

Request for Bids

Emporia-Greenville Recreation Association
916-C West Atlantic Street Box 155
Emporia, Virginia 23847
Email: Chelseataylor@egra.com

Emporia-Greenville Recreation Association (EGRA) is interested in receiving bids for the operation of the concession stand March 5, 2023 to June 30, 2023 at the Meherrin River Park.

Location	Date(s)	Time(s)	Sport(s) covered
Meherrin River Park	March 5 – June 30 Monday - Friday	5:30 p.m. – 9:30 p.m.	Youth baseball (Mar-Jun) Youth softball (Mar – Jun)

To submit a bid, please **fill out and return page 3 (Bid Application)** to Chelsea Thorpe, Purchasing Agent, no later than **February 25, 2023 no later than 1:00PM**. Responses may be emailed, dropped off at the UPS store, or sent via ground mail. All contact information is listed at the top of this letter. It is the bidder's sole responsibility to see that the bid is received by the designated time. Any bid received after the time set for opening bids will not be considered.

The award shall be based on a grading rubric that can be found on page 3 of this letter. The awarded bidder shall enter into a contract with the District prior to the start of services.

Site Visit Contractor shall have the opportunity to visit the Concession Stand(s) prior to responding with a bid proposal. The site visit shall take place at Meherrin River Field at an agreed upon time between the bidding party and the Purchasing Agent. All interested parties must give prior notice of their intent to attend the site visit to Chelsea Thorpe, Director of Purchasing, by calling 434-594-6970 or emailing chelseataylor@egra.com no later than 5:00 pm on February 24, 2023.

Services The awarded party shall agree to the following services during the contracted period:

- Manage the operation of the Concession Stand.
- Find, supervise, and direct employees/volunteers who will operate the Concession Stand.
- Provide its own equipment, food, and supplies and be responsible for the security of such items.

Payment Requirements The awarded bidder will pay the awarded monetary bid in two installments. The payment schedule is as follows:

Payment 1	Payment 2
April 30, 2023	June 30, 2023

Payments must be made in full, with checks or money orders payable to EGRA. They can be submitted via mail or in person to either Chelsea Thorpe, purchasing agent, or Rebekah Moss, treasurer.

Indemnification All activities performed by Contractor are performed at its own risk, and Contractor agrees to indemnify, defend, and hold EGRA harmless from any liability, claim, or expense including reasonable attorneys' fees arising out of any of its acts or omissions under this Agreement or breach thereof.

Insurance The awarded Contractor shall, at its sole expense, purchase and maintain Commercial General Liability with a limit of \$1,000,000 per occurrence bodily injury, personal injury and property damage combined, including premises and operations liability, contractual liability, personal injury liability. A certificate of insurance shall be provided to the EGRA prior to starting services. Such insurance shall not be cancelled or reduced until thirty (30) days prior written notice has been given to the District.

Compliance with Laws Contractor shall, at its sole expense, comply with all applicable laws and governmental rules, regulations or requirements, which may now or hereafter be in force, relating to its activities under this Agreement. EGRA is an equal opportunity employer. The Contractor understands and agrees that its own compliance with applicable federal and state nondiscrimination laws is a condition precedent to its rights under this agreement and that violation of said laws may result in cancellation of this agreement.

Rights Reserved by District the District reserves the right to reject any or all bids, or any items thereof, and to waive minor bidding informalities or irregularities.

Modifications Bidder-initiated changes in or additions to the bid invitation, recapitulations of the work bid upon, or alternate proposals or any other modifications of the invitation, which are not specifically allowed in the contract documents, may result in the District's rejection of the bid as being non-responsive to the invitation. The Bid Document shall not be altered. A bidder submitting a deviation shall do so by way of an addendum. No oral telephone modifications of any bid submitted will be considered.

Examination of Instructions, Conditions, and/or Specifications Bidders shall thoroughly examine and be familiar with all instructions, conditions, and/or specifications. The failure of a bidder to receive or examine any form, instruments, addendum or other document or to visit the site when required in order to acquaint the bidder with existing conditions, shall in no way relieve the bidder from obligations concerning the bid or the contract. The submission of a bid shall be taken as prima facie evidence of compliance with this section.

BID APPLICATION

Applicant name: _____

Address: _____

Phone number: _____ Email: _____

1. Please provide your bid for operations:

2. Briefly describe your overall operating plan (e.g., how will you staff the concession stand, how do you plan to be successful?):

3. Briefly outline how will you ensure quality customer service, cleanliness and quality maintenance:

4. Describe past experiences that you have had with operating a concession stand:

5. Please either attach a sample menu or describe your plan for items and prices:

BID RUBRIC

The concession stand lease will be awarded to the individual, association or corporation who submits the highest and best bid. In reviewing bids, the following criteria, shown with point weights, will be used:

Area assessed	Weight
1. Monetary return to Emporia-Greenville Recreation Association (scaled score based on number of applicants)	35%
2. Overall operating plan, including plans for organization and staffing	20%
3. Examples and plans for quality customer service, cleanliness and quality maintenance	20%
4. Experience in the same type of operations, qualifications of key personnel overall operating plan	15%
5. Proposed prices and rates (submit a copy of a sample menu)	10%