

**REQUEST FOR PROPOSALS FOR
Hopkinsville Sportsplex
Management and Operation of Concession Services
RFP No. 18-1921-001-05
FOR CITY OF HOPKINSVILLE, KENTUCKY**

**H O P K I N S V I L L E
SPORTS P L E X**



**City of Hopkinsville
715 South Virginia Street
Hopkinsville, KY 42240**

Mandatory pre-bid meeting will be on Thursday, September 20, 2018 at 10:00 am at the Hopkinsville Sportsplex at 155 Tilley Way, Hopkinsville, KY 42240.

Overview

Owned & operated by the City of Hopkinsville, the Hopkinsville Sportsplex is a new construction facility situated south of downtown and is being built as a key part of the convention center campus, located at 155 Tilley Way. The Complex includes a state-of-the-art 54,000 square foot indoor sports complex, offering three regulation high school basketball courts, an 85' x 185' indoor turf soccer field, one full concessions area, meeting/party room, and offices. The hard surface courts convert into six independent volleyball courts. The soccer field also has three overhead drop-down nets for baseball/softball/golf practice capabilities. The facility seats up to 1,000 spectators with bleacher seating and ample room for standing and additional personal chair seating.

The Sportsplex is located adjacent to the 46,000 square foot multi-purpose James E. Bruce Convention Center. A new full-service Holiday Inn is under construction for completion in late 2019.

The Sportsplex concessions area includes kitchen prep and service areas and counter space for two checkout lines and customer seating within the concessions area.

The Sportsplex will be programmed for year-round use with local league and private rental capability during the week and up to 40 weekend travel team and specialty events throughout the year once in full operation. Projected athletic events include competitive basketball, volleyball, soccer, archery, futsal, cheerleading, and dance. Recreation league offerings will also be conducted weekdays and nights. The facility is under the direction of the Hopkinsville Division of Parks and Recreation.

The City of Hopkinsville is currently accepting proposals for the management and operation of concession services at the Hopkinsville Sportsplex from November 1, 2018 through December 31, 2019. At the end of the one-year term, the City of Hopkinsville reserves the right to extend the Concessions Contract with Vendor for up to two additional one-year terms upon mutual agreement of both parties.

The Vendor will operate the concessions in the designated area of the Complex.

The location can be viewed by appointment: Tab Brockman, Parks Superintendent 270-887-4290, or Chris Jung, Marketing/Events Director, 270-887-4290.

Scope/Specifications Minimum Request for Proposal:

- Vendor will be required to operate during scheduled operating hours at the Complex from November 1, 2018 through Dec. 31, 2019. Normal business hours for the Sportsplex are 8 am through 10 pm daily. Vendor will be required to staff the concessions area as deemed appropriate by owner during operating hours that attract appropriate customers. This may be during weekday events and tournaments as becomes apparent through established scheduling. Concessions are required to be open during weekend events and operating hours.
- 1 (one) indoor concession area available. Additional indoor kiosk opportunities may become available based on event and crowd size.

- Vendor agrees to pay City of Hopkinsville a percentage of Gross Receipts from sales of food and non-alcoholic beverages, including the hawking of said items. All payments to the City with regard to food and non-alcoholic beverages will be based on cash register tape reconciliation. Vendor will provide the percentage amount on the Bid Sheet.
- Payments to the City of Hopkinsville will be made on the 1st day of each month.
- Vendor shall provide a Sponsorship to the City in the amount of \$500 each year of the agreement. In consideration of the sponsorship provided, the City shall provide a 3x8 arena banner that shall be displayed within the main arena for one year.
- RFP Scoring based upon following categories:
 - ✓ Menu options – 30 points
 - ✓ Menu pricing – 30 points
 - ✓ Possession of appropriate business documentation (business license, insurance coverage, bonding, Health Department certification, successful background checks) - 30 points.
 - ✓ Locally-owned/operated vendors receive 10 point preference.
- Proposals must include (at minimum) the checklist items.

The most qualified responsive and responsible proposal received will determine the Vendor for the concession area. Once approved, a concession agreement will be forwarded for signature. The successful vendor shall provide all materials needed to operate their concession area or the option will pass to the vendor with the next most qualified responsive and responsible proposal.

Vendor’s Concessions Information Checklist (must provide with Bid Sheet):

1. Bid Sheet
2. Business License
3. Food Service Permit
4. Tax ID #
5. List of Items to be Sold (NON-Alcoholic beverages only)
6. Pricing of Items

Vendor agrees to provide (prior to award of Concessions Contract):

1. General Comprehensive & Standard Liability Insurance in the minimum amount of \$1,000,000 (with City of Hopkinsville as an additional named insured).
2. Proof of company bonding coverage to \$500,000.00.
3. Submit names and social security numbers of all projected employees for local, state and national background checks. Background checks must be performed on all future employees.
4. Sponsorship Payment of \$500.

Proposals will be received until **3:00 p.m. (CST) on October 1, 2018** at 715 South Virginia Street, Hopkinsville, KY 42240 or by mail to P.O. Box 707, Hopkinsville, KY 42241-0707.

All proposals should be mailed to:

City of Hopkinsville
ATTN: Procurement Office
P.O. Box 707
Hopkinsville, KY 42241-0707

or hand-delivered to:

City of Hopkinsville
ATTN: Procurement Office
P.O. Box 707
Hopkinsville, KY 42241-0707

All proposal must be enclosed in a second sealed envelope and both envelopes clearly marked:

**“RFP No. 18-1921-001-05
Hopkinsville Sportsplex Management and Operation of Concession Services”**

Vendor shall assume full responsibility for the timely delivery of the Proposal.

Copies of the Request for Proposals can be obtained from Tab Brockman, Hopkinsville Parks and Recreation at 270-887-4290 or email tab.brockman@hopkinsvilleky.us.

Bid Sheet

Vendor must (at minimum) provide the following items:

1. A copy of Vendor's City of Hopkinsville Business License.
2. A copy of Vendor's Food Service Permit.
3. Vendor's Federal Taxpayer ID Number.
4. A listing of concession Items to be sold (NON-Alcoholic beverages only).
5. A list of pricing of concession Items to be sold.

Vender must provide the following prior to award of the Concessions Contract:

1. General Comprehensive & Standard Liability Insurance in the minimum amount of \$1,000,000 (with City of Hopkinsville as an additional named insured).
2. Proof of company bonding coverage to \$500,000.00.
3. Submit names and social security numbers of all projected employees for local, state, and national background checks.
4. Sponsorship payment of \$500.

Vendor agrees to pay City of Hopkinsville _____ percent (%) of Gross Receipts from sales of food and non-alcoholic beverages, including the hawking of said items. All payments to the City with regard to food and non-alcoholic beverages will be based on cash register tape reconciliation.

Company Name: _____

Contact Person: _____

Phone #: _____ Email: _____

Signature

Acknowledged before me this _____ day of _____, 2018.

NOTARY PUBLIC ID#: _____

My Commission Expires: _____

All Bid Sheets must be received no later than 3:00 p.m. (CST) on October 1, 2018 to be considered. The City of Hopkinsville reserves the right to reject any and all proposals not prepared and submitted in accordance with the provisions of the Request for Proposals.