
City of Cartersville
Parks & Recreation Department

Request for Proposal
Concession Stand Operations
RFP 24-004

Issue Date: February 6, 2024

Last date to submit questions: February 23, 2024, 4pm

RFP Opening: March 5, 2024, 3pm

Cartersville Parks and Recreation Department
Administration Building
100 Pine Grove Road
Cartersville, GA 30120

City of Cartersville
Concession Stand Operations
REQUEST FOR PROPOSAL (RFP)

The City of Cartersville (the City) is soliciting proposals in order to identify individuals and/or businesses qualified to operate the City's concession stands located throughout select City's Parks. The selected concessionaire will be required to operate the concession stand according to the terms and conditions as outlined in the City's Concession Agreement, this RFP, and the selected concessionaire's proposal. This RFP is intended to encourage concessionaires to clearly show that they are qualified to provide food and beverage services in a consistent and revenue positive manner. Each proposal must clearly identify their knowledge of concession operations, food safety practices, contract relations and demonstrate financial stability. Requirements and City of Cartersville needs are outlined in this RFP.

I. RFP TERMS AND CONDITIONS

A) This RFP does not commit the City to award a contract. No other party, including any proposer, is intended to be granted any rights hereunder. Proposals which, in the sole discretion of the City, do not meet the minimum requirements, including without limitations the minimum proposal submission requirements, will not be reviewed. This RFP and the process it describes are proprietary to the City and are for the sole and exclusive benefit of the City. Any response, including written documents and verbal communication by any proposer to this RFP, will become the property of the City and if required by law may be subject to public disclosure by the City or any authorized agent of the City. The City is not liable for any costs associated with the development, preparation, transmittal or presentation of any proposal or material(s) submitted in response to this RFP.

B) It shall be the proposer's responsibility to review and verify the completeness of its proposal. The City may request additional or clarifying information or more detailed information from any proposer at any time, including information inadvertently omitted by a proposer. The City may request to inspect properties or contact clients referenced in the proposer's proposal. The City also reserves the right to conduct investigations with respect to the qualifications of a proposer.

C) Verbal communication made by any City employee or agent of the City with respect to this RFP is not binding and shall not in any way be considered as a commitment by the City. Only written responses to questions submitted in writing to the City or written addenda to this RFP issued by the City will be considered binding on the City.

D) City employees and officials are prohibited from responding to this RFP or being a party, direct or indirect, to any contract awarded to, any City employee or official who submits a proposal or solicits any contract in which he or she may have any direct or

indirect interest. No proposer may be a proposer to more than one proposal submitted pursuant to this RFP. Entities that are legally related to each other or to a common entity may not submit separate proposals. Any proposal may be rejected that, in the City's sole judgment, violates these conditions or the spirit of these conditions.

E) The City reserves and may exercise the following rights and options with respect to evaluation of proposals and selection for negotiations:

i. To reject any and all proposals and re-issue the RFP at any time prior to execution of a final contract if, in the City's sole discretion.

ii. To supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more proposers for negotiation and to cancel this RFP with or without issuing another RFP;

iii. To accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the City's best interest to do so;

iv. To reject the proposal of a proposer that, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City or another entity, is financially or technically incapable, or is otherwise not a responsible proposer;

v. To reject as informal or non-responsive any proposal which, in the City's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way, deviates from this RFP or contains erasures, ambiguities, alterations or items of work not called for by this RFP;

vi. To waive any informality, defect, non-responsiveness and/or deviation from this RFP that is not, in the City's sole judgment, material to the proposal;

vii. To permit or reject, at the City's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of proposals by some or all of the proposers following proposal submission;

viii. To request that some or all the proposers modify proposals based upon the evaluation of the City.

F) The City reserves the right to negotiate terms with the accepted or winning proposal. The City shall not be obligated to inform other proposers of the changes, or permit them to revise their proposals accordingly, unless the City, in its sole discretion, determines that doing so and permitting such is in the City's best interest. Should negotiations not prove satisfactory with the selected proposer(s), the City reserves the right to discontinue negotiations. Additional individuals and/or businesses may be asked to enter into negotiations and/or the City may solicit new proposals.

G) SAVE Affidavit - During the entire duration of this Agreement, Contractor must remain in compliance with Georgia Security and Immigration Compliance Act of 2007 and Georgia code § 13-10-91 and § 50-36-1.

H) E-VERIFY-Contractor shall be required to be registered with and comply with Federal E-Verify requirements and the requirements of the Georgia Security and Immigration Compliance Act, O.C.G.A. § 13-10-91. Contractor shall submit the required affidavit promulgated by the Georgia Department of Labor to affirm its compliance. “E-Verify” is an internet-based employment eligibility verification program, operated by the U.S. Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA), that allows employers to electronically verify through an online government database the work eligibility of newly hired employees. E-Verify is administered by U.S. Citizenship and Immigration Services (USCIS).

II. CARTERSVILLE CONCESSION FACILITIES

- Cartersville Sports Complex – 11 Sugar Valley Road, Cartersville
- Dellinger Park – 100 Pine Grove Road, Cartersville
- John H Morgan Gym – 133 Aubrey Street, Cartersville

III. CONCESSION AREA

The concession facility is intended for food and drinks and occasional promotional items. The City will provide and pay for utility services to the concession stand. The selected concessionaire will be allowed to use the City's existing equipment in the concession stand, but will be responsible for the maintenance, repair, and care of such equipment during the term of the contract. If any City equipment becomes inoperable, and repair is not economically feasible, the City will be responsible for replacement of such equipment, provided it is not the result of any negligent act or omission of the selected concessionaire or its worker(s). Any additional equipment necessary for the operation of the concession stand must be provided by the selected concessionaire (and maintained, repaired and/or replaced by the selected concessionaire). The selected concessionaire shall be responsible for any damage to the concession stand resulting from any negligent act or omission of the selected concessionaire or its worker(s). The City will provide pest control for the entire building including the concession stand.

IV. CONCESSION OPERATIONS

Concession operation will be a key component to the overall character of the Park system. The selected concessionaire shall operate the concession stand in compliance with all local, state, and federal laws and all ordinances and other governmental permits, rules, and regulations, including all Georgia Department of Health rules, codes, and regulations. The selected concessionaire shall obtain all permits, certifications, and inspections required to operate the concession stand and to sell food and drinks. Additionally, the selected concessionaire will be required to satisfy the following conditions as a part of the concession operation:

Personnel

The selected concessionaire will be responsible for hiring and supervising the necessary personnel to operate the concession stand. The selected concessionaire will comply with all federal, state, and local laws related to age requirements, minimum wage, social security, nondiscrimination, ADA, unemployment compensation, and worker's compensation. The selected concessionaire's personnel shall wear a uniform and an identification badge.

Operating Hours & Season

Hours of operation may vary based upon seasons, weather, scheduled activities, and business operation. The desire is that the concession facility will be open during our programs and tournaments to serve park patrons. However, minimum hours of operation shall be thirty (30) minutes from the beginning of a scheduled activity until fifteen (15) minutes from the conclusion of the scheduled activity. Scheduled activities would be City sponsored activities and special events. The City has the right to bring in outside food and drink vendors such as food trucks for City Special Events and Activities. Game or league schedules will be provided to the concessionaire as soon as they are published. Games played Monday through Friday shall be scheduled to begin no earlier than 4:30 pm and end no later than 10:00 pm. Games played on Saturdays shall be scheduled to begin no earlier than 8:00 am and end no later than 10:00 pm. The outdoor aquatic facilities will be operational beginning daily in May (or when public schools are out for summer break) throughout the summer with the season ending in September.

Menu Items

The concessionaire is expected to serve quality food and drinks to meet the needs of the park patrons. Menu items such as pizza, sandwiches, hot dogs, nachos, pastries, and other snacks should be offered at competitive prices for similar facilities. Beverages should include at a minimum soda, coffee, sport drinks, and bottled water. Additional beverages such as juice drinks and lemonade as well as frozen drinks and/or snow cones would also be appropriate. Alcohol sales of any type are not permitted at any park facility unless there is a special alcohol permit issued by the City for special events and activities. All menu items and prices must be submitted to the City for approval prior to any product sales.

Concession Supplies

All supplies needed to support food and beverage operations are the sole responsibility of the concessionaire, including but not limited to food, serving/paper supplies, utensils, employee uniforms, aprons, and caps.

General Appearance/Cleanliness/Maintenance

The concessionaire shall be responsible for keeping the concession stand in a neat, clean, and sanitary condition at all times. Ongoing regular care of all floor service areas

shall be the responsibility of the concessionaire. The concessionaire shall be responsible for keeping the surrounding general area neat, clean, and free of trash to include bussing of tables provided for concession patrons located in or near the concession building. The City will provide adequate receptacles for trash and concessionaire will ensure that receptacles do not become overfilled during hours of operation and will haul trash to City provided dumpster. Concessionaire will not allow boxes, cartons, barrels, or other similar items to remain in view of public areas. Mops, brooms, and other janitorial supplies necessary to clean the concession stand are the responsibility of the concessionaire.

The City shall provide daily cleaning of restrooms and will provide restroom supplies (toilet paper, hand soap, etc.). The concessionaire shall notify City Park staff if they observe the need for additional maintenance needs for restrooms.

Contract Term

The initial contract will be a one (1) year contract, with a possible one-year extension if both parties can reach mutually agreeable terms which may amend some of the initial terms of the original contract.

V. Qualifications

To ensure a high-quality level of operation for the concession stand, proposers must demonstrate minimum experience and qualifications. Proposers must provide evidence of the following:

- Experience in successfully operating and managing a similar type of business
- Fiscal solvency
- Demonstrated track record of being an equal opportunity employer
- Must not be currently indebted to the federal government, State of Georgia, or the City of Cartersville for non-payment of taxes, fines, judgments, liens, or fees

VI. PROPOSAL INSTRUCTIONS

Submission Date and Requirements:

Completed proposals must be submitted no later than March 5, 2024, 3:00 pm to the following address:

City of Cartersville Parks & Recreation
ATTN: Director, Parks and Recreation
100 Pine Grove Road
P.O. Box 1390
Cartersville GA 30120

Questions may be directed to Erik Pabst, Deputy Director of Parks and Recreation at 770-607-6174 or epabst@cityofcartersville.org no later than February 23, 2024, 4 pm

The following conditions apply to this submission:

- Proposals must be signed, in ink, by an individual duly authorized to bind the Proposer and must be sealed and labeled on the cover with the RFP title and Proposer's name
- Proposals submitted must be one (1) original with three (3) copies.
- Proposals or proposal components will not be accepted via facsimile (fax) transmission or e-mail
- Proposal shall remain open and binding for 90 days from the date of proposal submission deadline
- The City reserves the right, at its sole discretion, to reject and return, without evaluation, any proposal received after the proposal submission date and time, whether it is delivered by mail or otherwise

VII. REQUIRED ELEMENTS OF PROPOSALS

Proposer may submit any information they deem necessary and appropriate for the City to fully and completely evaluate their qualifications. The proposal must, at a minimum, include the following general information:

1. A letter of interest
2. Qualifications of the Proposer's relative experience in operating a concession or other similar business enterprise, including relative size of business operated, type of retail sales, etc.
3. A sample menu, including proposed prices
4. Days and Hours of Operation - How many days per week and during what hours do you intend to operate the concession? What date would you prefer to open and close for the year/season?
5. Financial Return - A proposed financial return to the City of Cartersville that may include: annual lease, percentage of gross concession revenue, provide a statement outlining how concessionaire will document and report revenues and expenditures
6. At least three (3) persons or businesses that have firsthand knowledge of the proposer's ability to successfully operate and maintain a high-quality concession. References should include contact name, current addresses, and phone numbers

VIII. REVIEW OF PROPOSAL RESPONSES AND SCHEDULE FOR SELECTION

All qualified proposals received by the deadline will be evaluated by appropriate City officials. Upon the review and discussion of the quality and responsiveness of the proposals received, a recommendation will be made to the City Manager and City Council.

The City's proposed schedule for this RFP submittals and final selection of the concessionaire is as follows:

- February 6 - Request for proposals published
- February 23, 4:00pm – Last day to submit questions
- March 5, 3:00pm - Proposal opening by City of Cartersville Director, Parks & Recreation, Dellinger Park Administration Office, 100 Pine Grove Road, Cartersville GA 30120
- March 7 – Recommendation presented to City Council for approval
- March 8 – Letter of Notice to Proceed

City of Cartersville, Georgia

Concession Stand Operations

PROPOSAL SUBMITTALS

Proposal should be submitted to the Parks and Recreation Department along with this signed page of the RFP (**Due Date: Tuesday, March 5, 2024, 3:00 pm**)

Mail/Deliver proposals to:

City of Cartersville
Attention: Director of Parks and Recreation
100 Pine Grove Road
PO Box 1390
Cartersville, GA 30120

PROPOSER(S): _____ BY: _____

TITLE: _____ SIGNATURE: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

SIGNATURE: _____ DATE: _____

REFERENCES

1. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE NO. _____

EMAIL ADDRESS: _____

2. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE NO. _____

EMAIL ADDRESS: _____

3. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE NO. _____

EMAIL ADDRESS: _____