

REQUEST FOR PROPOSALS  
CONCESSIONS  
Springville Recreation Department

The Springville Recreation Department is currently soliciting proposals from qualified firms interested in providing concessions services during sports programs and special events at various locations within Springville. Firms are invited to submit proposals for all the locations listed with Bird Park and Memorial Park as required. Arts Park (Movies in the Park) and/or Kolob Park may be included in the proposal at the option of the. In the event the chosen firm does not wish to operate concessions at all either Arts Park or Kolob Park, Springville City reserves the right to make that location available to another firm. Exact times and dates of operation to be determined prior to the beginning of each season (baseball, softball, flag football, and soccer).

CONTRACTOR REQUIREMENTS

1. Provide sufficient staffing and equipment to service the number of patrons in a timely manner.
2. Price sales items at a level deemed reasonable by the Recreation Director.
3. Bird Park and Memorial Park menus shall include but not limited to the following items.
  - a. Hot dogs
  - b. Nachos
  - c. Bottled Water
  - d. A variety of candy.
  - e. Soft Drinks.
  - f. Popcorn (micro waved is acceptable)
4. Arts Park (Movies in the Park) and Kolob Park menus shall include but not be limited to the following items.
  - a. Soft Drinks
  - b. Bottled Water
  - c. A variety of candy.
5. Pay Springville City \_\_\_% of gross revenues generated.
6. Springville City will provide the equipment listed below. All other equipment, supplies, merchandise, etc. are the responsibility of the contractor.
7. Springville City owned equipment may not be removed from the location or used for events not affiliated with Springville City sponsored programs. The location may not be used as a base for other business ventures. For example, the kitchen at Bird Park may not be used as a catering kitchen for programs not listed in this document.
8. Equipment will be inventoried at the beginning of the contract period and must be maintained properly and returned to Springville City in an appropriate condition.
9. The contractor is responsible for properly disposing of trash from within and immediately surrounding the concessions area. Exterior trash cans will be provided. Trash bags are the responsibility of the contractor. When full, it is the responsibility of the contractor to move trash cans or empty them into a designated dumpster.

## QUALIFICATIONS

Each responding firm must provide proof of the following:

1. Name, address and phone number of three references.
2. Proof of providing similar services for similar sized programs.
3. At the time of award the contractor must provide the Recreation Department with proof of:
  - a. Tax ID Number
  - b. County Health Certificate
  - c. Springville City Business License
  - d. Business Liability Insurance listing Springville City as additional insured.

## PROPOSAL REQUIREMENTS

**Only complete proposals will be accepted. A proposal is considered “Complete” when the following documents are included and received by the Springville Recreation Department before 4:00pm, on January 26, 2011. Facsimiles will be accepted.**

**A walk through is suggested but not required. Contact Chuck Keeler at the Springville Recreation office to arrange for an appointment. (801) 489-2730**

1. List of 3 references including Company name, contact person, address, phone number.
2. List of 3 similar sized services you have provided within the past 3 years.
3. Samples of previous work including photo(s), registration form(s), a list of package options and prices.
4. Letter of interest including:
  - a. Name of applicant/firm.
  - b. Contact information.
  - c. Statement of interest.
  - d. Statement of ability to provide needed services and an understanding and ability to meet all Health Department requirements (food handler’s license, etc.)
5. Proposals must be delivered in a sealed envelope with the following information printed on the outside of the envelope:
  - a. Name and address of applicant.
  - b. The phrase “CONCESSIONS” written on the envelope.
6. Statement indicating the percentage of Gross Sales to be returned to Springville Recreation.
7. Menu list including:
  - a. Menu items and prices.
  - b. Misc. items (ice, cups, none food merchandise, etc.) and prices.

## BID OPENING

All bids will be publicly opened at the address listed below on at 4:00pm on January 26, 2011. Completeness of all bids will be determined by January 28, 2011 and presented to the City Council for approval shortly thereafter. The 24 month contract begins January 1, 2011 and terminates December 31, 2012. All bidders will be notified by fax and/or mail after January 28, 2011.

Springville Recreation  
443 South 200 East  
Springville, UT 84663

## INFORMATION

Additional information may be received by contacting Chuck Keeler at (801) 489-2730 or by visiting the Springville Recreation Department at 443 South 200 East, Springville, Utah 84663.

## EQUIPMENT INVENTORY

### BIRD PARK

- a. Baseball/Softball season June into July, m-th and an occasional Saturday
- b. Flag Football, September into October, Wed and Thurs 6:30pm to 8:30pm
  - 1. Ice Maker and storage bin.
  - 2. Refrigerator.
  - 3. Two French Fry deep fryers.
  - 4. Grill.
  - 5. Microwave.
  - 6. Three compartment sink.
  - 7. Deep tub sink.
  - 8. Water heater.

### MEMORIAL PARK

- a. Baseball/Softball season June into July, m-th and an occasional Saturday)
- b. Soccer Season September into October Tuesdays and Wednesdays 5:30pm-7:30pm and Saturdays 9:30am to 1:30pm
  - 1. Ice Maker and storage bin.
  - 2. Refrigerator.
  - 3. Microwave.
  - 4. Serving Window.
  - 5. Floor sink.
  - 6. Water heater.

### ARTS PARK

- a. Movies in the Park, Mondays in July and August, 8:00pm-10:45pm
  - 1. City provides electrical service.
  - 2. Contractor must supply everything else including shade structure.

### KOLOB PARK

- b. Soccer Season, September into October. Cub Soccer games, Tuesday and Wednesdays 5:30-7:30pm, Saturdays 9:00am-1:00pm  
\*\*No Electric Services Available\*\*