

## **Request for Bids**

Emporia-Greenville Recreation Association  
916-C West Atlantic Street | P.O. Box 155  
Emporia, Virginia 23847  
Email: chelseataylor@egra@gmail.com

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Emporia-Greenville Recreation Association (EGRA) is seeking bids for the operation of the concession stand(s) at Greenville County High School during the 2025 Youth Football Program.

### **Schedule of Expected Operations:**

Location: Greenville County High School

Dates: September 6th, 13th, & 27th | October 4th & 25th

Times: Typically 9:00 a.m. - 1:00 p.m. or 1:00 p.m. - 6:00 p.m.

**Schedule is subject to change and will be finalized by July 1st, 2025.**

To submit a bid, please complete and return the Bid Application (page 3) no later than:

- **Email submissions:** July 26, 2025 by 11:59 PM
- **UPS Store submissions:** July 26, 2025 by 1:00 PM

Responses may be emailed, dropped off at the UPS store, or sent via mail. It is the sole responsibility of the bidder to ensure the bid is received by the deadline. Late submissions will not be considered.

The selected bidder will enter into a contract with EGRA prior to the start of services.

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### **Required Services:**

The awarded party agrees to:

- Manage the operation of the Concession Stand.
  - Recruit, supervise, and direct employees/volunteers to operate the Concession Stand.
  - Provide their own equipment, food, and supplies and be responsible for their security.
  - Follow all policies, rules, and regulations set forth by Greenville County High School and EGRA.
  - Submit required background checks for personnel as outlined below.
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## Payment Requirements:

The awarded bidder agrees to pay the proposed monetary bid in four (4) installments as follows, or as otherwise agreed upon by EGRA and the awarded party:

- **Payment 1:** September 15th, 2025
- **Payment 2:** October 6th, 2025
- **Payment 3:** October 20th, 2025
- **Payment 4:** November 3rd, 2025

Payments must be made by check or money order payable to EGRA and submitted by mail or in person to the UPS Store.

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## Insurance & Liability:

- The awarded Contractor is responsible for purchasing and maintaining appropriate insurance coverage, including but not limited to Commercial General Liability insurance with a minimum limit of \$1,000,000 per occurrence for bodily injury, personal injury, and property damage combined.
- Proof of insurance must be provided to EGRA before beginning operations.
- Should the Contractor elect not to purchase insurance, they do so entirely at their own risk and accept full liability for any claims, damages, illnesses, injuries, property loss, or legal actions that may arise from their operations.
- The Contractor and their employees/volunteers shall not hold EGRA or Greenville County Public Schools liable for any incidents, including but not limited to:
  - Injuries to employees, volunteers, or patrons.
  - Foodborne illnesses or contamination.
  - Property damage or equipment malfunction.
  - Burns, spills, or injuries related to hot equipment, grease, or cooking surfaces.

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## Background Checks:

- All individuals operating or working in the concession stand who are 18 years of age or older are required to submit a background check prior to participating.
- EGRA will cover the cost for up to **five (5)** background checks.
- The Contractor is responsible for the cost of background checks for any additional personnel.

- Failure to comply with background check requirements may result in termination of the contract.
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### **Compliance with Laws:**

The Contractor must comply with all applicable federal, state, and local laws, including nondiscrimination regulations. EGRA is an equal opportunity organization. Non-compliance may result in cancellation of the agreement.

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### **Additional Terms:**

- The awarded bidder operates entirely at their own risk.
  - EGRA reserves the right to reject any or all bids or waive minor irregularities.
  - Bid modifications are only allowed through formal addendums; no oral changes will be considered.
  - Bidders are responsible for familiarizing themselves with all instructions, conditions, and requirements.
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## **Bid Application:**

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### **1. Bid Amount for Operations:**

\_\_\_\_\_

### **2. Operating Plan (Staffing, Success Strategy):**

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\_\_\_\_\_

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### **3. Plan for Customer Service, Cleanliness, and Maintenance:**

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### **4. Relevant Experience Operating Concessions:**

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### **5. Sample Menu and Pricing Plan (attach or describe below):**

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## Bid Rubric:

Concession stand lease will be awarded based on the following weighted criteria:

Area Assessed	Weight
Monetary Return to EGRA	30%
Operating Plan (organization/staffing)	20%
Customer Service, Cleanliness, Maintenance	20%
Experience & Qualifications	15%
Menu Items & Pricing	15%

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For questions, contact EGRA at [chelseataylorogra@gmail.com](mailto:chelseataylorogra@gmail.com).

EGRA appreciates your interest in supporting our youth football program.