

May 9, 2017

Dear Sir or Madam:

Your firm is hereby invited to submit quotes for contractual concession services at various recreational sites in Troup County.

Your response to this Request for Quotes must be received in the Troup County Purchasing Department, 100 Ridley Avenue, LaGrange, GA 30240, in a sealed envelope clearly marked "Concession Services" no later than 2:00 pm on Friday May 19th, 2017. The bids will be publically opened at this time. If you have any questions, please contact Diana Evans, Troup County Purchasing Director, devans@troupc.org. No questions will be accepted after 2:00 p.m., Monday, May 15, 2017.

All contractors with Troup County Board of Commissioners are required to complete an affidavit verifying the legal status of all employees and employees of any/all subcontractors.

The County reserves the right to amend, modify, or withdraw this RFQ; to waive or revise any requirement of this RFQ; to reject any or all proposals; to extend the deadline for submissions; to request clarification of any information submitted in response to this request; and to negotiate or hold discussions with any responding party; or to make any other decisions deemed to be in the County's best interest.

Your consideration of doing business with the government of Troup County, Georgia is appreciated.

Sincerely,

Diana Evans
Troup County Purchasing Director

REQUEST FOR QUOTES

The Troup County Parks & Recreation Commission is seeking quotes for the operation of nine concession facilities, under a one-year lease agreement, covering a total of six locations:

- Shuford Fields Softball Complex, 950 Calumet Drive, LaGrange
(6 fields; one concession building)
- George Harris Baseball Complex, 131 Ragland Street, LaGrange
(8 fields; two concession buildings)
- Troup County Soccer Complex, 305 Fort Drive, LaGrange
(3 fields; one concession building)
- Mike Daniel Recreation Center, 1220 Lafayette Parkway, LaGrange
(2 basketball courts; one concession area)
- Callaway Stadium, 800 Dallis Street, LaGrange
(The concession profit from Callaway Stadium is split with the three High Schools and LaGrange College)
- West Point City Park, 1205 Hwy 29, West Point
(6 fields; two concession buildings)

A. Successful contractor will be responsible for:

- (1) The purchase, preparation and sale of all food and beverage products at each location under a uniform price structure approved by the Recreation Commission.
- (2) The scheduling and staffing of adequate personnel at each location.
- (3) Conducting operations at each facility during all scheduled recreation activities, tournaments and special events.
- (4) Maintaining proper insurance coverage on any and all equipment not provided by the Recreation Commission under the lease agreement. Must provide proof of being covered by a minimum \$1,000,000.00 liability insurance policy.
- (5) Paying all applicable sales taxes on products sold.
- (6) Compliance with all local, state and federal laws pertaining to minimum wage requirement, child labor restrictions, workers compensation and mandatory payroll deductions for Social Security, Medicare and withholding taxes on every employee.
- (7) Contractor shall have use of all equipment in concession areas and be responsible for all repairs and/or replacement of said equipment. All equipment presently in concession stands at end of contract shall be in working order.
- (8) Must keep concession areas restaurant clean and be made available for periodic staff inspections.
- (9) Must provide monthly financial reports to Parks & Recreation.

B. Specifications:

- (1) Interested parties should propose an annual franchise fee to be paid to the Recreation Commission with a proposed commission beginning due at the beginning of the contract period (no later than September 1, 2017). And a proposed commission due at the beginning of each quarter; December 1, 2017; March 1, 2018; June 1, 2018. (see attachment reflecting annual sales)
- (2) Successful contractor will enter into a lease agreement with the Troup County Parks & Recreation Commission, whereby the Commission will provide exclusive access to all existing concession facilities and equipment covered by the agreement for the purpose of inventory storage, food preparation and sales.
- (3) Contractor must agree to honor an existing contract between Troup County Parks & Recreation Commission and Coca-Cola, whereby all soft drink products sold must be manufactured by the Coca-Cola Bottling Company, Inc.
- (4) The final agreement between Contractor and the Troup County Parks & Recreation Commission will be for the sale of food and beverage items only. The Commission reserves the exclusive right to any and all sales of other items not considered food or beverage, such as souvenirs, programs, admission tickets, etc.
- (5) Contractor must assume all liability for any loss, or damage to, any merchandise or equipment not provided by the Commission due to fire, theft, vandalism, natural causes or incidents of neglect.
- (6) All equipment used or replaced must be in working order at end of contract.

C. Terms and Conditions:

- (1) This agreement is intended to cover the period of August 1, 2017 through June 30, 2018.
- (2) This agreement may be cancelled with a 30-day written notice by either party should differences be irresolvable. Should such cancellation occur due to any failure by the Contractor to meet all terms and conditions of the agreement, the annual franchise fee paid by the Contractor is non-refundable.
- (3) The agreement may be renewed twice for an additional year, for a total of three years, if agreeable with both contracting parties.
- (4) This agreement covers each location heretofore identified, and no quote will be accepted that does not include all five facilities.
- (5) 10% of the bid amount due to be paid when the contract is awarded. This amount will be subtracted from the commission due on September 1, 2017.

DEADLINE FOR SUBMITTING QUOTES IS FRIDAY, MAY ^{19th}, 2017, AT 2:00 PM.

Contractor: _____

Address: _____

Contact Person _____ Phone: _____

Annual Franchise Fee: _____

Signature of Authorized Representative: _____ Date: _____

TRROUP COUNTY PARKS & RECREATION COMMISSION

ESTIMATED ANNUAL REVENUE PROJECTIONS
FOR CONTRACT CONCESSION OPERATIONS

<u>LOCATION</u>		<u>PROJECTION</u>
Shuford Fields Softball Complex	-	\$75,000
George Harris Baseball Complex	-	\$75,000
Troup County Soccer Complex	-	\$50,000
Mike Daniel Recreation Center	-	\$30,000
Callaway Stadium	-	<u>\$100,000 (Split w/School)</u>
GROSS PROJECTED REVENUE	-	\$330,000

CALCULATION FORMULA

Estimated annual revenue projections are based on the total number of scheduled activities and events at each facility (from March 1, 2015 – February 28, 2016), multiplied by the total number of participants, multiplied by 2.5 spectators per participant, and the average amount of each will spend on concession products.

*NOTE: Actual revenue from concession sales will be contingent upon total hours of operation, diversity of product menu, and the cancellation of scheduled events and activities due to inclement weather, lack of participation, or reasons of safety as determined by the Troup County Parks & Recreation Commission.