

Henderson County
Recreation Department



Request for Proposals
Operation of Henderson County
Concession Stands

Due Date: Wednesday, May 29, 2019

Time: 3:00 PM EST

Email: dguffey@hendersoncountync.org

Henderson County, North Carolina
Parks & Recreation
RFP for Operation of Henderson County Park Concession Stands

I. Purpose:

The Henderson County Parks and Recreation Department is seeking qualified nonprofits (501 (c)(3)) to operate the concession stands located at Fields 8/9 in Jackson Park for the 2019 adult softball league season ran by the Parks and Recreation Department.

II. Scope of Work:

a. Schedule

i. Spring & Summer Softball Schedule

1. Regular Season April 29th thru June 20 / Projected end of regular season
2. End of Season Tournament & County Championship June 25 thru July 25th / Projected end of Tournaments

ii. Fall Softball Season:

1. Regular Season Starts August 27th thru Nov 4th / Regular season & end of season Tournament

iii. **ALL DATES WILL BE DEPENDENT ON THE NUMBER OF RAINOUTS IN EACH SEASON**

b. Operation

i. Days of the week for operation: **Monday thru Thursday**

ii. Times: **5:30 to 9:30**

c. Items Sold in Concession Stands

i. Items previously sold:

1. Bottled Water (Best Seller)
2. Gatorade (Best Seller)
3. Soda (Pepsi, Mountain Dew, Dr. Pepper, Sierra Mist, Diet Mountain Dew)
4. Candy (Snickers (Best Seller), Reese Cups, Kit Kats, Bubble Gum (Best Seller), Suckers (Best Seller), Skittles, Cow Tails, Sour Patch, Extreme Air Heads)
5. Chips
6. Crackers
7. Peanuts
8. Popcorn (Best Seller)

ii. Any items not on the list above must get Parks & Recreation Department approval before being sold at the concession stand

d. Concession Stands

i. The following will be available for use in the stand at Fields 8/9 in Jackson Park

1. 1 Double door drink cooler. It will hold several cases of drinks
2. 1 Upright regular refrigerator & freezer

3. 1 Popcorn Machine
4. 2 racks to hold & display stock
5. Several outlets for power inside

ii. After use the stands shall be cleaned, and keys returned to the Recreation Department.

III. Insurance

- a. Shall meet the following minimum provisions:
 - i. Minimum \$1,000,000 General Liability

IV. Evaluation

- a. Submitting firms will be evaluated per the following:

Description	Weight
Availability to operate the stand at events described above	50
Expertise in the operation of concession stands	25
Insurance Liability Provided or Attainable	25

V. Terms & Conditions

The following information must be included in the proposal:

1. Proof of liability insurance.
2. For Disadvantaged Business Enterprise requirements, see Minority Business Participation Guidelines posted under Doing Business with Henderson County at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>
3. Compliance with Purchase Order terms and conditions located at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>
4. Proposed Contract signed by bidder and ready for County's signature.
5. Contractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes must verify compliance with the E-verify, NCGS 160A-20.1(b).

Henderson County reserves the right to reject any and / or all proposals. Qualified nonprofits interested in bidding on the project should contact Doug Guffey (828) 694-5023.