



Florida Department of Environmental Protection
CONCESSIONAIRE QUARTERLY EVALUATION

Required Signatures: **Adobe Signature**

Park: Ichetucknee Springs

Concessionaire: Cape Leisure Ichetucknee, LLC

Fiscal Year: 16 / 17 Quarter: ☐ JAS ☒ OND ☐ JFM ☐ AMJ

1. GROSS SALES:

Point of Sale	Month	Previous Yr. Sales	Current Yr. Sales	% +/-	Prev. Yr. Expenses	Current Yr. Expenses
A. Food and Retail	October		\$ 7,376.44	0%		\$ 737.64
	November		\$ 804.10	0%		\$ 80.41
	December		\$ 560.73	0%		\$ 56.08
	Subtotal	\$ 0.00	\$ 8,741.27	0%	\$ 0.00	\$ 874.13
B. Tram and shuttle	October		\$ 536.00	0%		\$ 53.60
	November		\$ 0.00	0%		\$ 0.00
	December		\$ 0.00	0%		\$ 0.00
	Subtotal	\$ 0.00	\$ 536.00	0%	\$ 0.00	\$ 53.60
C. Watercraft rental	October		\$ 10,493.58	0%		\$ 1,049.36
	November		\$ 9,299.64	0%		\$ 929.96
	December		\$ 9,469.69	0%		\$ 946.97
	Subtotal	\$ 0.00	\$ 29,262.91	0%	\$ 0.00	\$ 2,926.29
D.	October			0%		
	November			0%		
	December			0%		
	Subtotal	\$ 0.00	\$ 0.00	0%	\$ 0.00	\$ 0.00
E.	October			0%		
	November			0%		
	December			0%		
	Subtotal	\$ 0.00	\$ 0.00	0%	\$ 0.00	\$ 0.00
TOTAL GROSS SALES		\$ 0.00	\$ 38,540.18	0%	\$ 0.00	\$ 3,854.02



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Comments required for change in gross sales:

PLEASE ATTACH QUARTERLY SALES TAX RETURN & INCOME STATEMENT FOR THE QUARTER.



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2. ACCOUNTING

	Yes	No	N/A
A Books of original entry are maintained daily and kept on file for audit purposes (3 years minimum).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B Source documents, including cash register tapes, are maintained on file for audit purposes (3 years minimum).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C Inventories are conducted on a schedule acceptable to Park Manager's standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D All invoices and checks are kept on file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E Purchases for supplies or services by the Concessionaire are made by check or through an imprest fund replenished by check.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F Refunds are substantiated with a customer signed document using rubber stamp and ledger.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G Adequate point of sale controls are used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H Sales personnel with access over cash are adequately supervised.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I Responsibilities for receiving, depositing and recording cash receipts are assigned to different persons.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J Personnel with access over cash do not clear cash register.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K All sales are rung up on cash register.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L Cash register has visual display facing customer and showing total sales transaction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M Cash register has dual tape system.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
N Each customer is offered a sales receipt and all points of sale have a clearly visible sign asking customers to request a receipt.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O Cash register drawers are closed after each transaction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P Pre-numbered receipts are used when specified by the agreement or when cash register is impractical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Comments required for all NO responses:

M: POS has single tape for receipts and are equipped with electronic journals.

3. REPORTING/DOCUMENTATION

A.

	Yes	No	Expire	Amount
1 General Liability Insurance (Department and Trustees named as additional insured)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/06/2017	\$ 1,000,000.00
2 Automobile Insurance (Department and Trustees named as additional insured)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/29/2017	\$ 1,000,000.00
3 Workers' Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/06/2017	\$ 1,000,000.00
4 Other as needed	<input type="checkbox"/>	<input type="checkbox"/>		
5 Sexual Offender Check completed with copies of completed files for all personnel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

B. List the type of security, expiration date and amount.

Covington Specialty Insurance Company, Excess Umbrella Liability, Expires 08/06/2017, \$5000,000.00



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C.

	Yes	No	Expire	Amount
PCI Compliance Self-Assessment is complete, current and on file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/30/2017	N/A

D.

Permits and licenses are current	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/30/2017	N/A
Permit/License: Sales tax certificate	N/A	N/A	12/31/2017	N/A
Permit/License: DOH food license	N/A	N/A	07/01/2017	N/A
Permit/License:	N/A	N/A		N/A

E.

Payments are submitted accurately and on time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
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F.

Reports are submitted accurately and on time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
1. Limited Engagement Documents are submitted by required deadline.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Profit & Loss Statements are submitted by required deadline.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Monthly Gross Sales Reports are submitted by required deadline.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Comments required for all NO responses:

PLEASE INCLUDE COPIES OF INSURANCE POLICIES IF UPDATED FROM LAST QUARTER

4. HEALTH/SAFETY

	Yes	No	N/A
A Employees follow basic personal hygiene practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B Food storage areas and refrigeration units are maintained in clean condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C Food contact surfaces are properly maintained and cleaned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D All other surfaces are cleaned daily (food surface areas, floors, walls, etc.).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E Cleaning/chemical supplies stored separately from food.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F Cleaning/chemical supplies are in compliance with Environmental Protection Plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G Leftovers are disposed of properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H Food is stored properly and in appropriate containers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I Corrected all deficiencies noted in most recent health inspection.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments required for all NO responses:



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5. ADA/SAFETY

	Yes	No	N/A
A Concessionaire is located on safe and accessible route.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B Accessibility and inclusion policy available to everyone. Employees are knowledgeable on accommodating disabled visitors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C First aid kit is available and maintained. Suggested, but not required for boating operations to have AED. AED available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D Operations are equipped with EECs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E Facility is free of public safety hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F Provide the name of their A & I Liaison.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G Accessibility and inclusion policy is made available. Location of Posting: Concession restrooms and near entrance points.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H Provided accessibility information in written publications such as website and brochures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I Concessionaire has provided a Safety Plan to the Park Manager.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments required for all NO responses:



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6. OPERATIONS

	Yes	No	N/A
A Concessionaire provides the services outlined in the terms of the Agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B Concessionaire maintains and posts operating days/hours as outlined in terms of the Agreement. (Any variances approved in writing.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C Inventories comply with agreed upon merchandise standards and are sufficiently stocked to meet demand.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D Rate/Fee/Menu boards are properly maintained and prices are current.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E Prices are fair and comparable with others in area, confirmed by Park Manager.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F Merchandise is price marked.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G All signage is appropriate, maintained and approved by Park Manager.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H Sales area is neat, organized and clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I Interpretive tour scripts are approved by Park Manager.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J Website is well maintained, promotes a satisfactory image for the Park and provides information on fees and services accurately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K Concessionaire utilizes disposable serving supplies produced from recyclable or biodegradable materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L Concessionaire offers alternative menu items such as vegetarian and gluten-free.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M Corrects all deficiencies noted by Agreement Manager.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N Concessionaire is open to suggestions for improving service to visitors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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7. STAFF

	Yes	No	N/A
A Employees are identified by either uniform or name badge, and personal appearance standards and uniforms are in compliance with the terms of the Agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B Employees are knowledgeable about the Park.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C Employees are courteous, helpful, and ensure an understanding and use of the principles of hospitality.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D Sufficient number of employees to service visitors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E Number of employees. 6	N/A	N/A	N/A

Comments required for all NO responses:

8. SPACE & EQUIPMENT

	Yes	No	N/A
A Equipment maintenance is in compliance with terms of Agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B Building maintenance is in compliance with terms of Agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C Grounds maintenance is in compliance with terms of Agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments required for all NO responses:



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9. CAPITAL IMPROVEMENTS

	Yes	No	N/A
A Schedule of Capital Improvements is maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B Capital Improvements are performed in accordance with the terms of the Agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C Any deviations from negotiated Capital Improvements are well documented and approved by the Department. Please attach documentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D Capital Improvements are satisfactorily completed by scheduled deadline.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments required for all NO responses:

10. CURRENT CONTACT INFO

Phone: (321) 799-4020

Fax: (321) 799-0250

Email Address: dland@capeleisurecorp.com

Mailing Address:

8680 North Atlantic Ave., Cape Canaveral, FL 32920



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11. GENERAL COMMENTS

What plans are going well, and what could be improved?

Concession is well managed. Future plans include adding food service at the north entrance of the park.

Concessionaire Signature

Date

1/24/17

Agreement Manager Signature

Date

01/24/2017

Robert Soderholm

Digitally signed by Robert
Soderholm
Date: 2017.01.24 09:13:54 -05'00'

Distribution:

Email to Operational Services

Email to District

Email to Concessionaire

DRP-128 (Effective 11-30-2015)