



Winston-Salem

Request for Proposals

Food and Beverage Concession Services

PROPOSALS WILL BE RECEIVED UNTIL

12:00 Noon, Wednesday, November 16, 2016

in

**Purchasing Department, City Hall Building
101 North Main Street, Suite 324 Winston-Salem, NC 27101**

ADVERTISEMENT FOR PROPOSALS

Sealed proposals endorsed **Food and Beverage Concession Services** for the City of Winston-Salem will be received by the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC **until 12:00 Noon, Wednesday, November 16, 2016**. Instructions for submitting proposals and/or receiving the complete RFP document specifications may be obtained during regular office hours at the same location, or by contacting Jerry Bates via email jerryjb@cityofws.org (Email is preferred) or phone 336-747-6939. The City reserves the right to reject any or all proposals.

Jerry Bates
Purchasing Director

To obtain the complete proposal document or receive instructions for submitting proposals contact Jerry Bates via email jerryjb@cityofws.org, (email preferred), phone 336-747-6939, or visit the Purchasing Department at same location from 8:00 A.M. to 5:00 P.M. Monday through Friday.

1. Introduction

The City of Winston-Salem (“City”) is hereby requesting proposals for providing food and beverage concessions for the City of Winston-Salem and reserves the right to award multiple contracts for these services in the best interest of the City.

Proposers may offer a bid proposal for any one or all contracts for the following City properties:

Contract 1 - Bowman Gray Stadium

Contract 2 - Winston-Salem Fairgrounds

Contract 3 - Winston Lake Golf Course

Contract 4 - Bolton Pool

In the event the City does not receive a proposal for each of the City properties listed above the City of Winston-Salem reserves the right to negotiate a contract with a Proposer consistent with the objectives of the Bid and award a contract in the City’s best interest.

The Winston-Salem Fairgrounds properties include but are not limited to the Home and Garden Building, the Education Building, and the Annex and Ice Rink. For Proposals, the City may negotiate with the successful Proposer, to finalize the work and specifications consistent with the objectives of the Bid. Pursuant to the terms of this RFP and a mutually agreed upon Concession Agreement to be executed after the selection process is complete the initial term for contracts awarded from this request for proposals (“RFP”) will be a 3 year term with options to extend for as many as two (2) additional twelve (12) month periods, provided that both parties are in agreement and funds are made available for this purpose.

2. Scope of Work

The PROPOSER, at a minimum, must achieve and maintain the performance outcomes listed below, consistent with acceptable standards otherwise agreed to through an AGREEMENT resulting from this RFP. PROPOSER may also propose to achieve additional performance outcomes beyond those minimally required. The CONCESSION and ALCOHOLIC BEVERAGE Services required for the City of Winston-Salem venues are as follows:

The CITY will enter into an AGREEMENT with the best qualified and responsible PROPOSER to provide exclusive CONCESSION and ALCOHOLIC BEVERAGE Services at CITY properties including, but not limited to operating concession stands and sell other items or services as approved by the DIRECTOR OR HIS DESIGNEE, at the best value to the CITY.

PROPOSER must have ability to obtain and keep in force throughout term of AGREEMENT all required liquor licenses, permits, etc. required by North Carolina Alcoholic Beverage Commission, State of North Carolina, and permits required by all local government entities.

The right to sell CONCESSION SERVICES shall not include the right to sell video or audio tapes, compact discs (CDs), and non-food sundry items, not limited to t-shirts, film, aspirin, postcards, programs, souvenir books, or other printed matter of a like nature, or copyrighted novelties. However, DIRECTOR OR HIS DESIGNEE may require or permit OPERATOR to sell such items from time to time upon reasonable notice and upon such terms as may be negotiated with OPERATOR.

CONCESSION SERVICES may include CATERING SERVICES at PROPOSER’S discretion, please include in proposal if your services would include CATERING and CONCESSION SERVICES or just exclusively CONCESSION SERVICES.

3. Concession Operation Information

The **Winston-Salem Fairgrounds** is a full service facility, which includes the Home and Garden Building (3,000 sq foot building with no fixed concession stand), the Education Building (30,000 sq foot

facility with one fixed concession stand), the Annex and Ice Rink (28,000 sq foot building with 3 fixed concession stands and a capacity of 4,500 seated patrons) among other Winston-Salem Fairgrounds areas, and smaller buildings that host a large number of public events ranging from trade shows to concerts indoor football, and hockey games. In 2014-2015 Fiscal Year the Fairgrounds held 310 event days to over 333,000 patrons (not including the Dixie Classic Fair). In 2013-2014 Fiscal Year the Fairgrounds held 294 event days with over 321,000 patrons (not including the Dixie Classic Fair). **Please note that the Dixie Classic Fair is not included in this request for proposal.**

Bowman Gray Stadium (15,000 seat stadium with 4 fixed concession stands) is a full service facility, which hosts numerous NASCAR racing events along with Winston-Salem State University football games, along with other miscellaneous special events.

Bolton Pool and Winston-Lake Golf Course both have seasonal activity featuring individual patrons and limited special events that peak in the summer time.

Winston-Salem Fairgrounds: The Annex/Ice Rink has one primary concession located in the main lobby, which includes standard commercial grill equipment including grill with hood, fryers, a wash sink with running hot/cold water, a three bay sink, stainless steel prep table, freezer, refrigerator, and other misc. concessions equipment. The Annex also has two additional secondary concession stands located on the side of the building which include standard grills and storage equipment. No hoods are located in the additional two stands. The Education Building consists of one primary concession stand. Concession equipment consist of a grill, fryer, hood, refrigeration, freezer, stainless steel tables, and other miscellaneous concession equipment. The Home and Garden Building and remaining fairground properties require mobile food units for operation; water and power can be supplied by Fairgrounds.

Bowman Gray Stadium has three primary concession stands along with one secondary concession stand located in the Field House. All concession stands supply grills, fryers, hoods, refrigeration, freezers, stainless steel tables, and other miscellaneous concession equipment.

Winston Lake Golf Course has one main concession stand. Concession stand consist of grill, fryer, hood, refrigeration, freezer, stainless steel tables, and other miscellaneous concession equipment. Bolton Pool has one main concession stand. Concession stand consist of grill, fryer, hood, refrigeration, freezer, stainless steel tables, and other miscellaneous concession equipment.

Please note: Any desired temporary or permanent improvement(s) made to the facility by the PROPOSER shall meet Department or City requirements and shall be at the proposer's expense. All permanent improvements will become the property of the City of Winston-Salem.

The **Winston-Salem Fairgrounds** operates 50 weeks out of the year with the remaining two weeks occupied by the Dixie Classic Fair. The Annex Ice Rink operates from Mid-October – Mid March with peaks in December/January. All other facilities on the Fairgrounds are based upon booking activity.

Bowman Gray Stadium operates mainly in the Spring/Summer/Fall hosting roughly 18 NASCAR races per year averaging 10,000 patrons per race and 4-5 Football Games averaging about 4,000 patrons per game.

Bolton Pool and Winston Lake Golf Course operate mainly during Spring/Summer months.

It is understood that the operation of City concessions will operate with a minimum requirement according to the facilities scheduled times.

Proposals for service rendered shall meet all city, state, and federal regulations, licensing and insurance requirements and be of a type of expected and accepted by visitors to City facilities in general.

The selected concessionaire shall not sell any glass bottled items. The selected concessionaire shall not use Styrofoam, which is prohibited. Glass containers may only be used with written consent by Fairgrounds DIRECTOR. Vending for special events may be permitted outside of concession area as

approved by Fairgrounds DIRECTOR. The selected concessionaire will be required to sell only beverage approved by the City. Electricity, water, and gas utilities are provided by the City.

City staff will designate during which type of activities concessions should be open for activity. All additional equipment necessary shall be the responsibility of the concessionaire to provide. The concessionaire will be permitted to access and utilize storage areas and walk in refrigerator and associated equipment mainly located in the back of the Annex.

The City encourages proposals that offer physical improvements to the facilities. The City also encourages proposals with flexible operations, including those that would provide food truck service and other unique food services to City facilities for special events.

Proposer **MUST** submit separate proposals for the specific City properties as noted below: **Contract 1 - Bowman Gray Stadium, Contract 2 - Winston-Salem Fairgrounds, Contract 3 - Winston Lake Golf Course, Contract 4 - Bolton Pool.**

Term of Agreement

Subject to earlier termination as provided hereinafter, the contract term shall be for three years beginning from date of properly executed contract and ending December 31, 2019. Terms of the bid reserve the right for the City to extend this Agreement for as many as two (2) additional twelve (12) month periods, provided that both parties are in agreement and funds are made available for this purpose.

To obtain the complete proposal document or receive instructions for submitting proposals contact Jerry Bates via email jerryjb@cityofws.org, (email preferred), phone 336-747-6939, or visit the Purchasing Department at same location from 8:00 A.M. to 5:00 P.M. Monday through Friday.