**REQUEST FOR PROPOSAL**

The Wayne County Parks and Recreation (WCRD) is currently accepting quotes for concession operations at athletics games and events at designated County parks for the 2023 athletic season.

Prospective Bidders interested in visiting the concession stand buildings at Ben Park, Bill Morris Park, Babes Mighty Mites and Soccer Complex should contact the Recreation and Parks at 912-427-5915 [wcrd@waynecountyga.us](mailto:wcrd@waynecountyga.us) to schedule an appointment (Monday-Thursday, 9am-12pm and 1pm-4pm only).

Quotes may be mailed, emailed, or submitted in person to the Wayne County Commission, Attn: Amanda Hannah County Clerk, 341 East Walnut Street, Jesup, GA 31546, no later than **2:00 pm on September 27, 2023**. All quotes will be evaluated. The County reserves the right to reject any and all quotes. If a vendor is selected, a recommendation will be forwarded to the Finance Committee and the Board of Commissioners to enter into a concession agreement.

Specifications and Submittals:

1. Each Bidder must propose a **Gross Revenue Percentage Fee** to be paid monthly to the County for use of the concession areas for the duration of the agreement.
2. Throughout the term of the agreement, the successful vendor shall pay the Gross Revenue Percentage Fee to the County in monthly installments without deduction, setoff, or counterclaim no later than the 20th day of each month for the preceding month. Each fee submission will include an Accounting Report showing the weekly gross revenue collected during the submittal period.
3. Vendor is REQUIRED to operate:
4. During all WCRD games at all concession facilities located at the Ben Park/Bill Morris Park/ Babes Mighty Mites/ Soccer Complex Recreation Complex during the fall and spring sports seasons as listed below:

* Fall: Football/Cheerleading/Soccer
* Spring: Baseball/Softball

1. During athletic tournaments at the Ben Park/Bill Morris Park (typically weekends but may involve an occasional weeknight)

Vendor must keep concession facilities operational at least thirty (30) minutes after the scheduled start time of the last game of the day (i.e., if the last game of the day is scheduled to begin at 7:30pm, the concession stand must remain open until at least 8pm).

1. Vendor MAY operate the following concession facilities during the following times or seasons:
2. **Ben Park- Baseball Spring Season/Tournaments**
3. **Bill Morris Park Baseball Spring Season/Fall Football Season/Tournaments**
4. **Soccer Complex-Fall Season**
5. **Babes Mighty Mites Spring Season**
6. Tournaments and events at any Ben Park/Bill Morris Recreation Complex, upon request and pending WCRD approval
7. WCRD personnel will provide game and practice schedules to the vendor as soon as they are finalized at the beginning of each sports season. Rainout makeup plans will be communicated to the vendor as soon as they are finalized. Tournament dates will be provided to the vendor upon booking.
8. Vendor is required to sell only Coca-Cola beverage products at all locations.
9. Wayne County Parks will follow all local, state, and federal guidelines pertaining to COVID-19. Scheduled hours of operation and access to certain facilities may be limited due to COVID-19.
10. Selected Vendor is prohibited from using a radio, tape/CD player, public address or speaker system, playing music, offering for sale anything by shouting or outcry, or otherwise making any noise which tends to annoy the general public.
11. Prior to conducting any of the retail activities authorized by the Concession License Agreement, the Selected Vendor shall obtain a permit from Wayne County as required Code of Ordinances.
12. The initial term of the Agreement is scheduled to begin January 1, 2024. Selected Vendor has the option to request to renew the agreement under the same terms and conditions for two (2) additional years. Approval of the request to renew is contingent upon the County being agreeable to the request.
13. Selected Vendor may not assign, sublet, or transfer any rights, interests, obligations, or responsibilities under the concession’s agreement or in the operation of the concession stand, in whole or in part, to another person or party, without the prior written approval of Wayne County, which Wayne County may withhold in its sole discretion.
14. Vendor is required to pay on sales tax.
15. Recreation officials will be provided one meal during fall and spring sports season; and two meals during athletic tournaments hosted by the Wayne County Recreation Department. The Recreation Department will let you know about tournaments and if it is hosted by the Recreation Department. If the event is held all day recreation officials are allowed beverages throughout the event. Vendor will need to be able to track what the county official is eating and submit to the county for payment. The Recreation Director must sign off on expenses for the recreation officials.
16. Wayne County Recreation Director will need a key to concession stands but limit other keys that are given out.

The Board of Commissioners reserves the right to waive technicalities and make the award in the best interests of Wayne County. All paperwork will be reviewed by the Recreation and Parks Director for accuracy and completion. Please keep in mind that the highest responsive bid may not be the recommended awardee when the bid review process is complete.

The successful vendor will be issued a Letter of Intent to Enter into a Concession License Agreement. The successful vendor shall have thirty (30) consecutive days to gather the check-list items needed to operate their concession business or the option will pass to the vendor with the next highest quote. Once award of the agreement is approved by the Finance Committee, a Concession License Agreement will be forwarded for signature. Final execution of the agreement is contingent upon approval of the Wayne County Board of Commissioners.

Termination:

*For cause*

The agreement may be terminated for cause, at any time by either party for failure by the other party to substantially perform any of its duties under this agreement. Should a party exercise its right to terminate this agreement under this subsection, the termination shall be accomplished in writing and specify the reason and the termination date.

*For Convenience*

This agreement may be cancelled or terminated by either of the parties without cause; however, the party seeking to terminate or cancel this agreement shall give written notice of its intention to do to the other party at least 60 days prior to the effective date of cancellation or termination.

**REQUEST FOR QUOTE RESPONSE FORM**

**Vendor/Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address/City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Offer amount: Gross Revenue Percentage Payable to WAYNE County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vendor’s Concessions Information Check-List**

**(Items are due to County personnel within thirty (30) days upon receipt of Letter of Intent. These checklist items are due annually for the duration of the Concession Agreement term.)**

|  |
| --- |
| 1. Occupation tax registration – |
| * + - 1. Food Service Permit – |
| * + - 1. Georgia Sales Tax Reporting Number – |
| * + - 1. Furnish copy of general comprehensive and standard liability insurance ($1,000,000 minimum) with the County as an additional named insured. |
| * + - 1. No alcohol allowed on County Park properties. |
| * + - 1. Furnish list of items to be sold at the Concession Buildings. |