

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(s) at Greenville County High School for the football program. The schedule of expected operations is as follows:

Location	Date(s)	Time(s)	Sport(s) covered
Greenville County High School	Five home games on either Saturday or Sunday. August-November. Dates TBD. Schedule subject to change. Schedule will be finalized by July 1st	Times vary, but typically: 9:00 a.m.-1:00 p.m. or 1:00 p.m. -6:00 p.m.	Youth football: Flag Minor JV Varsity

To submit a bid, please **fill out and return page 3 (Bid Application)** no later than May 23, 2026 at 11:59PM (via email) or to the UPS store no later than May 23, 2026 at 1:00PM. Responses may be emailed, dropped off at the UPS store during regular business hours, or sent via ground mail. If sent via ground mail, must be received by May 23, 2026. All contact information is listed at the top of this letter. It is the sole responsibility of the bidder to see that the bid is received by the designated time. Any bid received after the time set for the opening of bids will not be considered.

Award shall be based on a grading rubric that can be found on the page 4 of this letter. The awarded bidder shall enter into a contract with the District prior to the start of services.

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
- Follow all policies/rules set forth by Greenville County High School
- Submit a background check for personnel operating the concession stand

Equipment, food, and supplies must be delivered before the first game and removed at the conclusion of the last game. Equipment, food, and supplies may not be left in the concession stand.

Frying is allowed outside of the concession stand. An ice machine is available for use. No coolers are available for the storage of cold items.

Payment Requirements The awarded bidder will pay the awarded monetary bid in four (4) installments or as agreed upon by EGRA and the awarded party. A tentative payment schedule is as follows:

Payment 1	Payment 2	Payment 3	Payment 4
September 18th	October 9th	October 23rd	November 6th

Payments must be made in full, with checks or money orders payable to EGRA. They can be submitted via mail or in person to the UPS store. Failure to make payments by the scheduled due dates may result in termination of the agreement and forfeiture of remaining operating dates.

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.

Clean-Up: The Contractor is responsible for maintaining cleanliness during and after each event. The concession area must be cleaned and returned to its original condition at the conclusion of each operating day. The Contractor is responsible for the proper disposal of all trash generated during operations.

Weather/Schedule Changes: EGRA is not responsible for lost revenue due to cancellations, weather, or schedule changes. The Football Commissioner will serve as the primary point of contact for all scheduling matters and will communicate any changes due to weather, cancellations, delays, or other adjustments. Contractors are expected to remain in regular communication and are responsible for staying informed of any updates.

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. The Contractor must comply with all local health department regulations and food safety requirements. Any required permits or certifications are the responsibility of the Contractor. Emporia-Greenville Recreation Association (EGRA) is committed to equal opportunity in all of its programs and activities. EGRA shall not discriminate in the solicitation, consideration, or awarding of bids on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected status. Compliance with all applicable nondiscrimination laws is required of all bidders.

Rights Reserved by Emporia-Greenville Recreation Association (EGRA): EGRA 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.

Exclusivity: The awarded Contractor shall have exclusive rights to concession sales during scheduled events unless otherwise approved by EGRA.

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 identify which programs you are bidding for. For example, "softball, baseball, and football only". A bid can be for a single program, multiple programs, or all programs.

6. 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)	30%
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	10%
5. Proposed number of item(s) that will be provided	10%
6. Proposed prices and rates (submit a copy of a sample menu)	10%