



Florida Department of Environmental Protection
CONCESSIONAIRE QUARTERLY EVALUATION

Park: Ichetucknee Springs State Park

Concessionaire: Cape Leisure

Fiscal Year: 2024/2025

Quarter: JFM

1. GROSS SALES:

	Point of Sale	Month	Previous Yr. Sales	Current Yr. Sales	% +/-	Previous Yr. Expenses	Current Yr. Expenses
A.	Multiple Locations	January	57,408.45	43,272.25	-2.46%	8666.27	6545.84
		February	102,370.95	79,313.77	-2.25%	15,410.64	11,952.07
		March	218,633.94	246,221.32	1.13%	32,850.09	36,988.20
		Subtotal	378413.34	368807.34	-2.54%	56927	55486.11
B.					#DIV/0!		
					#DIV/0!		
					#DIV/0!		
					#DIV/0!		
C.		Subtotal	0	0	#DIV/0!	0	0
					#DIV/0!		
					#DIV/0!		
					#DIV/0!		
D.		Subtotal	0	0	#DIV/0!	0	0
					#DIV/0!		
					#DIV/0!		
					#DIV/0!		
E.		Subtotal	0	0	#DIV/0!	0	0
					#DIV/0!		
					#DIV/0!		
					#DIV/0!		

2. ACCOUNTING

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

P.	Pre-numbered receipts are used when specified by the agreement or when cash register is impractical.	X		
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Comments required for all NO responses:

Most all cash register have display/Some do not.

3. REPORTING/DOCUMENTATION

A. Insurance/Security

	General Liability Insurance (Department and Trustees named as additional insured)	Yes	No	Expire	Amount
1	insured)	X		8/6/2024	1 million
2	Automobile Insurance (Department and Trustees named as additional insured)	X		8/6/2024	1 million
3	Workers' Compensation	X		8/6/2024	1million
4	Watercraft Liability	X		8/6/2024	1million

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

Umbrella Liability-5000000.00-Expires 8/6/2024

PLEASE INCLUDE COPIES OF INSURANCE POLICIES IF UPDATED FROM LAST QUARTER

C. Permits and Licenses

	Yes	No	Expire
Permits and Licenses are current	X		
Permit/License Non-seated food license	X		

Permit/License	N/A		
Permit/License	N/A	N/A	

D. Commission Payments

	Yes	No	N/A
Payments are submitted accurately and on time.	X		

E. Other Required Reports and Documentation

	Yes	No	N/A	Expire	Amount
1 Annual Limited Engagement Documents are submitted accurately and by required deadline.	X			N/A	N/A
2 Annual Profit & Loss Statements are submitted accurately and by required deadline.	X			N/A	N/A
3 Monthly Gross Sales Reports are submitted accurately and by required deadline.	X			N/A	N/A
4 E-Verify Employment Eligibility Verification completed with copies of completed files for all personnel.	X			N/A	N/A
5 Sexual Offender Check completed with copies of completed files for all personnel.	X			N/A	N/A
6 Annual PCI Compliance Self-Assessment is complete, current, and on file.	X			9/1/2023	N/A
7 Safety Plan provided to Park Manager and is revised and approved annually.	X			12/27/2023	N/A

PLEASE INCLUDE COPIES OF INSURANCE POLICIES IF UPDATED FROM LAST QUARTER

Comments required for all NO responses:

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4. HEALTH/SAFETY

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

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.	X		
B. First aid kit is available and maintained	X		
C. Suggested, but not required for boating operations to have AED. AED available?	X		

D.	Operations are equipped with EECs.	X		
E.	Facility is free of public safety hazards.	X		
F.	Provide the name of their A & I Liaison.	X		
G.	Accessibility and inclusion policy is made available to everyone. Employees are knowledgeable on accommodating persons with disabilities.	X		
	Location of Posting: Concession Building near restrooms	X	N/A	N/A
H.	Provided accessibility information in written publications such as website and brochures.	X		

Comments required for all NO responses:

6. OPERATIONS

		Yes	No	N/A
A.	Concessionaire provides the services outlined in the terms of the Agreement.	X		
B.	Concessionaire maintains and posts operating days/hours as outlined in terms of the Agreement. (Any variances approved in writing.)	X		
C.	Inventories comply with agreed upon merchandise standards and are sufficiently stocked to meet demand.	X		
D.	Rate/Fee/Menu boards are properly maintained and prices are current.	X		
E.	Prices are fair and comparable with others in area, confirmed by Park Manager.	X		
F.	Merchandise is price marked.	X		
G.	All signage is appropriate, maintained and approved by Park Manager.	X		
H.	Sales area is neat, organized and clean.	X		
I.	Interpretive tour scripts are approved by Park Manager.	X		
J.	Website is well maintained, promotes a satisfactory image for the Park and provides information on fees and services accurately.	X		

K.	Concessionaire utilizes disposable serving supplies produced from recyclable or biodegradable materials.	X		
L.	Concessionaire offers alternative menu items such as vegetarian and gluten-free.	X		
M.	Corrects all deficiencies noted by Agreement Manager.	X		
N.	Concessionaire is open to suggestions for improving service to visitors.	X		

Comments required for all NO responses:

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.	X		
B.	Employees are knowledgeable about the Park.	X		
C.	Employees are courteous, helpful, and ensure an understanding and use of the principles of hospitality.	X		
D.	Sufficient number of employees to service visitors.	X		
E.	Number of employees.	35	N/A	N/A

Comments required for all NO responses:

8. SPACE AND EQUIPMENT

	Yes	No	N/A
A. Equipment maintenance is in compliance with terms of Agreement.	X		
B. Building maintenance is in compliance with terms of Agreement.	X		
C. Grounds maintenance is in compliance with terms of Agreement.	X		

Comments required for all NO responses:

X

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

Comments required for all NO responses:

10. CURRENT CONTACT INFO

Phone: 321-799-4020

Fax: _____

Mailing Address:

8680 North Atlantic Ave

Email Address:

Cape Canaveral Fl 32920

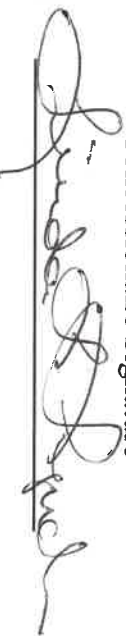
dleblanc@capeleisurecorp.com

11. GENERAL COMMENTS

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

Cooler/Freezer, New retail added, New tubes order, Maintenance of boats/tubes, Installing new water spigots at both docks to help with clean-up.

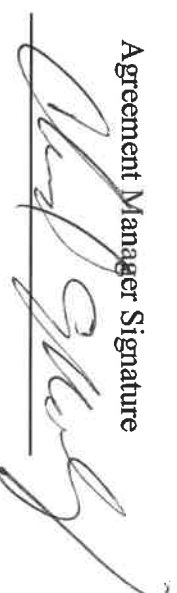
Concessionaire Signature



Date

3/28/2024

Agreement Manager Signature



Date

3/28/2024

Distribution:

[Email to Operational Services](#)

Email to District

Email to Concessionaire