

**POPLAR BLUFF PARKS AND RECREATION
WHITELEY PARK SPORTS COMPLEX
FOOD AND BEVERAGE SERVICE
REQUEST FOR PROPOSALS/CONTRACT**

JANUARY 2024

INTRODUCTION

Poplar Bluff Parks and Recreation is soliciting proposals from all persons or entities interested in entering a contract with Poplar Bluff Parks and Recreation for the purpose of providing food and beverage service as an independent contractor at the Whiteley Park Sports Complex. The term for the contract period will begin March 1, 2024, and end December 31, 2024, with an option for calendar year 2025, if both parties agree. Concessionaire agrees to pay rent to Poplar Bluff Parks and Recreation annually. Rent is due by November 1 of the contract year. Poplar Bluff Parks and Recreation will award this contract to the person or entity submitting the proposal that is most advantageous to Poplar Bluff Parks and Recreation.

SCOPE OF SERVICES REQUIRED

The Concessionaire is expected to provide high quality food and beverage services as an independent contractor for Poplar Bluff Parks and Recreation sponsored athletic events at the park facilities. The successful proposer must maintain all equipment and facilities used in their food and beverage operations in good and sanitary condition.

FACILITIES

The Concessionaire is expected to provide, at their expense, additional equipment that is deemed necessary or desirable to deliver high quality food and beverage products to the public. The Concessionaire may remove their equipment at the termination of the contract that has not become permanently affixed and will not damage or alter Poplar Bluff Parks and Recreation's concession stand. The Concessionaire shall be responsible for the upkeep, maintenance, and repair of all equipment. The Concessionaire may not use the concession stand for any other purposes and may not have the authority to sublease concessions, or any part thereof, at any time. The areas may not be utilized for storage of any supplies, materials, or equipment that are not used in this operation. Poplar Bluff Parks and Recreation will furnish water and electricity for the ordinary and usual operation of the food and beverage concession locations. Telephone service will not be furnished. The Concessionaire will arrive 30 minutes prior to games and remain open until all games are complete. The Concessionaire and Parks and Recreation staff will communicate as to who will be responsible for turning off complex lights and securing the complex after each event. The Concessionaire shall furnish all labor, services, materials, supplies and equipment necessary to maintain a clean and orderly concession stand and its surrounding premises affected by said operation. All areas within the concession stands must be clean and garbage must be bagged and deposited in the dumpsters located at the facility at the end of each day. Poplar Bluff Parks and Recreation shall, at its expense, make all ordinary and reasonable repairs required to preserve the building and concession stand under this agreement; if Concessionaire damages the facilities Concessionaire will be responsible for repairs.

PRODUCT AND PRICING

The Concessionaire shall submit a list of products and prices to be offered prior to opening and may use fountain sodas or bottled sodas. All items must be approved by Poplar Bluff Parks and Recreation. Prices must be shown on easily readable menu boards at each stand. Any increase in prices must be approved. A team purchase deal will be required at the Whiteley Park Sports Complex. The purchase deal will be listed as such and will include the items in the team purchase deal along with the price. Teams must notify the Concessionaire if they plan to utilize the team purchase deal at the beginning of their game to allow Concessionaire time to prepare products.

RENTALS

Individuals or groups may rent the complex to conduct a youth or adult athletic tournament. The renter may be given the opportunity to collect a percentage of the concessions sold at that location. This will be negotiated by the Poplar Bluff Parks and Recreation Director and adhered to by the Concessionaire. Special events, including athletic contests, may be hosted at the Whiteley Park Sports Complex/Park. Any other food or beverage truck, trailer, entity, etc. may sell items at the Sports Complex/Park, at the sole discretion of Poplar Bluff Parks and Recreation.

LICENSES, PERMITS, INSURANCE, AND TAXES

The Concessionaire will procure, at their own expense, all necessary occupational, business, or other licenses and permits of any kind and shall pay all taxes and fees arising from the operation of said concessions. The Concessionaire will procure, at their own expense, insurance to protect Poplar Bluff Parks and Recreation against any possible claims arising out of operation of concessions under the contract and shall indemnify and hold Poplar Bluff Parks and Recreation harmless against all liability claims or suits arising out of the operation of concessions governed by the contract to be entered. The Concessionaire shall provide Poplar Bluff Parks and Recreation with a certificate of insurance and always maintain Worker's Compensation insurance as required by law. Concessionaire shall provide general liability coverage, including products liability with a \$1,000,000.00 per occurrence combined single limit for bodily injury and property damage. Poplar Bluff Parks and Recreation shall be named as an additional insured under the Concessionaire's policy.

EMPLOYEES

Concessionaire and their employees will, always, conduct themselves in such a manner as to avoid annoyance to patrons and shall otherwise comply with all Poplar Bluff Parks and Recreation rules and regulations. Any employee acting in a manner determined to be detrimental, abusive, or offensive may be required to leave the premises.

ESTIMATED TIME SCHEDULES

Soccer – Youth: Concession stands are generally open 5 days per week, Monday through Friday during the Optimistic Soccer League (OSL) spring and fall soccer seasons. OSL's spring soccer season will last approximately 5-6 weeks, beginning in late March and ending by the early part of May. OSL's fall soccer season will last approximately 7-8 weeks, beginning in early September and ending by the first week of November. Tournaments may be played Saturdays and/or Sundays, one occurring in the Spring and the other in the Fall. The Concessionaire will be given a minimum of one week's notice of upcoming tournaments with the understanding that weather and field conditions may play a factor if the tournament is held. Another determining factor for tournament play would be if a tournament coordinator canceled due to lack of team participation. Under these circumstances the Concessionaire will be given notice as soon as Poplar Bluff Parks and Recreation/OSL has been notified by the tournament coordinator or the tournament is canceled due to weather and field conditions.

Baseball/Softball – Youth and Adult: Concession stand will be open during any baseball/softball tournaments that may be played Saturdays and/or Sundays starting late March through the first of November. The Concessionaire will be given a minimum of one week's notice of upcoming tournaments with the understanding that weather and field conditions may play a factor if the tournament is held. Another determining factor for tournament play would be if a tournament coordinator canceled due to lack of team participation. Under these circumstances the Concessionaire will be given notice as soon as the Poplar Bluff Parks and Recreation has been notified by the tournament coordinator or the tournament is canceled due to weather and field conditions.

These schedules are based off the 2023 sports calendar. Participation in all programs may increase or decrease. An increase in registrations may result in more scheduled games and longer seasons. A decrease in registrations may result in fewer games and shorter seasons. Games that are canceled due to inclement weather may be rescheduled which will also prolong the season. The Concessionaire will be expected to accommodate any changes in scheduling.

EXPERIENCE AND QUALIFICATIONS

Concessionaire shall provide a resume that will include, but not be limited to the following:

- Background and experience in providing quality service through similar concession operations.
- Background and experience in related professional experience.
- Sample menu with prices including team purchase deal.
- Proposed amount payable for rent, not to be less than \$2,500.00 per year, payable to Poplar Bluff Parks and Recreation. The rent is to be paid by November 1 of the contract year.
- Two (2) references with name of contact person and telephone number.

CRITERIA FOR AWARD OF CONTRACT

The criteria for evaluating the proposals will be based upon a combination of the following:

- Background and experience in providing quality service through similar concession operations.
- Background and experience in related professional experiences.
- Bid amount.
- Demonstration of qualifications necessary to operate the concession in a businesslike manner.
- Ability to provide a menu that offers a variety of food items.
- References responses.

Contract Concessionaire

Date

Director, Poplar Bluff Parks and Recreation

Date