

Invitation to Bid

NOTICE is given that The Kewanee Park District is seeking bidders for operation of the Northeast Park Concession stand for the 2025 season with options for 2026 and 2027. All proposals shall be delivered to the Park District off by February 14, 2025 at 1095 Cambridge Rd., Kewanee IL, 61443 OR by email to Adwyer@kewaneeParkDistrict.org with subject titled CONCESSION BID.

Specifications may be obtained via our website at KewaneeParkDistrict.org.

No pre-bid meeting will be held. Questions may be submitted via email to adwyer@kewaneeParkDistrict.org

Kewanee Park District reserves the right to reject any and all bids and to accept the best evaluated bid.

Scope of Program and General Requirements:

Kewanee Park District is requesting bids for concession services for 2025 season. The concession is located at Northeast Park and provides services during normal pool hours of operation, baseball/softball games, and special events. Concession is required to be open and serve the public during all of these timeframes.

Evaluations:

The Kewanee Park District will evaluate bids based on the written response to the Invitation (submitted bids) and will make a selection based on price offered for space rental, price for food and drink offerings to the public, and ability to comply with all rules/regulations as outlined below.

Bid Content and Requirements:

Bids should be submitted with the information required in this Invitation. Each section must be labeled and in the order listed below. Failure to comply may deem bid non responsive. As a minimum, bids must include:

Answer to Bid must comprise:

- Identification of Vendor, including name, address and telephone number of contact person
 - Name of Vendor: _____
 - Address: _____
 - Phone: _____
 - E-mail: _____
- Proof of compliance with all business, food, and safety requirements and any appropriate licensure (Please attach copies)
- Proof of general liability insurance (Please attach copies)

- Customer Price Schedule/Proposed Menu (Please attach copies)
- Proposed flat dollar rate for full season
 - Yearly Flat rate rent payment: \$ _____
 - Year 2 Flat rate rent payment: \$ _____
 - Year 3 Flat rate rent payment: \$ _____
 - Paid by July 1 each year

Scope of Work Details

- Concession vendor will operate during all regular and holiday open hours and, if requested, during special events. The required hours are as follows:
 - Regular Hours – 12p to 6p during pool season
 - Kewanee School softball Games – All Games from start to finish
 - Special Events – Any and all special events held at Northeast Park (included but not limited to 4th of July, Nolan Kewanee Classic, Movie in park)
 - All Park District Baseball games (including big diamond games)
- Concession vendor MAY operate during other events, pool rentals, or diamond rentals upon request
- Concession vendor shall provide snacks and drinks that would typically be available at a concession stand; i.e. chips, candies, pretzels, drinks (soda, water, Gatorade).
- Kewanee Park District reserves the right to review price list of all products being served at any time and may offer input and request changes be made.
- Concession vendor must provide proof of food certifications, permits, insurances, and compliance with all food and safety regulations
- Concession vendor must provide proof of \$500,000 general liability/accident/aggregate insurance and provide such certificate of insurance (and must list Kewanee Park District as additional insured).
- Concession Vendor will be responsible for minor repairs (under \$500) to refrigeration, window AC, and miscellaneous appliances.
- District will be responsible for all heat, water, electrical, building and grounds, and any miscellaneous repairs.
- Refrigeration and window AC repair beyond \$500 will be split equally between both parties with agreed upon vendor. Refrigeration unit replacement will be the responsibility of the district. AC window unit replacement will be the responsibility of the Vendor.
- Concession vendor must agree to all terms and conditions of the Concession Contract.

By Signing Below, I certify that I have read all of the bid specifications and contract and will agree to the terms set forth therein:

Vendor Name

Signature

Date