

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
FEBRUARY 2, 2021 AGENDA**

Subject:	Type:	Submitted By:
REQUEST FOR PROPOSALS OPERATION OF CONCESSION SERVICES AT CITY LOCATIONS	◆ RESOLUTION ORDINANCE RECEIVE/FILE	SCOTT STOPAK RECREATION DIRECTOR

SYNOPSIS

A resolution has been prepared authorizing the advertisement for bids for the operation of the concession services at the Softball Complex, Soccer Complex, City Park, and the Community Center.

FISCAL IMPACT

The Contractor will pay the City a monthly commission of no less than ten percent (10%) of gross food, beverage and merchandise concessions sold from the Softball Complex, Soccer Complex, City Park and Community Center.

RECOMMENDATION

Approval.

BACKGROUND

HAMS, Inc. has been under contract with the City of La Vista since 2005 for concession stand operations. The current contract was to expire on May 31, 2021. HAMS, Inc. submitted a notice of termination effective January 14, 2021.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE ADVERTISEMENT FOR BIDS FOR THE OPERATION OF THE CONCESSION SERVICES AT THE SOFTBALL COMPLEX, SOCCER COMPLEX, CITY PARK, AND THE COMMUNITY CENTER.

WHEREAS, the Softball Complex, Soccer Complex, City Park, and the Community Center are owned and operated by the City of La Vista; and

WHEREAS, the City Council has indicated a desire to contract out the operation of the concession services at the previously listed locations; and

WHEREAS, the Recreation Director has prepared specifications for said operations; and

WHEREAS, the schedule for awarding this contract is as follows:

Advertise for Bids	February 10, 2021
Bid Deadline	February 26, 2021 at 10:00 am at City Hall
City Council Award Bid	March 16, 2021

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council of the City of La Vista, Nebraska hereby authorize the advertisement for bids for the operation of the concession services at the Softball Complex, Soccer Complex, City Park, and the Community Center in accordance with the specifications prepared by the Recreation Director.

PASSED AND APPROVED THIS 2ND DAY OF FEBRUARY 2021.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

CITY OF LA VISTA

**REQUEST FOR BID AND BID SHEET
ON: OPERATION OF CONCESSION SERVICES AT LA VISTA
SOFBALL COMPLEX, SOCCER COMPLEX, CITY PARK AND
COMMUNITY CENTER**

NOT AN ORDER

From: City of La Vista
City Clerk
8116 Park View Blvd.
La Vista, Nebraska 68128

Published: February 10, 2021

BID DEADLINE:
February 26, 2021 at 10:00 a.m.
La Vista City Hall
8116 Park View Blvd.

(Contract Award Scheduled for March 16, 2021)

IMPORTANT

1. The owner reserves the right to reject any or all bids, and to waive informalities or irregularities in the bidding, and to negotiate contract terms with the various bidders when such is deemed by the owner to be in its best interest. The right is also reserved to accept or reject any part of bid unless otherwise indicated by vendor.
2. Any bidder's exceptions to those terms and conditions or deviations from the written specifications shall be shown in writing on the attached bid form. However, such exceptions may be cause for rejection of the bid.
3. All prices and notations must be in ink or typewritten. Mistakes may be crossed out, and corrections typed adjacent and must be initialed in ink by person signing the proposal.
4. No bid may be withdrawn after the scheduled closing time for receipt of bids for at least sixty (60) days.
5. Bids (2 copies) must be submitted on the forms provided in a sealed envelope addressed to the City Clerk at the above address and plainly marked "**SEALED BID**" with description, date and time of closing written thereon. All bid proposals must be signed with the firm name and by an authorized officer or employee of the company.
6. The bids will be reviewed by the Recreation Director, who will submit a recommendation to the City Council. Only proposals received at the location described and in the time frame will be given consideration.

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7. Questions should be directed to Scott Stopak, Recreation Director, at 402-331-3455 or by e-

mail to sstopak@cityoflavista.org before quotation is submitted. As required by State Law, neither the vendor nor his subcontractors shall discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to their hire, tenure, terms, conditions, or privileges of employment or because of their race, color, religion, sex, disability, or natural origin.

SPECIFICATIONS

FOR OPERATION OF CONCESSION SERVICES AT SOFTBALL COMPLEX, SOCCER COMPLEX, CITY PARK, AND COMMUNITY CENTER

1. TERMS AND CONDITIONS

- 1.1 Bidders must be licensed and bonded.
- 1.2 Bidders will be given a 1 year contract with the option to renew for one additional Twelve (12) month period at the discretion of both the City and the Contractor.

2. LOCATION AND HOURS OF OPERATION

- 2.1 Anticipated and minimum hours of operation will be established at each location by the Recreation Department.
 - 2.1.1 Hours of operation are subject to change according to weather, special events and/or sales conditions.
- 2.2 Locations and anticipated hours of operation are as follows:
 - 2.2.1 LA VISTA SOFTBALL COMPLEX, 4 blocks South of 66th & Harrison St.
LA VISTA SOCCER COMPLEX, 4 blocks South of 66th & Harrison St.
CITY PARK, 78TH & Josephine St.
COMMUNITY CENTER, 8116 Park View Blvd.

3. SITE VISITATION

- 3.1 Bidders should visit the site to familiarize themselves with the facility space furnished by the City.
- 3.2 Contact Scott Stopak, Recreation Director, (402) 331-3455, to arrange such site visitations.

4. BIDDING PROCEDURE

- 4.1 Bidders shall indicate the following rate for the complex facilities on the Proposal Form:
 - 4.1.1 The monthly commission of no less than ten percent (10%) of gross from food, beverage and merchandise concessions to be paid to the City in exchange for the exclusive right to operate the concession services.
- 4.2 Bidders shall furnish the following documentation as part of their bid:

4.2.1 List of concession equipment to be used by bidder.

4.2.2 List of products to be sold, including product pricing schedule.

5. AWARDOFBID

5.1 The City of La Vista reserves the right to reject any and all bid proposals received.

5.2 Only proposals received at the location described and in the time frame will be given consideration.

CITY OF LA VISTA

BID SHEET

**OPERATION OF CONCESSION SERVICES AT LA VISTA
SOFTBALL COMPLEX, SOCCER COMPLEX, CITY PARK AND
COMMUNITY CENTER**

<u>LOCATION</u>	<u>% OF GROSS REV (minimum of 10%)</u>
LA VISTA SOFTBALL COMPLEX, SOCCER COMPLEX, CITY PARK AND COMMUNITY CENTER	_____ %

COMPANY REPRESENTATIVE RESPONSIBLE FOR THE ADMINISTRATION OF THIS AGREEMENT:

NAME: _____

TITLE: _____

PHONE NO.: _____

RETURN TWO (2) COMPLETE COPIES OF PROPOSAL AND SUPPORTING MATERIAL.

_____ COMPANY NAME	_____ BY (SIGNATURE)
_____ STREET ADDRESS/P.O. BOX	_____ (PRINT NAME)
_____ CITY, STATE, ZIP CODE	_____ (TITLE)
_____ TELEPHONE NO.	_____ (DATE)

EMPLOYER'S FEDERAL I.D. NO. OR SOCIAL SECURITY NUMBER