



# Macomb Park District

## INVITATION TO BID

### **PURPOSE**

Concession operations are a key component of the overall experience for softball and baseball leagues. The Macomb Park District is soliciting bids for a vendor to operate two concessions stands at the Veterans Park Softball Complex and Baseball Complex at 1800 E University Drive in Macomb, Illinois.

### **BID REQUIREMENTS**

A vendor must satisfy the following conditions:

#### Minimum Bid Amount

The Macomb Park District will not accept any bids for less than an annual payment of \$800 and three percent (3%) of gross receipts. The annual payment will be made at the beginning of each season. The percentage of gross receipts will be due by the 5<sup>th</sup> of the month for the prior month.

#### Mobile Concession Stands

The Vendor must provide a mobile concession stand, such as a trailer, food truck, or moveable building, for each of the two locations at the park.

*Bidders must include photos of the inside and outside of the mobile concession stands and the vehicle identification numbers of any vehicles and/or trailers to be used to provide concessions at the Park.* The mobile concession stands must be in very good to excellent condition.

The Vendor must provide all equipment and appliances necessary to provide its concessions.

#### Term of Contract

The contract will be effective from April 1, 2023, to September 3, 2025. It may be extended for an additional two-year term (through September 2027).

#### Hours of Operation

The Vendor must offer concessions for each league softball and baseball game at the Veterans Park Softball Complex and Baseball Complex. Games typically begin the first week in May and continue through the first week in July. League games occur Monday through Friday. In addition, the Vendor may be open for tournaments held at the Complexes.

The Vendor must open at least 15 minutes before each scheduled game and remain open until the last game has concluded unless otherwise agreed by the Macomb Park District's Executive Director.

The Macomb Park District has the sole authority to cancel league games due to inclement weather conditions, field conditions, or other unforeseen circumstances necessitating the cancellation of play.

### Staffing & Inventory

The Vendor must ensure inventory and staffing are adequate under the circumstances for each period the Vendor offers concessions.

The Macomb Park District recommends that concession employees wear a uniform such as matching t-shirts, hats, and or identification badges. The Vendor and its staff are expected to be helpful, friendly, courteous, and clean, as the quality of service reflects upon the Macomb Park District.

The Vendor may not sell items in glass containers, alcoholic beverages, or sunflower seeds and/or nuts or legumes in shells.

The Vendor must post accurate prices of all items in open view of the public.

### Utilities

The Macomb Park District will provide electricity and water at the site of each concession area at no cost to the Vendor. The Macomb Park District will also provide dumpsters near the site of each concession area. The Vendor will be responsible for cleaning up the 50-foot area around each mobile concession stand at the end of each day of operations.

### Insurance & Indemnification

The Vendor must maintain a general liability and property insurance naming the Macomb Park District as an additional insured. The Vendor will be responsible for the expense for such insurance, and the minimum coverage of \$1,000,000.00 per occurrence for general liability and \$100,000.00 per occurrence for property damage.

The Vendor must indemnify the Macomb Park District from all claims, damages, losses, and expenses arising from the Vendor's negligence or willful act or omission. It will have the sole responsibility to insure any of its own property located on Park District property.

### Compliance with Laws

The Vendor must comply with all local, state, and federal laws, rules, regulations, orders, guidelines, and/or directions related to the Vendor's provision of concessions. These include, but are not limited to, food preparation and storage, motor vehicles, collection and payment of sales

and payroll taxes, federal and state minimum wage, nondiscrimination, and unemployment and worker's compensation.

The Vendor must obtain and maintain any required permits and/or licenses, such as health and food handlers permits and business licenses, and pay any fees associated with such permits and licenses. The Vendor must provide a copy of its City of Macomb business license at least three business days prior to the first game of the season each year.

### Other Vendors

The Macomb Park District will not allow any other vendor or organization to sell food or beverages in the Softball Complex or Baseball Complex without the prior written consent of the selected Vendor. However, the Macomb Park District does not restrict park patrons from bringing outside food and beverages into the Veterans Park Softball Complex and Baseball Complex.

### Contract Provisions

Bidders will also be subject to all other provisions in the attached draft Agreement. Bidders should review the draft Agreement in detail prior to submitted a bid.

## **AWARD OF CONTRACT**

The contract will be awarded at the Macomb Park District's sole discretion based on the following criteria:

1. The highest total bid for the entire three-year term;
2. The quality of service, food, and menu selection; and
3. The bidder's compliance with bid requirements.

The Macomb Park District's Executive Director will execute the Agreement on behalf of the District.

## **DEADLINE FOR BIDS**

The Macomb Park District must receive the bid by no later than December 9, 2022, at 3:00 pm. Bidders must submit a completed Bid Response Form to be considered. Bids must be clearly marked as such and mailed, emailed, or hand-delivered to:

Macomb Park District  
c/o Rachel Lenz, Executive Director  
1406 N Randolph Street  
Macomb, IL 61455  
r.lenz@macombparks.com