

**REQUEST FOR PROPOSALS  
TO PROVIDE CONCESSION SERVICES TO THE CITY OF ALAMOSA.**

The City of Alamosa (“City”) is accepting proposals from non-profit organizations (need not have 501(c)(3) designation, but must be not-for-profit) (“Concessionaire”) to provide food and (non-alcoholic) beverage concession services to the City of Alamosa as a means of fundraising for said non-profit organization. Please review the following pages for complete information on the request for proposals process.

**Section 1. Background**

The City offers youth and adult softball programs at the Lee Softball Complex during the summer season, mid-May to early-August. The City is interested in receiving proposals from qualified non-profit organizations in providing concession services at this location for the 2018 season. The City shall provide the following at each location with exceptions as noted:

1. Concession Stand
2. Counter Space
3. Utilities

All other equipment necessary to properly operate the concession shall be provided by the Concessionaire.

**Section 2. Scope of Work**

The Scope of Work shall include:

- Providing concession services of the highest quality and dependability when open.
- Varying hours due to site location, season, special events, holidays, and weather.
- Working closely with the Department of Parks and Recreation.

**Section 3. Fee for Services**

The Concessionaire agrees to pay the City five percent (5%) of gross receipts. The appropriate fee shall be due and payable on the first day of each month for the preceding month’s sales. The City reserves the right to inspect and audit all sales. The City anticipates needing these services beginning at contract signing and ending no later than August 15, 2018. Upon satisfactory completion of the first year, the City may offer a second year option to the initial contract.

**Section 4. Standard Terms and Conditions**

The City is not responsible for any costs associated with responding to this request for proposals. The City reserves the right to reject any and all submittals, to consider alternatives, to waive any informalities and irregularities, and to re-solicit proposals.

The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City. The Concessionaire shall be an independent contractor of the City. The independent contractor will be required to maintain its own workers compensation and liability insurance coverages, and provide proof of same to the City, all in the manner provided in the contract required to be signed. Coverage shall be at least as broad as:

1. Commercial General Liability Insurance, in an amount not less than \$1,000,000 per occurrence and \$1,000,000 general aggregate for bodily injury, personal injury and property damage.

2. Statutory Workers' Compensation Insurance. Both the Workers' Compensation and Employers' Liability policies shall contain the insurer's waiver of subrogation in favor of City, its elected officials, officers, employees, agents and volunteers. The successful Concessionaire shall comply with all standards and recommendations of the State and local health departments in all matters concerning health and sanitation. Additionally, the Concessionaire agrees to keep appropriate financial records and make those records available to the City if requested.

#### Section 5. Evaluation

The objective of this RFP is to provide dependable and consistent concession services at the selected site. The following criteria will be used to evaluate all submittals:

- Review of narrative of no more than 500 words providing why the Concessionaire desires this fundraising opportunity, how many programs and/or participants it will serve or benefit, and any other information the Concessionaire wishes to relate.
- Experience/References
- Quality of Equipment
- Products and Services
- Sale Price of Products
- Such other factors as the City determines are relevant to consideration of the best interests of the City.

#### Section 6. Required Submittals

The Concessionaire should return two copies of the following to the City by 3:00 P.M. on **Wednesday, May 23, 2018.**

1. Cover letter signed by someone with the ability to enter into contracts on behalf of the proposer. The cover letter should provide the name, address, phone, and email contact for the Concessionaire's main point of contact.
2. Narrative of no more than 500 words providing why the Concessionaire desires this fundraising opportunity, how many programs and/or participants it will serve or benefit, and any other information the Concessionaire wishes to relate.
3. References shall be provided of other customers who have received similar services by the Concessionaire. Please include name, business or agency affiliation, and phone number.
4. Outline of your proposed approach to the required scope of work. It should include your understanding of the required services and your ability to meet the needs of the City (i.e. adequate staff, equipment, etc...) as described in the scope of work.
5. A draft menu including food to be served and prices to be charged.

Proposals should be submitted to:

City of Alamosa  
Attn: Director of Parks and Recreation  
Concession Services  
300 Hunt Ave.  
Alamosa, CO 81101

Thank you, we look forward to reviewing your proposal.