



**REQUEST FOR PROPOSAL  
CONCESSIONAIRE FOR WRO YOUTH SPORTS COMPLEX  
-FOOD AND NON-ALCOHOLIC BEVERAGES-**

The City of Waukesha is requesting proposals for the operation of the concession stand at WRO Youth Sports Complex located in the City of Waukesha, WI. The City's needs are outlined in a Request for Proposal (RFP) available from the Waukesha Parks, Recreation & Forestry (WPRF) office. **Proposals will be received until 4:00 p.m., March 8, 2018.** Each proposal shall be submitted in the manner as stated in the RFP.

For a copy of the complete RFP, please contact the WPRF office, 1900 Aviation Drive, Waukesha, WI 53188 (262-524-3737), or go to the City's website at [www.ci.waukesha.wi.us](http://www.ci.waukesha.wi.us) or email [krichards@ci.waukesha.wi.us](mailto:krichards@ci.waukesha.wi.us)

**CITY OF WAUKESHA, WI  
PARKS, RECREATION & FORESTRY**

**REQUEST FOR PROPOSAL  
CONCESSIONS AT WRO YOUTH SPORTS COMPLEX**

**PURPOSE OF REQUEST:**

The City of Waukesha, WI (City) is requesting proposals from qualified vendors to plan, manage, and operate concessions of food and beverages, including fermented malt beverages, at the WRO Youth Sports Complex, located in the City of Waukesha. Vendor will furnish all staffing, equipment and supplies necessary to offer concessions on a competitive level, in 2018. The City's needs are outlined in the following Request for Proposal (RFP).

**RFP TIME SCHEDULE:**

RFP Posted:	February 23, 2018
Deadline for Proposals:	March 8, 2018
Preliminary Selection:	March 19, 2018
Award Contract:	When all requirements for operation are met

**SITE INFORMATION:**

It is the City's intent to seek private entities that would be interested in providing concessions at the following facility.

**WRO Youth Sports Complex:** 3041 Summit Avenue. This park contains 4 youth softball fields with bleacher seating, restroom facilities, and a playground. City-league youth t-ball, softball and baseball games are scheduled Monday-Thursday during the season (roughly early June - early August) with rain dates held on Saturdays. High School softball games may also be scheduled during April and May. In addition, weekend games and tournaments may be scheduled. Concessions are to be open 5:15 pm until conclusion of last scheduled game Monday-Thursday during the regular season when games are played.

**CONCESSIONAIRE RESPONSIBILITIES**

See attached sample contract

**CITY RESPONSIBILITIES**

See attached sample contract

**MINIMUM BID:**

Bids shall be presented as base bid PLUS percentage of gross sales.

Minimum base bid: \$1,500

Minimum percentage of gross sales bid: 15%

**INSTRUCTIONS TO PROPOSERS:**

1. All sealed proposals must be received by **4:00 p.m. on March 8, 2018**. Proposals may be mailed or delivered. No faxed, telephone, or emailed proposals will be accepted. Proposals shall be addressed as follows:

City of Waukesha Parks, Recreation & Forestry Department  
Attention: Karen Richards  
1900 Aviation Drive  
Waukesha, WI 53188

2. Sealed proposals shall be plainly marked in the lower left hand corner of the envelope as follows: **“RFP-WRO Concessions”**
3. Proposals received after the date and time specified will be rejected.
4. Proposals should be prepared simply and economically, providing straight forward concise descriptions of provider capabilities to satisfy the requirements of the request. The City will not be responsible for any costs incurred by the proposer in preparing, submitting or presenting the RFP.
5. All concession proposals must be thoroughly completed and signed by the person or persons authorized to legally bind the organization or it will not be considered.
6. Questions are to be directed to Karen Richards, SPARS Coordinator, 262-524-3741 or [krichards@waukesha-wi.gov](mailto:krichards@waukesha-wi.gov)

**SELECTION CRITERIA**

The objective of this RFP is to provide **dependable and consistent concession services** at WRO Youth Sports Complex. The successful proposer will be selected after evaluation of the RFP elements:

- Experience / References
- Products and Services
- Sale Price of Products
- Auditable Sales Verification Procedures
- Compensation to the City
- Ability to accept cash, credit, and debit payments

No contract shall be awarded to any person, firm, joint venture, or corporation that is in arrears or is in default to the City upon any debt or contract or that is a defaulter as surety or otherwise upon any obligation to the City.

The City reserves the right to:

- Reject any or all proposals, and to waive minor irregularities in any proposal.
- Request clarification of information submitted and to request additional information from any proposer.
- Screen vendors for background checks and credit checks.
- Award a contract based on what is in the best interest of the City and citizens of Waukesha.
- Award a contract to the next most qualified contractor if the selected vendor does not execute an agreement within 15 days after the award of the proposal.
- Request additional information from each applicant and to request additional oral interviews.



3. List a minimum of three references related to recent experience pertaining to concessions:

A. Reference 1

- Business Name:
- Contact Person:
- Phone Number:
- Other info:

B. Reference 2

- Business Name:
- Contact Person:
- Phone Number:
- Other info:

C. Reference 3

- Business Name:
- Contact Person:
- Phone Number:
- Other info:

4. Have you or your business ever been involved in any litigation? If so, explain.

5. Are you prepared to accept cash, credit, and debit payments? (yes/no)

6. Explain the process/reports/software you will utilize to verify sales.

7. List the proposed food and drink products to be sold at the concession. Provide proposed prices or criteria by which future pricing will be determined.

**Financial Offer**

If selected, proposer shall pay the city of Waukesha the following for the term of the Agreement:

Base Rate: \$\_\_\_\_\_ in 2018 (minimum \$1,500)

**PLUS**

Percentage of Gross Revenue\*: \_\_\_\_\_% in 2018 (minimum 15%)

*"Gross Revenue" is defined as all sales of all food and beverage or other merchandise, less sales tax. Deductions for client non-payments or bad-debt expenses are not allowed.*

**Acknowledgement of RFP Conditions  
For Saratoga Softball Complex Food and Beer Concessions**

In the event of a successful award of vendor contract, proposer acknowledges that:

1. Vendor will be open for business during the following hours:  
5:15 pm until conclusion of last scheduled game, Monday-Thursday during the season (roughly early June-early August)  
\*NOTE: During inclement weather situations, the WRO Youth Sports Complex may be closed. If the complex is closed, the concession stand will also be closed.
2. Vendor will pay to City base rate in three equal installments due no later than June 15, July 15, and August 15 each year.
3. Vendor will provide accurate sales data and make monthly payments to the City of Waukesha due no later than the 15<sup>th</sup> of each month for sales during the previous month.
4. Vendor will be able to comply with the insurance provisions of the City of Waukesha Concessionaire Contract and to provide proof of insurance naming the City of Waukesha as additional insured.
5. Vendor will have in their possession, or will obtain prior to contract commencement, valid permits or licenses required by the State of Wisconsin, Waukesha County, City of Waukesha or other lawful authority.
6. Vendor will authorize the City to perform background checks and/or credit checks as deemed necessary.
7. Vendor will sell items in a City Park only after a contract has been executed

Proposer:

I have read the sample agreement and believe I can meet the requirements if selected as a concession vendor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title