



Request for Proposals

City of Prairie City, IA
203 E. Jefferson Street, Box 607
Prairie City, IA

Introduction

The City of Prairie City, IA is requesting RFP's (Request for Proposals) for seasonal concession services at the City's Sports Complex located at 304 W Ashtyn Lane. The Sports Complex is located on the south side of the City, on a 19.88 acre City property and contains four (4) ball diamonds, soccer field area, enclosed centrally located concession building, batting cages, playground area, on-site parking lot, and a shared use walkway extending throughout the property.

Concessions Building

The concessions building is located in the center of the four (4) ball diamonds and is equipped with the following:

- Electric service
- Two (2) sinks with hot water
- Countertop area
- Two (2) preparation tables
- One (1) refrigerator/freezer
- Two (2) microwave ovens
- One (1) popcorn machine
- One (1) small fryer
- One (1) roaster

Submittal Requirements/Information

- Respondents are expected to provide food and beverages (non-alcoholic) at the Sports Complex.
- Respondents are responsible for hiring any needed staff to assist with concessions operations and meet all laws regarding fair hiring and employment practices.
- Respondents may be requested to work with other organizations to assist with their fundraising measures.
- Respondents shall be equipped to provide concession services for all tournaments and games for baseball, soccer, and other planned activities at the sports complex from April through September.
- Respondents are asked to submit a list of proposed food menu items, prices, and be willing to work under an annual seasonal contract.
- The City of Prairie City will pay the utility cost associated with the concession services at the Sports Complex.

This RFP establishes minimum requirements that a bidder must meet in order to be eligible for consideration as well as information to be included in the respondent's proposal.

The City will review and consider all proposals and reserves the right to reject any and all proposals or amend the scope of services.

Submitting Contract Proposals

Responses to this RFP are due by 4:30 p.m. on Friday April 26, 2024. Late submittals will be rejected. All proposals may be mailed or emailed to the City Administrator:

Jerry Moore
City of Prairie City
203 E Jefferson P.O. Box 607
Prairie City, IA
515-994-2649
Jerry.moore@prairiecitiowa.us

Proposals will be evaluated by City Administrative Staff and the Park Board. All bidders will be interviewed by the City Administrator and the Park Board with the recommendation and contract acted on by the Prairie City, City Council.

Contract Term

The term of this contract is for one (1) year and may include payment to the City of up to 10% of seasonal annual sales. The contract may be terminated by either party with thirty (30) days written notice.

Instructions to Bidders

Bidders shall provide the following information: Bidder Maximum 50 Points

1. Company name, staffing information, and references. Include address, contact person, and contact phone number and email (5 pts)
2. Menus items and prices (20 pts)
3. Provide a minimum of three (3) client references of comparable concession services (10 pts)
4. Provide copy of food service license from State of Iowa (10 pts)
5. Certificate of Liability Insurance (5 pts)