

REQUEST FOR PROPOSALS (RFP)

Concession Services Lease

[Millard County West Recreation](#)

RFP Issue Date: February 18th

Proposal Due Date: March 16th, 5:00 PM

RFP will be opened in Commission Meeting March 17th 10:00am

Facility Location:

[Regional Park Softball Complex](#)

8 S 1 West Manzanita Ave

[Delta, Utah](#)

1. INTRODUCTION AND PURPOSE

Millard County West Recreation (“County”) is seeking proposals from qualified individuals or businesses to operate the exclusive food and beverage concession at the Regional Park Softball Complex during the regular softball season and scheduled tournaments.

The County’s objective is to select a responsible operator who will provide quality service, maintain safe and sanitary operations, and offer competitive pricing for patrons.

2. CONTRACT TERM

- Seasonal operation: April through October
- Service required during regular league play and scheduled tournaments (including select Saturdays)
- Initial contract term covers one season
- The County may renew the agreement for up to three (3) additional years upon mutual written agreement

3. FINANCIAL PROPOSAL

Proposers must submit a fixed monthly lease payment to be paid to Millard County.

- Monthly payment due on or before the 10th day of each month
- The County will evaluate proposals based on financial return and overall proposal quality
- The County reserves the right to reject any proposal not in its best interest

4. SCOPE OF SERVICES

The selected operator shall:

- Operate the concession during all scheduled games and tournaments
- Open no later than 30 minutes before the first scheduled game
- Remain open until at least 30 minutes after the final scheduled game begins
- Provide food and beverage items at prices consistent with prevailing local market rates
- Maintain professional, courteous service to all patrons

5. FACILITY AND EQUIPMENT

- The County will provide existing kitchen equipment
- Additional equipment may be used with prior County approval
- Operator is responsible for proper care and maintenance of all equipment
- All County equipment must be returned in satisfactory condition, normal wear and tear excepted

6. HEALTH, SAFETY, AND SANITATION

The selected proposer must:

- Comply with all State of Utah and Millard County health regulations
- Maintain clean and sanitary food preparation and service areas
- Keep concession-related grounds free of trash and debris
- Dispose of waste in County-provided containers
- Comply with all rules established by the Recreation Director

7. INSURANCE AND LIABILITY REQUIREMENTS

Prior to commencing operations, the selected proposer shall:

- Obtain public liability insurance at their own expense
- Name Millard County as an additional insured
- Provide proof of insurance to the County
- Indemnify and hold Millard County harmless from claims arising from concession operations

8. RECORDS AND PERFORMANCE COMPLIANCE

- The County may inspect concession-related financial records upon reasonable notice
- Failure to comply with contract requirements may result in termination with one (1) week written notice
- In the event of default, the County may repossess the premises and equipment
- The operator shall be responsible for enforcement costs, including reasonable attorney fees

9. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include:

- Proposer name, address, phone number, and email
- Description of experience operating food concessions or similar services
- Staffing plan
- Description of additional equipment to be used (if any)
- Evidence of ability to obtain required insurance
- Minimum of two references
- Proposed monthly lease payment
- Signed statement agreeing to comply with all RFP requirements

Incomplete proposals may be rejected

10. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Financial return to the County
- Relevant experience and qualifications

- Quality of service approach
- Operational readiness
- References
- Inclusion of requirements herein.

The County reserves the right to:

- Reject any or all proposals
- Waive minor informalities
- Verify proposer qualifications
- Award the contract in the best interest of Millard County

11. PROPOSAL SUBMISSION INSTRUCTIONS

Submit sealed proposals labeled “Sealed Bid for Concession Services Proposal” on the subject line to:

Millard County Auditor’s Office

50 S Main

Fillmore, Utah 84631

OR

Email: millardbids@millardcounty.gov

Proposals must be received no later than March 2 at 5:00 PM.

Late submissions will not be accepted.

12. QUESTIONS AND CONTACT INFORMATION

Questions regarding this RFP should be directed to:

Recreation Director

Millard County West Recreation

Phone: (801) 706-8569

Email: Bjackson@millardcounty.gov