

Request for Proposal  
Food Concession Services  
Joe O'Brien Field  
Elizabethton Twins Baseball

The City of Elizabethton invites interested parties to submit proposals for the provision of seasonal food service concessions for Joe O'Brien Field located at 208 North Holly Lane. Proposals **must include** a sample menu and goods to be provided in accordance with the following requirements:

- Food items- Chick- Fil-A sandwiches must be sold due to contractual obligations.
- List any additional items to be sold and proposed price list

A list of items to be sold with proposed price list **must be included** in proposal response. This list must be approved by the city through its Parks and Recreation Department. Prices are subject to review and discussion.

#### **EQUIPMENT**

The City will furnish the concession equipment listed on the exhibit page. Please provide a list of any concession equipment or items the Proposer wishes to furnish or will furnish.

#### **HOURS OF OPERATION**

Proposer must be open by 5:00PM in order to offer services to players. The concession stand must then remain open until the final out of the game has been made.

**THIS CONTRACT MAY NOT BE SUBLET.**

#### **RFP AVAILABILITY**

Copies of this RFP are available by contacting the City of Elizabethton Purchasing Department at (423)542-1505 or by visiting the Purchasing Department Offices at 136 S. Sycamore St. Elizabethton, TN 37601.

## **PROPOSAL SUBMISSION**

To be considered, Proposers must submit a complete response to this RFP using the format provided generally below. **Each original proposal must be submitted with three additional copies to the City** (total of four copies). Proposals must be signed by an official authorized to bind the Proposer to its provisions. Proposals must include a statement as to the period during which the proposal remains valid but for the purposes of this RFP, the period must be at least (90) days.

Three (3) copies and one (1) original of the proposals shall be enclosed in a sealed envelope plainly identified in the upper left hand corner with the company's complete name and address with "**RFP Food Concession Services**". Proposals shall be received by the Director of Purchasing 136 S. Sycamore St Elizabethton, TN 37643 on or before **April 5, 2017 at 2:00PM**. A list of respondents will be available at 8a.m. the following business day. Late submittals will not be considered and will be returned unopened. Telephone or facsimile offer will not be accepted.

Proposals shall be prepared simply and economically providing a straightforward concise description of the firm's capabilities to satisfy the Scope of Work.

The contents of any proposal received shall become contractual obligations upon the execution of a purchase order by authorized representatives of both the City and the Proposer. Failure of the selected proposer to accept these obligations may result in cancellation of the award.

The City reserves the right to reject any or all proposals and to waive informalities, irregularities and technicalities in the proposal process.

The City may negotiate separately with any source in any manner necessary to arrive at a contract agreement that is in the best interest of the City.

## **EXAMINATION OF SITE**

A site visit is recommended for **all** proposers. Proposers are requested to inform the contact person of the number of persons expected to attend no later than 24 hours before your site visit.

## **CONTACT PERSON**

The contact person for this RFP is:

Mike Mains, Parks and Recreation Director/Elizabethton Twins General Manager

Telephone: 423-547-6441

Fax: 423-547-6442

## **ADDENDA**

In case it becomes necessary to revise any party of this RFP, addenda will be provided to all known Proposers who received the original bidding document. The Proposer acknowledges that spoken communication is not valid; the Purchasing Department shall send out a written addendum. Explanation(s) desired by Proposer(s) regarding the meaning or interpretation of the RFP must be requested from the contact person in writing, as described below.

It Is the Proposers responsibility to assure itself of receipt on all addenda. The Proposer should verify with the designated contact person prior to submitting a proposal that all addenda have been received. Proposers are required to acknowledge the number of addenda received as part of their proposals.

## **PROPRIETARY/CONFIDENTIAL INFORMATION**

Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after opening of proposals in compliance with Tennessee statues.

## **WITHDRAWAL OF PROPOSALS**

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. A proposal may be withdrawn in writing only, addressed to the City Purchasing Department for this RFP, prior to the Proposal Due Date or upon the expiration of ninety (90) calendar days after the opening of proposals.

## **RULES, REGULATIONS, AND LICENSING REQUIREMENTS**

The Proposer shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, especially those applicable to conflict of interest and collusion. Proposals are presumed to be familiar with all Federal, State and local laws, ordinances, codes, rules and regulations that may in any way affect the goods and services offered, especially Executive Order no, 11246 entitled "Equal Employment Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 Act of 1973, as amended, and any and all other local, State, Federal directives, ordinances, rules, orders and laws relating to people with disabilities.

## INSURANCE REQUIRED

The contractor shall procure and maintain for the duration of the contract, at his/her own cost and expense, insurance against claims for injuries to persons or damages to property including contractual liability that may arise in connection with the performance of the work by the contractor, his agents, representatives,

Employees or subcontractors under this agreement. The insurance carrier(s) must be licensed to conduct business in the state of Tennessee. The insurance will be evidenced by certificates of insurance. The certificate shall include wording that

states the City be notified thirty days prior to cancellation of the coverage or a

major change in the coverage provided. The contractor will either verify the listed coverage(s) for all subcontractors hired by the contractor to assist with the project, or the contractor will assume total financial responsibility for uninsured claims of the subcontractor. The City shall be held harmless for any injuries, claims or judgments against the subcontractor. Certificates for liability coverage's shall name the City as an additional insured. The following coverage's may be required by successful bidder prior to work being performed.

\_\_\_ Workers' compensation: a certificate shall be provided that indicates the contractor provides workers' compensation coverage in compliance with the state laws of Tennessee.

\_\_\_ General Liability Insurance with a minimum limit of \$1,000,000 per occurrence with \$1,000,000 annual aggregate. This insurance shall indicate on the certificate of insurance the following coverage's:

Broad Form Contractual

Independent Contractor and sub-contractors

Premises-Operations

Additional coverage's and limits may be required based upon the particular services contracted. If such additional coverage's and limits are required for a specific contract, those requirements will be described in the special conditions of the contract specifications. Further, it is highly recommended that the City

require the contractor to secure a standard endorsement to their (the contractor's) general liability policy that makes the coverage limits apply PER PROJECT.

— Automobile Liability Insurance with minimum limits of \$1,000,000 per occurrence unless otherwise indicated in the "special conditions" of the contract specifications. This insurance shall include bodily injury and property damage for the following coverage's:

owned automobiles

hired automobiles

non-owned automobiles

## **SCOPE OF SERVICES**

Services are requested for seasonal league/tournament play and special events as follows:

Elizabethton Twins Season – Late June through early September

The City is seeking a successful and appropriately experienced Proposer to provide food service operations at the specified park. Labor to run concession stand will be included by Proposer. Proposers staff must present themselves in a pleasing and professional matter. Proposers must demonstrate knowledge and experience in the operations of food service concessions and related activities and knowledge of the legal requirements, which are involved in this type of operation. Proposers must provide evidence of financial ability to provide this service for the City.

The selected Proposer will be expected to operate the food concession services in a manner normally associated with foodservice industry. At a minimum foodservice, must be provided during regularly scheduled operating hours of the complex for league play and scheduled special events. The selected Proposer will be expected to promote the complex and the foodservice operation through methods approved by the Parks and Recreation Department.

## **PROVIDE PAST EXPERIENCE OF RELATED TYPES OF FOOD SERVICE**

Provide at least (3) references with names and telephone numbers that can verify your business credentials and work performance.

## **OPERATING SERVICES**

The selected proposer shall furnish good, prompt, and efficient service adequate to meet all reasonable demands, including established minimum schedule and hours of operation, subject to approval by the City through its Parks and Recreation Department. Minimum service levels should include: Provide a wide variety of food and beverage services meeting the users' needs. This component of the operation must be open during normal operating hours of the complex for league play and all scheduled events.

The selected proposer shall not have exclusive rights as special events may require additional vendors. Additional vendors may be utilized at the sole discretion of the City's Parks and Recreation Department.

## **LENGTH OF CONTRACT**

This is a one (1) year contract. Cost and fees shall remain firm for the contract period. The City reserves the right to re-bid at the end of a one year period or negotiate a contract extension with both parties in agreement.

## **CONTRACT AWARD**

The Contract award, if made, shall be made to the Proposer whose response shall be deemed to be in the best interest of the City. Considerations in the award shall be experience, qualifications, proposed menu, financial proposal and ability to meet the city's insurance requirements.

## **CONTRACT TERMINATION**

Either party may terminate this contract with sixty (60) days written notice without cause. In the event of termination, the City shall have the right of first refusal to purchase all of the selected Proposer's inventories at the proposer's cost.

## **EVALUATION CRITERIA**

Proposal responses will be evaluated on responsiveness, experience, financial offer and ability to complete the scope of service successfully.

## **REQUIREMENTS FOR BIDS, REQUESTS FOR PROPOSALS AND CONTRACTS**

This proposal includes the City's requirements for Bids, Requests for Proposal, and Contracts between the City of Elizabethton and Other Parties attached hereto and set forth herein as if verbatim.

## **PROPOSAL SUBMITTALS:**

- Sample menu
- PROPOSED price list for menu items
- Signed Proposal Form. Financial proposal *shall be a minimum of fifteen (15) percentage of gross* profit [which is defined as total revenue before expenses] or better to be paid to the City.
- References
- Copy Of Insurance Document
- Drug Free Workplace Affidavit (if applicable)

## EXHIBIT

The following items are owned by the City of Elizabethton and are located in the Joe O'Brien Field Concession Stand.

<u>Item</u>	<u>Quantity</u>
Freezers	2
Two-Door Coolers	2
Large Ice Machine	1
Large Two-Door Cooler	1

March 16, 2017

Mike Mains

Parks and Recreation Director

City of Elizabethton Parks and Recreation

ELIZABETHTON PARKS AND RECREATION DEPARTMENT

The undersigned hereby declares that no person or party other than the undersigned have any interest whatsoever in this proposal, that it is without any connection or collusion with any person or persons making or having made any proposal for the same product/service and without any previous understanding with such person or persons as to relative prices, obviating competition, and that it is made in good faith.

The undersigned also declares that they have carefully examined the specifications relating to the service herein referred to, and fully understands the nature of the obligations proposed.

The undersigned agrees to provide Food Concession Services as per the Vendor's attached financial proposal according to the City's terms and conditions. Proposals may be for one or all park areas identified under Scope of Services.

BY:

\_\_\_\_\_  
Individual or Company Name Printed

\_\_\_\_\_  
Signed

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE:

\_\_\_\_\_

FACSIMILE:

\_\_\_\_\_

SIGNATURE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL PACKAGE**





Purchasing Department  
423-542-1505  
Fax: 423-297-9114

Elizabethton Star  
300 Sycamore Street  
Elizabethton, TN 37643

ATTN: Classified Legals

FAX: 297-9074

Please publish the following legal notice, Sunday, March 19<sup>th</sup>, 2017:

### REQUEST FOR PROPOSALS

Sealed bids will be received in the Purchasing Department of the City of Elizabethton, 136 South Sycamore Street, Elizabethton, Tennessee, until 2:00 P.M., Wednesday, April 5<sup>th</sup>, 2017, at which time they will be opened and read aloud. Bids will be on the following:

### FOOD CONCESSION SERVICES ELIZABETHTON TWINS

Specifications and bid sheets may be obtained from the above office. The City reserves the right to reject any and all bids and to waive informalities. The City does not discriminate on the basis of race, creed, color, national origin, sex, religion, age or disability status in employment or the provision of services.

This the 16<sup>th</sup> day of March, 2017.

Greg Workman  
Director of Purchasing