

REQUEST FOR PROPOSALS

Concessionaire Services

McAninch Sports Complex

200 Wright Road, Norwalk, Iowa 50211



CITY OF NORWALK, IOWA

FEBRUARY 13, 2026

City of Norwalk
2011 East 18th St.
Norwalk, Iowa 50211
(515) 981-9206

Parks & Recreation Director: Carissa Williams
Athletics & Complex Supervisor: Adam Seibert

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**CITY OF NORWALK
CONCESSIONAIRE SERVICES
REQUEST FOR PROPOSALS**

1. Introduction

The City of Norwalk, Iowa (“City”), is requesting proposals from qualified concessionaires to operate food and beverage concession services at the **McAninch Sports Complex**, located at **200 Wright Road, Norwalk, Iowa**.

The purpose of this Request for Proposals (RFP) is to select a concessionaire that can provide high-quality food service, reliable operations, and professional customer service, while offering fair financial terms to the City.

2. Facility Description & Operations

The McAninch Sports Complex is a City-owned recreational facility that hosts youth and adult athletic leagues, tournaments, and special events. The concession area is owned by the City and includes fixtures, utilities, and equipment as determined by the City.

The McAninch Sports Complex is home to over 42,000 participants in youth and adult baseball, softball, flag football and soccer games per year. Activities will begin in late March and will be completed in October with practices and games scheduled on week days and higher tournament volume play primarily on Saturdays and Sundays.

3. Term of Agreement

The City anticipates awarding a concessionaire agreement for a three (3) year term, with two (2) years considered the minimum acceptable term, subject to City Council approval.

The agreement may include optional renewal terms at the City’s discretion. The City reserves the right to terminate this agreement if the terms and conditions of the agreement are not performed.

4. Scope of Services

The selected concessionaire will be responsible for, at a minimum:

- Operating food and beverage concession services during scheduled events and seasons as determined by the City, including during all scheduled league play and tournaments seven days a week April through October.
- Coordinating with City staff regarding hours of operation and special events, including providing adequate staffing for peak usage, tournaments, and special

events. Permission must be given by the Parks and Recreation Director for the concession stand to be closed.

- The concessionaire shall not sublet, assign or otherwise dispose of any portion of the service to be provided by this Agreement without written permission from the City of Norwalk.
- Offering menu items appropriate for a sports complex environment. Your proposal should reflect the variety of food you plan to offer for sale.
- Supplying all food, beverages, inventory, and non-City provided equipment, including a grill, ice machine, cash register, signage, or desired furnishings.
- The concessionaire assumes all risks of operation and shall comply with all federal, state and local laws, park rules and regulations in regards to the sale, use, and storage of food and beverages, including licensing requirements.
- The concessionaire is responsible for maintaining the concession operation/storage areas and keeping the same in a clean, sanitary and safe condition at all times. Garbage and trash generated by the operation shall be neatly contained in trash containers provided by the City, by the maintenance facility. The City is responsible to remove garbage and trash in the trash containers around the eating tables and area directly adjacent to the serving windows on a regular scheduled basis. The concessionaire is also responsible to maintain and clean the eating tables and area directly adjacent to the serving windows. The concessionaire will comply with the City's recycling request and/or policies.
- The concessionaire shall employ and supervise all personnel for their operation. No employees of the concessionaire are employees of the City. As a result, the concessionaire shall comply with all applicable Federal and State statutes relating to employment practices and is solely responsible for all associated taxes.
- Maintaining on-site all Material Safety Data Sheets (MSDS) for all chemical-containing products to which employees may be exposed.
- The concessionaire will operate the concession facility in a courteous and professional manner and will respond to customer needs promptly and will treat all customers respectfully.
- Any damages or thefts within the concession building are the responsibility of the concessionaire.
- The concessionaire shall be solely responsible for payment of all invoices or bills relating to all inventory delivered or provided by vendors or other similar individuals or entities.
- All inventory must be removed from the Complex and the space left in clean condition by the end of each year for winterization of the facility. This date will be communicated by City staff near the end of the season.

- The concessionaire shall allow the City to enter the concession facility at any reasonable time to inspect the same. The concessionaire shall provide access at any time to the City, its departments and personnel, the Iowa Department of Health and other certain governmental agencies for inspection purposes.
- Accept credit/debit card payments in addition to any other preferred payment methods to increase convenience and sales. All transactions shall be made through a point of sale system, which will produce daily and monthly reports of gross sales, hours of operation and inventory control.
- Providing a monthly report of gross sales along with payment to the City by the 10th of each month following the end of the month to:

City of Norwalk Parks and Recreation

Attn: Sarah Coburn

2011 East 18th St.

Norwalk, Iowa 50211

Alcohol and tobacco sales are **not permitted**, unless expressly authorized by the City. Products may not be sold in glass containers.

5. Financial Proposal

Proposers shall include a clear financial proposal, which may include:

- Proposed revenue-sharing percentage, fixed fee, or combination thereof
- Any proposed minimum annual guarantee (if applicable)

The City is open to creative financial structures but reserves the right to determine which proposal is in its best interest.

6. Minimum Qualifications

At a minimum, proposers must demonstrate:

- Experience operating food service or concession operations
- Ability to staff and operate during high-volume events
- Financial capability to perform under the agreement
- Ability to obtain and maintain required licenses and permits
- Ability to meet insurance requirements established by the City

7. Proposal Submission Requirements

Proposals should include the following:

1. Cover Letter & Contact Information
2. Business Background & Experience
3. Operational Plan
 - a. Staffing approach
 - b. Event coverage
 - c. Hours of operation
4. Proposed Menu and Pricing Approach
5. Financial Proposal
6. References (minimum of two)
7. Proof of Ability to Obtain Insurance and Licenses

Proposals should be labeled clearly as a McAninch Sports Complex Concessionaire Services RFP, attn: Adam Seibert. Proposals must be submitted by Friday, March 6th at 4:30 pm to the Parks & Recreation Office at the Norwalk City State Bank Field House, 2011 East 18th St., Norwalk, IA 50211. Late proposals may not be considered.

8. Evaluation Criteria

Proposals will be evaluated by a selection committee consisting of 3 staff from the Parks & Recreation Department. Evaluation will be based on, but not limited to, the following criteria:

- Experience and qualifications
- Quality of operational plan
- Proposed menu and service approach
- Financial benefit to the City
- References and past performance

The City may conduct interviews, request clarification, or negotiate terms prior to final selection.

9. Reservation of Rights

The City of Norwalk reserve the right to:

- Reject any or all proposals
- Waive informalities or irregularities
- Request additional information
- Negotiate terms with one or more proposers
- Cancel this RFP at any time

Issuance of this RFP does not commit the City to award a contract.

10. Insurance Requirements

The selected concessionaire shall, at its sole cost and expense, procure and maintain insurance coverage throughout the term of the agreement. Proof of insurance shall be provided prior to execution of the contract and upon renewal of any policies.

Insurance shall be written by companies authorized to do business in the State of Iowa and acceptable to the City of Norwalk.

Required Coverage

The concessionaire shall maintain, at a minimum, the following insurance coverage:

1. Workers' Compensation and Employers' Liability

- Workers' Compensation insurance in accordance with statutory requirements of the State of Iowa
- Employers' Liability insurance with limits of not less than \$100,000 per occurrence

2. Commercial General Liability

Including coverage for premises and operations, products and completed operations, contractual liability, and personal and advertising injury, with limits of not less than:

- \$2,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Personal and Advertising Injury
- \$1,000,000 Each Occurrence

3. Automobile Liability

Coverage for owned, non-owned, rented, and hired vehicles used in connection with concession operations, with a combined single limit of not less than \$1,000,000 per occurrence.

4. Additional Coverage

- Fire Damage Liability (any one occurrence): \$50,000
- Medical Payments (any one person): \$5,000

Additional Insurance Provisions

- The City of Norwalk, Iowa, its elected and appointed officials, officers, employees, and volunteers shall be named as Additional Insureds on the Commercial General Liability policy.
- The City Clerk, City of Norwalk, shall be named as the certificate holder.
- Insurance certificates shall provide that coverage may not be canceled, reduced, or materially altered without prior written notice to the City.
- The concessionaire shall be responsible for any deductibles or self-insured retentions.

Failure to maintain required insurance shall constitute grounds for termination of the agreement.

11. Notice of Award

The Norwalk City Council shall award the contract. The concessionaire to whom the contract is awarded will be notified of the award by telephone in advance. A written notice of award will be sent along with the contract documents for execution.

12. Form of Contract

Based on the acceptance of a proposal, the City will issue a contract per the terms in this RFP. The selected concessionaire will be required to show proof of insurance at a dollar amount specified by the City of Norwalk and will be required to indemnify the City. The payment schedule and performance standards will be established within the contract.

13. Public Records

All proposals submitted become public records subject to Iowa public records law.

14. Questions & Addenda

All questions regarding this RFP must be submitted in writing to:

Adam Seibert, Athletics & Complex Supervisor
aseibert@norwalk.iowa.gov

All questions should be submitted no later than March 2, 2026 to adequate time for a response prior to the submission deadline.

A pre-submittal meeting will be held at the McAninch Sports Complex on March 2, at 10:00 am for those wishing to view the concessions stand and complex.