



### **SANTAQUIN BALL PARK CONCESSIONAIRE VENDOR**

**INVITATION TO BID** - Santaquin City is seeking sealed bids for Concessionaire operations for the Santaquin Ball Park, Santaquin Tball and Santaquin Orchard Hills (Softball) Complexes. The bidder can bid on all or some of the operations. Sealed bids must be received at the Santaquin City Offices, located at 275 West Main Street, Santaquin, UT, 84655 before 12:00 pm on April 25, 2014; Attn: Kevin Schmidt – Re: Concessionaire Operations Provider Bid. To review the full bid document, please visit [www.santaquin.org](http://www.santaquin.org) or call 801-754-3211.



## **INVITATION TO BID**

Santaquin Ball Park Concessionaire Vendor

ISSUE DATE: March 28, 2014

Proposals are due April 25, 2014 by 12:00pm at Santaquin City Hall. No late proposals will be accepted.

Santaquin City is seeking sealed bids for Concessionaire operations for the Santaquin Ball Park, Santaquin Tball and Santaquin Orchard Hills (Softball) Complexes. The bidder can bid on all or some of the operations. It is preferred that the bidder operate from a trailer or food truck operation. The Santaquin Ball Park and Orchard Hills Complexes do have buildings that if operated in would have to be taken into consideration and additional permits and expenses would need to be reimbursed to the city and taken into account in the bid.

In determining the lowest responsive and responsible bidder, in addition to price, the following shall also be considered:

- a) The ability, capacity and skill of the bidder to perform the contract.
- b) The character, integrity, reputation, judgment, experience and efficiency of the contractor.
- c) The quality of performance on previous contracts.

Contact the Leisure Services Director at 801-754-5805 with any questions.

### **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 extension for the ball complexes.

### **Scope of Work**

The selected firm will furnish, at a minimum, the following services:

A. Provide Santaquin City vending and product for concessions at Santaquin Ball Park, Santaquin Tball Fields and Santaquin Orchard Hill (Softball) Fields (can bid on one, two or all three locations). Normal operations are varied Monday – Friday. A detailed schedule can be provided by the Recreation department at 801-754-5805.

Days of operation may vary based on number of teams in each league.

B. It is the Responsibility of the vendor to comply with applicable local, state and federal laws, codes, regulation of ordinances (i.e. Utah Health Department).

### **Requirements for Proposals**

A. Up to three local references: commercial, private, governmental, or a combination of any of these.

Include the contact person's name and telephone number.

B. Our insurance requires that the vendor have and submit a copy of a \$2,000,000 liability insurance policy covering bodily injury, property damage, and list Santaquin City as "additionally insured" on the policy.

C. Indicate the contractual entity that will be responsible for performance of all aspects of this contract. Provide the name of the firm, address, contact person(s), email addresses, cell phone numbers, and 24 hour telephone numbers.

D. Provide information which best illustrates your company's qualification 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.

### **Procedures for Submitting Proposals**

Parties interested in acquiring this contract with the Santaquin City Recreation Department shall submit one copy of the proposal package to the meet the requirements below by April 18, 2014 by 12pm:

1. All bids must be labeled "Concessionaire Operations Provider Bid".
2. Bidders must be properly licensed and secure necessary permits wherever applicable.
3. Complete Mandatory Bid Submittal Form
4. Preservation of Rights: Santaquin City reserves the right to reject any and/or all bids and 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 their best interest.
5. Santaquin City is the sole determiner of a qualified bidder and may request other information sufficient to determine bidder's ability to meet these minimum standards listed above. Request for information contained in this section may also occur at any time during the effective period of this Contract, or any extension/renewal thereof.
6. List up to 3 references including Company name, contact person, address, phone number and e-mail.
7. Termination of Contract: Santaquin City may, at any time they deem necessary, terminate this agreements with thirty (30) calendar days written notice.

8. Notification of award will be in writing by the Santaquin City Manager.

Upon notification, the vendor shall submit to the Leisure Services Director all 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 such Notice to Proceed is received by the contractor. Santaquin city is not liable for any costs incurred by proposers prior to the issuance of a Notice to Proceed.

9. Firms responding to this RFP must be available for presentation or interviews if necessary.

10. The contents of the proposal of the successful firm may become part of any subsequent contractual obligation.

**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; no officer, employee, or agent of Santaquin City Recreation 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.

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Name of Business

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Mailing Address City, State and Zip Code

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Authorized Signature

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

## References

### REFERENCE #1

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Length of Service: \_\_\_\_\_

### REFERENCE #2

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Length of Service: \_\_\_\_\_

### REFERENCE #3

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Length of Service: \_\_\_\_\_