

# City of Auburndale



## REQUEST FOR PROPOSAL FOR

### Concession Services

Lake Myrtle Sports Park

905 Lake Myrtle Park Road.

Auburndale, FL 33823

- & -

Auburndale Softball Complex

99 Florida Citrus Blvd

Jan Phyl Village, FL 33880

**Responses are due by Friday, July 8, 2022 - 12:00 PM**

#### DELIEVER RESPONSES TO:

City Manager's Office

Attn: Sealed Bid – Concession Services

1 Bobby Green Pl.

Auburndale, FL 33823

#### CONTACT

Cody McGhee, Parks and Recreation Director

City of Auburndale

[cmcghee@auburndalefl.com](mailto:cmcghee@auburndalefl.com)

(863) 965-5545

City of Auburndale, Parks and Recreation Department  
 119 W. Park Street  
 Auburndale, Florida 33823  
 (863) 965-5545

REQUEST FOR PROPOSALS (RFP)	
CONCESSION SERVICES	
Posting Date (RFP Open)	June 10 <sup>th</sup> , 2022
Parks and Recreation Contact	Cody McGhee – Director – (863) 965-5545 – <a href="mailto:cmcghee@auburndalefl.com">cmcghee@auburndalefl.com</a>
Opening Date and Time (RFP Closed)	July 8 <sup>th</sup> , 2022 – 12:00PM
Bid Opening Location	Auburndale City Hall – 1 Bobby Green Plaza Auburndale, Florida 33823 – Commission Room
Submission Information	<u>Mail/Deliver Proposals to:</u> City of Auburndale – Attn: Concession Services 1 Bobby Green Plaza, Auburndale, FL 33823

The City of Auburndale solicits your company to submit a proposal on the above referenced services. All terms, specifications, and conditions set forth in this request are incorporated by reference in your response. Proposals will not be accepted unless all conditions have been met. It is the responsibility of the bidder to deliver his or her bid to the office of the City Manager before the specified time and date. The City is not responsible for lost or late delivery of proposals by any delivery service used by the Proposer.

Bidders are required to submit a complete NONCOLLUSION AFFIDAVIT OF PRIME BIDDER form and PUR 7068 form with the sealed bid. The bidder must also submit documentation of liability and worker’s compensation insurance.

The City reserves the right to reject any or all bids, to waive informalities, to re-advertise, and accept the bid in the best interest of the City, not necessarily the lowest bid.

**PARKS AND RECREATION CONTACT FOR THIS RFP:**

Cody McGhee, Director of Parks and Recreation  
 Phone: 863-965-5545  
 Email: [cmcghee@auburndalefl.com](mailto:cmcghee@auburndalefl.com)

**TABLE OF CONTENTS**

RFP COVER PAGE ..... 1

PROPOSAL REQUEST ..... 2

TABLE OF CONTENTS ..... 3

GENERAL TERMS AND CONDITIONS ..... 4

SCOPE OF SERVICES ..... 4

SUBMISSION REQUIREMENTS ..... 5

PROPOSED RFP SCHEDULE ..... 5

PRICING SHEET ..... 6

REFERENCES ..... 6

EXHIBIT A: *DRAFT CONCESSIONS AGREEMENT* ..... 7-14

EXHIBIT B: *DRAFT SCHEDULE OF SPORTING EVENTS* ..... 15

EXHIBIT C: *NONCOLLUSION AFFIDAVIT OF PRIME BIDDER* ..... 16

EXHIBIT D: *PUR 7068* ..... 17-19

## 1. GENERAL TERMS AND CONDITIONS

1.1. PUBLIC OPENING: All proposals will be publicly opened and the list of proposers read aloud at City Hall, Commission Room, 1 Bobby Green Plaza, Auburndale, FL at the time specified.

1.2. CONTRACT REQUIRED: The City of Auburndale and the successful proposer shall enter into a Contract for Services (See Exhibit “A” for draft concessions agreement) that will include, but not be limited to the following terms and conditions:

- Concession Privileges Granted; Term Thereof.
- Facilities Served.
- Compensation to City.
- Concessionaire Services.
- Signage, Menus and Pricing.
- Repairs, Alterations and Maintenance.
- Insurance.
- Use of Coca-Cola Products.
- City Use.

## 2. SCOPE OF SERVICES

2.1. PURPOSE & INTENT: The City of Auburndale (“City”) is seeking proposals from concessionaires for the operations and management of food and beverage concessions at the Lake Myrtle Sports Park (Four Concessions Buildings) and the Auburndale Softball Complex (One Concessions Building).

2.2. SCOPE: The Scope of Services will include operation of concessions during scheduled activities at both complexes as specified in Exhibit “A” (draft concessions agreement) and Exhibit “B” (draft schedule of sporting events).

2.2.1. The City currently contracts with Coca-Cola for all beverage products and the Proposer must be able to work within the guidelines provided by that existing contract and any future changes.

2.2.2. Proposer shall pay an annual rental of premises to the City for use of the facilities; and

2.2.3. Proposer shall pay to the City a quarterly percentage of concessions sales generated.

**3. SUBMISSION REQUIREMENTS**

3.1. Firms responding to this Request for Proposal (RFP) shall complete all areas requesting information in the RFP, and address the following in order listed:

3.1.1. Qualifications and Experience in providing concession services. Include the following:

- Number of years in food industry
- Number of years specifically providing concession services.
- References; include list of current active contracts.

3.1.2. Ability to provide adequate number of staff, with appropriate training and skill needed for food preparation and serving to the public

- Submit evidence of proper licensing to perform food related services, including city, county and state licensing.

3.1.3. Completed RFP Price Sheet. In no instance shall the City consider any fee proposal that does not represent an equitable value to the City by making the concession facilities available. The City reserves the right to negotiate with the successful proposer on the agreed fee.

3.1.4. Sample Menu showing typical products, and pricing.

**4. PROPOSED SCHEDULE**

<b>Activity</b>	<b>Target Date</b>	<b>Location</b>
RFP Issued by Parks and Recreation	June 10 <sup>th</sup> , 2022	<b>Websites</b>
Bids Due and Opening	July 8 <sup>th</sup> , 2022	<b>City Hall</b>
Award by City Commission	July 18 <sup>th</sup> , 2022	<b>City Hall</b>
Contract Begins	August 1 <sup>st</sup> , 2022	

**5. PRICING SHEET**

5.1. Include with proposal – PRICING SHEET

<b>Proposer Name:</b>		
1. PROPOSED FEE:	%	<b>Quarterly Percentage</b>
2. PROPOSED FEE:	\$	<b>Annual Rental Fee</b>
3. NUMBER OF YEARS IN BUSINESS		<b>Years</b>
4. Legal Name of Entity tied to FEIN		
Federal Tax ID Number		
Owner/CEO Name(s)		

**6. REFERENCES**

6.1. Bidder shall submit as a part of the bid package, customer references.

Name:	Name:
Contact:	Contact:
Address:	Address:
Phone:	Phone:
<hr/>	
Name:	Name:
Contact:	Contact:
Address:	Address:
Phone:	Phone: