



INVITATION TO BID

Santaquin Ball Park Concessionaire Vendor

ISSUE DATE: February 4, 2015

Santaquin City is seeking sealed bids for Concessionaire operations for the Santaquin Ball Park, Santaquin T-ball and Santaquin Orchard Hills (Softball) Complexes. The bidder may bid on all or some of the operations. It is preferred that the bidder operate from a trailer or food truck operation. Bidders may propose to rent the existing buildings located at the Santaquin Ball Park and/or Orchard Hills Complexes to provide these services. All bids that propose the use of City buildings must include the costs of all additional permits and expenses.

Background and Purpose

The Santaquin City Recreation Department is issuing this solicitation for the purpose of obtaining competitive bids for a Vendor to provide Concessionaire services for a 1 – 2 year term during baseball/softball and T-ball seasons with a possible option for extension.

Scope of Work

The selected firm (“Vendor”) will furnish, at a minimum, the following services:

- A. Provide Santaquin City vending and products for concessions at Santaquin Ball Park, Santaquin T-ball Fields and/or Santaquin Orchard Hill (Softball) Fields (Vendor may bid on one, two or all three locations). Normal operations are varied Monday – Friday. A detailed schedule may be obtained from the Recreation Department at 801-754-5805.
- B. Provide flexibility in the days of operation to accommodate the number of teams in each league.
- C. Comply with applicable local, state and federal laws, codes, regulations and ordinances (e.g., Utah County Health Department).

Requirements for Proposals

- A. Identify which venue(s) is/are the subject of the Vendor’s Proposal. If the proposal involves more than one venue state whether the City may accept any or all of the proposals.
- B. Describe and/or provide photographs of each major piece of equipment that Vendor intends to utilize in providing the services described in the Proposal and space requirement for such equipment.

- C. Identify and describe the qualifications and experience of the people that Vendor intends to use in providing the services, including the contact person and those intended to provide on-site interaction with the public.
- D. Describe the Vendor's standard product offering and any products that may be unique or tailored to the intended clientele.
- E. Provide information which best illustrates the company's qualifications and capabilities for handling the needs presented by Santaquin City's Recreation Department. Include descriptions and information related to similar contracts held within the past 2-5 years.
- F. Identify what if any utility service Vendor will require from Santaquin City to provide the services.
- G. Propose a method of revenue sharing. The City anticipates that each proposal will identify the percentage of gross revenues that will be paid to the City in connection with this agreement, but the City may also consider other proposals for sharing revenues.
- H. Describe Vendor's ability to adjust to reasonable changes in event schedules.
- I. Provide 3-6 local references: commercial, private, governmental, or a combination of any of these. Include the Company name, contact person, address, phone number and e-mail for each reference.

Miscellaneous Provisions

- A. The vendor must maintain a liability insurance policy covering bodily injury and property damage, with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate; and deliver a Certificate of Insurance to City listing Santaquin City as an endorsed "additional insured" on the policy.
- B. Termination of Contract: Santaquin City may, at any time it deems necessary, terminate this agreement with thirty (30) calendar day's written notice.
- C. Bidders must be properly licensed and secure necessary permits wherever applicable.
- D. Vendor also agrees to comply with the City's reasonable requests for additional information at all times during the effective period of this Contract, or any extension/renewal thereof.
- E. Reservation of Rights: Santaquin City reserves the right to reject any and/or all bids and to waive all minor technicalities, informalities and irregularities. Santaquin City reserves the right to accept the bid, which in the judgment of the City, is in its best interest.

Procedures for Submitting Proposals

- A. Submit one copy of the proposal package by 5:00 pm on March 31, 2015 to the Santaquin City Offices located at 275 West Main Street, Santaquin, UT 84655. No late proposals will be accepted.
- B. Each Proposal Package must contain the information and meet the requirements contained in this Request for Proposals, including the Mandatory Bid Submittal Form.
- C. All bids must be sealed and labeled "Concessionaire Operations Provider Bid."
- D. Firms responding to this RFP must be available for presentation or interviews if necessary.

Judging Proposals.

In determining the lowest responsive and responsible bidder, the City will consider the following:

- A. The ability, capacity and skill of the bidder to perform the contract.
- B. The judgment and experience of the bidder.
- C. The quality of performance on previous contracts.
- D. Revenue Proposal.

Santaquin City is the sole determiner of a qualified bidder and may request other information sufficient to determine bidder's ability to meet the minimum standards listed above.

Notification of Award.

- A. Notification of award will be in writing by the Santaquin City Manager. Upon notification, the Vendor shall submit to the Recreation Programs Coordinator required insurance certificates and such other documentation as may be requested, or required, under these terms. Upon their receipt and subsequent approval, the City will forward the contractor a written NOTICE TO PROCEED. Work shall NOT be started until the contractor receives such Notice to Proceed. Santaquin City is not liable for any costs incurred by proposers prior to the issuance of a Notice to Proceed.
- B. The contents of the proposal of the successful Vendor may become part of any subsequent contractual obligation.

Contact the Santaquin Recreation Department at 801-754-5805 with any questions.

MANDATORY BID SUBMITTAL FORM

Santaquin Ball Park Concessionaire Vendor

Name of Company submitting proposal: _____

Address of Company: _____

Phone Number: _____ Cell Phone #: _____

Contact Person: _____

E-mail Address: _____

Signature: _____

Date: _____

Description:

Proposers Certification

I have carefully examined this Request for Proposal.

I hereby propose to furnish the goods or services specified in the Request for Proposal. I agree that my proposal in the amount of \$ _____ will remain firm for a period of sixty (60) days in order to allow Santaquin City Recreation the adequate time to evaluate the proposals. If awarded the contract within sixty (60) days, I agree to execute a written contract with Santaquin City subject to the terms and conditions of Santaquin City Code and this proposal.

I agree that Santaquin City Recreation terms and conditions herein shall take precedence over any terms and conditions submitted with the proposal, either appearing separately or included in preprinted catalogs and/or price lists or other literature.

I agree to abide by all conditions of this proposal and understand that Santaquin City Recreation reserves the right before recommending any award to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with the specifications, terms, and conditions.

I certify that all information contained in the proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the vendor/contractor as its agent and that the vendor/contractor is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm, or corporation submitting a proposal for the same product or service; that no officer, employee, or agent of Santaquin City or any other proposer is interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Name of Business

Mailing Address City, State and Zip Code

Authorized Signature

Name & Title (Typed or printed) Telephone Number/ Email

References

REFERENCE #1

Company Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____

REFERENCE #2

Company Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____

REFERENCE #3

Company Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____