little League Inc and the Town of Stratford at the Short Beach Little League Field. We anticipate construction to begin in the spring of 2009 and be completed by July, 2009.**

**The Stratford Little League is seeking sponsorships for the Field in the form of signage and scoreboards. The Concessionaire shall use the product of any sponsors secured by the Little League.**

**The hours of operation at this site will be based on the game schedule provided by the Town and Stratford Little League Inc. Games are scheduled beginning April 15 through mid October during which time the concession is to be open. The minimum hours shall be ½ hour prior to the start of a scheduled game until 9:00 pm. The games are usually scheduled for Monday through Friday from 6-11 pm and Saturday and Sunday from 9:00 am to 10:00 pm.**

**With regard to the Short Beach Little League Concession, any equipment OWNED BY THE STRATFORD LITTLE LEAGUE at the facility may be used by the concessionaire without any obligation. However, the Town and Stratford Little League will provide no warranty as to condition, and if the equipment has to be repaired or replaced, it will be at the concessionaire's expense. A list of the equipment owned by the Town and Stratford Little League follows:**

- 1-FIRE SUPPRESSION SYSTEM (IF DEEMED NECESSARY)
- 1-3 BAY STAINLESS STEEL SINK
- 1-WATER HEATER
- 1-50 gal. WATER TANK
- 1-20 gal. WATER TANK
- 1-HAND WASH SINK
- 1-PREP SINK
- 1-GREASE TRAP
- 1-MOP SINK

**F. RESERVATIONS:**

The Town of Stratford may consider informal any proposal not prepared and submitted in full accordance with the provisions herein stated.

The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive informalities in said proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

For additional information, please contact Pat Patusky, Superintendent of Recreation at 203-385-4052

TOWN OF STRATFORD  
PROPOSAL FORM

**RE: LEASING OF SHORT BEACH PAVILION AND SHORT BEACH LITTLE  
LEAGUE FIELD CONCESSION**

We, the undersigned, hereby submit the following proposal for your consideration, in full accordance with your above-noted Request for Quotation, and the instructions, conditions, specifications and reservations noted therein.

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**Proposal**

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SHORT BEACH PAVILION: ALL PAYMENTS DUE IN 2 INSTALLMENTS – THE FIRST PAYMENT DUE MAY 1 AND FINAL PAYMENT DUE JULY 15.

FOR ONE-YEAR LEASE: I, WE shall pay the Town the sum of \$ \_\_\_\_\_  
Per year for year ONE of lease.

FOR TWO-YEAR LEASE: I, WE shall pay the Town the sum of \$ \_\_\_\_\_  
Per year for year TWO of lease.

FOR THREE-YEAR LEASE: I, WE shall pay the Town the sum of \$ \_\_\_\_\_  
Per year for year THREE of lease.

**SHORT BEACH LITTLE LEAGUE FIELD CONCESSION SHALL BE A  
PERCENTAGE OF GROSS SALES AND THE PAYMENT SCHEDULE SHALL BE  
MUTUALLY AGREED UPON BY THE LESSEE AND THE STRATFORD LITTLE  
LEAGUE.**

**FOR ONE-YEAR LEASE: I, WE shall pay the Stratford Little League \_\_\_\_\_%  
OF GROSS SALES Per year for a ONE year lease.**

**FOR TWO-YEAR LEASE: I, WE shall pay the Stratford Little League \_\_\_\_\_%  
OF GROSS SALES Per year for a TWO year lease.**

**FOR THREE-YEAR LEASE: I, WE shall pay the Stratford Little League \_\_\_\_\_%  
OF GROSS SALES Per year for a THREE year  
lease.**

**TOWN OF STRATFORD  
BIDDER INFORMATION**

RFP # 2009-022 DESCRIPTION: Lease for Town Owned Concessions at  
Short Beach and Short Beach little League Field

Bidder's Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Phone : \_\_\_\_\_ Date : \_\_\_\_\_

Authorized Signature : \_\_\_\_\_

Printed Name : \_\_\_\_\_

Title : \_\_\_\_\_

References (at least three with contact name and phone number):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RETURN THIS FORM WITH THE YOUR PROPOSAL.

**FOOD SERVICE ESTABLISHMENT PLAN REVIEW  
INSTRUCTIONS AND SIGN OFF SHEET**

**Fee: \$85.00**

*(must accompany this application)*

*Allow a minimum of 10 Business days for review of all submittals to the Health Department*

The plan review process consists of two parts.

**PART 1** consists of the approval of the facility layout and equipment. You must contact the following Departments; Planning & Zoning (385-4017), Building (385-4010), Water Pollution (385-4065), and the Fire Marshal (385-4070) to find out their requirements for your establishment prior to finalizing your submission to the Health Department.

Your **PART 1** submission should include: (Pages 1-3)

1. The completed Part 1 plan review application.
2. One (1) copy of the entire facility layout drawn to scale (1/4"=1 foot). While architectural drawings are not usually required, the plans must be a professional rendering. Food service equipment companies can provide this service.
  - The floor plan must contain the equipment schedule, which includes the manufacturer and the model number of each piece of equipment on the floor plan (must be NSF or equivalent).
  - The plan should also contain a finish schedule for floors, walls and ceilings.
3. A complete set of equipment specifications, numbered on the specification sheets to correspond with numbers on the plan. The equipment model numbers must be identified on the specification sheets.
4. A detailed menu.

*Do not purchase equipment prior to Health Department approval. Construction and/or remodeling should not take place until your plan and equipment is approved by this Department. The appropriate permits/approvals must be obtained from other Town departments.*

Proposed changes in the menu, design layout or equipment must be approved by the Health Department *prior* to making the changes.

**Incomplete applications will be returned to the applicant.**

The Health Department will sign off on the Building Permit application when **PART 1** is approved.

Construction inspections for **Part 1** will be conducted by the Health Department at the following intervals:

- Inspection 1: Upon completion of floors, walls and ceilings, and prior to equipment Installation
- Inspection 2: Upon completion of equipment installation.
- Inspection 3: Upon completion of the establishment, prior to applying for your food service license.

Appointments for inspections must be scheduled at least 3 business days in advance. The applicant can request additional site visits at any time during the construction process.

***Complete the following:***

Type of application: New Establishment \_\_\_\_\_ Remodel \_\_\_\_\_ Change of Owner \_\_\_\_\_

Owner \_\_\_\_\_

Owner's Home Address \_\_\_\_\_

Owner's Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Manager's Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Anticipated Opening Date \_\_\_\_\_

Establishment Name \_\_\_\_\_

Establishment Address \_\_\_\_\_

Establishment Phone: \_\_\_\_\_ Establishment Fax: \_\_\_\_\_

Sanitarian in charge of plan review \_\_\_\_\_

Class: \_\_\_\_\_ Date Paid \_\_\_\_\_

Date Plan Approved \_\_\_\_\_ Sanitarian Signature \_\_\_\_\_

## Part II

### CLASS 3 AND 4 FOOD SERVICE ESTABLISHMENTS PLAN REVIEW APPLICATION

**Designated Alternate (DA)**- the person in charge of food safety whenever the Qualified Food Operator is not present.

**National Sanitation Foundation (NSF)**- equipment identified as having met specified requirements for design, construction, and performance, necessary for clean-ability, food protection and freedom from harborages.

**Potentially Hazardous Foods (PHF)**- All food or drink which consist whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, or other ingredients capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms that can lead to illness. Also included in this list are cut melon, sprouts, and garlic in oil or butter.

**Qualified Food Operator (QFO)**- a person who has completed and passed a state approved course on safe food handling and is employed at said establishment in a supervisory capacity at least 30 hours per week and is responsible for the education of all kitchen staff on safe food handling practices. The QFO is responsible for operating the food establishment in compliance with all the provisions of the Connecticut Public Health Code 19-13-B42. All establishments providing heat-treated foods must employ a QFO.

**Ready-to-Eat (RTE)**- Food that is in a form that is edible without washing, cooking, or additional preparation by the food establishment or the consumer and that is reasonably expected to be consumed in that form.

**Thermocouple**- The fastest reading of all thermometers (mechanical & digital) that can display the final temperature in seconds. Thermocouples have very thin tip sensitive probes that can accurately measure the temperature of very thin foods

***YOU WILL BE RESPONSIBLE FOR ALL INFORMATION CONTAINED IN THIS APPLICATION***

*Failure to complete this form fully or accurately will delay approval by this Department*

This establishment is (circle):    **New**        **Remodel**        **Conversion**        **New Owner**

Type of Establishment (circle):

**Sit down meals**        **Take-out**        **Caterer**        **Vendor**        **Grocery**        **Other**

Total square feet of facility: \_\_\_\_\_ Number of seats: \_\_\_\_\_

Square Footage for: Food Preparation Area \_\_\_\_\_ Kitchen \_\_\_\_\_ Storage \_\_\_\_\_

Number of staff: \_\_\_\_\_

Meals to be served:

Breakfast \_\_\_\_\_  
Lunch \_\_\_\_\_  
Dinner \_\_\_\_\_

Hours of operation:

Sunday \_\_\_\_\_  
Monday \_\_\_\_\_  
Tuesday \_\_\_\_\_  
Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_  
Friday \_\_\_\_\_  
Saturday \_\_\_\_\_

***THE FOLLOWING ITEMS ARE REQUIRED BY THE HEALTH DEPARTMENT PRIOR TO LICENSING***

1. The maximum seating capacity at your establishment per the Fire Marshall.  
\_\_\_\_\_ Seats
2. The projected daily meal volume for your food service operation including how often deliveries will be received at your establishment each week.  
\_\_\_\_\_ # Meals per week        \_\_\_\_\_ # Deliveries per week
3. The Dumpster must be located on a four-inch thick concrete pad and enclosed with a chain link fence with privacy slats. If the fence or lids are left open, locks will be required.
4. A Qualified Food Operator (QFO) who is in a supervisory capacity and works not less than 30 hours per week. For establishments with extended hours a QFO per shift may be indicated. Provide the Health Department a copy of the employee's QFO card, driver's license, and the days and hours they work.

5. The QFO must write the training program that is provided to all food service workers. This food safety manual must be available to employees at all times, and the QFO must provide food safety education to the employee on a continuous basis. The manual shall include but is not limited to:
  - Write detailed steps on how to **calibrate your thermocouple**. Include how often the thermocouple should be calibrated.
  - Write what are the **hot and cold holding temperatures** requirements of potentially hazardous foods (PHF).
  - 
  - Write the **final internal cook time/temperatures** of any of the following items that are included in your menu:
    - i. Whole roasts, corned beef and pork roasts
    - ii. Shell eggs, fish, meat and pork
    - iii. Ground meat and ground fish products
    - iv. Game meat, poultry, ground poultry, and stuffed poultry
    - v. Stuffed fish, stuffed meat, stuffed pasta, and stuffing with PHF ingredients
  - Write the procedure your establishment will use to cool PHF's. A form will be provided to you by the Health Department.
  - Write what the **reheating time/temperature** requirements are of PHF's.
  - Write what the proper **thawing** temperature requirements are of PHF's.
  - Describe the proper procedure to **wash hands**. Include what sink to wash hands in, how to wash hands, and when hands should be washed.
  - Indicate your establishment's policy on how to **minimize hand contact with ready to eat foods**.
  - Indicate how your staff will **minimize hand contact with non-ready to eat foods**.
  - Describe the proper way to set up the three bay sinks. Include **when the three bay sink should be set-up and when the three bay sink should be changed**. Indicate the type of sanitizer used at your facility. Include the use of test strips and what concentration the test strip should read.
  - Describe how and when to test the sanitizer at a **mechanical dishwasher**.
  - Describe when the **sanitizing buckets** should be set up and when they should be changed. Indicate where buckets will be set up at your establishment and what the concentration of the sanitizer should be.
  - Discuss the proper storage of chemicals, including labeling of chemicals, and **specific storage locations at your establishment**.
6. Provide the name of the Designated Alternate/s who have been educated by the QFO in food safety issues and are responsible at any time the QFO is not present at your establishment. *A form will be provided to you by the Health Department.*
7. A copy of Training Records for all employees must be provided to the Health Department. *A form will be provided to you by the Health Department.*
8. A copy of your sick policy. *A form will be provided to you by the Health Department.*

9. A thermocouple.
10. Verification from the tax collector's office that personal property taxes are current at the address of the subject establishment. Date verified: \_\_\_/\_\_\_/\_\_\_

**FOOD SOURCE:**

1. Check categories of Potentially Hazardous Foods (PHF) handled, prepared, and served.

	Yes	No
Thin meats, poultry, fish, eggs	( )	( )
Thick meats, whole poultry	( )	( )
Cold processed foods (ie. salads, sandwiches, vegetable)	( )	( )
Hot processed foods (soups, stews, chowders, casseroles)	( )	( )
Baked goods	( )	( )
Other (list) _____		
_____		
_____		

2. Is all equipment in your establishment National Sanitation Foundation (NSF) or equivalent?

**Yes**                      **No**

**NOTE: Home-style equipment is not approved in food service establishments. All equipment must meet National Sanitation Foundation standards.**

3. Number of refrigeration units \_\_\_\_\_

**All refrigeration units must have ambient thermometers that are *permanently* affixed in the front portion of the refrigeration and are easily visible.**

4. All refrigeration units have ambient thermometers that are *permanently* affixed in the front portion of your unit/s and are easily visible?

**Yes**                      **No**

5. Number of freezer units \_\_\_\_\_

6. Will **raw** meats, poultry, and seafood be stored in the same refrigerators with cooked/ready to eat foods?    Yes    No

If yes, how will cross contamination be prevented?

\_\_\_\_\_

7. Do you have an ice machine?            **Yes**                      **No**

Is the machine (circle one)?            **air-cooled**                      **water-cooled**



19. How will the final internal cook temperature of the above foods be verified?

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**COOLING:**

20. List all the methods your establishment will use to cool PHF's, including the time and temperature requirements (*cooling should be in accordance to your training manual*).

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21. How will these cooling temperatures be monitored?

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22. Does your facility have ice paddles to cool food?      **Yes**                      **No**

**REHEATING:**

23. What temperature must PHF's be reheated to?

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24. List the equipment your establishment will use to reheat PHF's.

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25. How will the temperature of the reheated foods be verified?

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**PREPARATION:**

26. List the foods prepared more than 12 hours in advance of service.

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27. Will all employees preparing, handling, and serving food be trained by the QFO on food sanitation practices as taught in the certified food service sanitation course?      **Yes**                      **No**

28. What will the QFO do if an employee who prepares, handles, or serves food does not follow food safety practices as outlined in the certified food services sanitation course

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29. How will food workers minimize hand contact with ready to eat foods?

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30. Are rodent proof door sweeps on all outside doors?                      **Yes**      **No**

31. Are screen doors provided on all outside doors?                      **Yes**      **No**

**GARBAGE AND REFUSE:**

- 32. *Locks will be required on the lids and on the fence door at all times if the dumpster lids are kept open, or the gate to the fence is kept open, or we receive complaints concerning your dumpster area.*
- 33. Are all dumpsters (including grease dumpster) located on a four-inch concrete pad and enclosed with chain link fencing with privacy slats? **Yes** **No**
- 34. Who will be your dumpster company? \_\_\_\_\_
- 35. On what day/s during the week will you have pick-up?
- 36. **Su M Tu W Th F Sa**
- 37. How many dumpsters will you have? \_\_\_\_\_
- 38. What size are the dumpster/s? \_\_\_\_\_
- 39. Will you have a grease dumpster? \_\_\_\_\_
- 40. Who is your grease dumpster hauler? \_\_\_\_\_

**PLUMBING:**

- 41. *You must contact the Building Department at 385-4010 for grease trap sizing requirements*
- 42. Choose the method used for each: air gap, air break, integral trap, P-trap, vacuum breaker, or condensate pump.
  - a). Dipper wells \_\_\_\_\_
  - b.) Any spigot that can accommodate a garden hose connection \_\_\_\_\_
  - c.) Prep sink \_\_\_\_\_
- 43. Are floor drains provided? **Yes** **No** If yes, indicate location. \_\_\_\_\_

**GENERAL:**

- 44. Where at your establishment will employees' store their personal belongings such as jackets, shoes, and purses?  
\_\_\_\_\_
- 45. Where will insecticide and rodenticides be stored at your facility?  
\_\_\_\_\_
- 46. Who is your pest management company? \_\_\_\_\_



**HAND WASHING/TOILET FACILITIES:**

63. Are soap dispensers and paper towel holders permanently mounted at all hand sinks?

**Yes                      No**

64. Is hot water at a minimum 110 degrees F., and cold water provided at each hand sink?

**Yes                      No**

*The hot or cold water valve under any sinks cannot be turned off during business hours.*

65. Is there a separate waste basket at each hand sink?

**Yes                      No**

66. Does the waste basket in the women's or coed bathroom have a cover on it?

**Yes                      No**

67. Do all toilet rooms have self-closing doors?

**Yes                      No**

68. Do all toilet rooms have (circle the one that applies)?

mechanical                      and/or a window for ventilation

69. **NOTE: Wood shelving, milk crates, soda trays, or wood pallets are not allowed as storage shelving. Additional storage shelving or dunnage racks may be required by the Health Department once your establishment is operational.**

**OUTSIDE DINING:**

70. Will there be outside dining?

**Yes                      No**

71. *Outside dining requires prior approval from the Health Department and Planning and Zoning*

72. Will there be outside food preparation or food storage?

**Yes                      No**

*If yes, indicate area on submitted site plan*

73. Will there be outside storage of food or drink related items such as plates, utensils, and condiments?

**Yes                      No**

*If yes, indicate area on submitted site plan*

**CONSUMER ADVISORY FOR UNDERCOOKED FOODS:**

74. Will your establishment be serving any food item that is raw, undercooked, or made to order raw or undercooked such as eggs, fish, molluscan shellfish, or beef ?

**Yes                      No**

75. If the answer to question #68 is yes, describe the food items that will be raw, undercooked, or made to order raw or undercooked.

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76. **NOTE: Pork and poultry may not be served raw, undercooked, or made to order raw or undercooked.**

77. If the answer to question #68 is yes, you must have a written consumer advisory displayed for the customer which states ***“Thoroughly cooking meats, poultry, seafood, shellfish, or eggs reduces the risk of foodborne illness.”***

78. *Provided a copy to the Health Department?*                      **Yes**                      **No**

79. Indicate how the consumer advisory will be displayed at your establishment.

*Circle all that apply*

Poster    Brochure    Menu advisory    Label statements    Table tent    Placards    Other

**NOTE: Food service establishments may not serve potentially hazardous food raw, undercooked, or made to order raw or undercooked to highly susceptible populations such as immuno-compromised individuals, the elderly in hospitals and nursing homes, and the very young.**

*The owner of the establishment must read and sign the following statement:*

Approval of these plans and specifications by this Health Department does not indicate compliance with any other code, law or regulation that may be required. It further does not constitute endorsement or acceptance of the completed establishment. A pre-opening inspection of the establishment with equipment will be necessary to determine if it complies with local and state laws governing food service establishments. Any changes made to the food establishment that are not listed on this plan review will void this document and may jeopardize your license to operate a food establishment.

I hereby certify that the information in this plan review is correct, and I fully understand that any deviation from the above without prior permission from this Health Department may nullify this approval.

***Approval of this application expires after one year.***

\_\_\_\_\_  
Owner' Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Approval of Inspector

\_\_\_\_\_  
Date