

**REQUEST FOR PROPOSALS (RFP)  
FOR TEMPORARY FOOD VENDOR(S) SERVICE  
WITHIN THE ELIZABETHTOWN SPORTS PARK**

**THE ELIZABETHTOWN SPORTS PARK IS SEEKING EXPERIENCED, RELIABLE  
FOOD VENDOR(S) TO OPERATE ON-SITE DURING YOUTH SPORTS TOURNAMENTS**

## **Intent of Proposal**

The purpose of this RFP is to secure an agreement with a temporary food vendor(s) (hereinafter “vendor”) to set up at the Elizabethtown Sports Park (hereinafter “Sports Park”) throughout the 2018 season. The vendor(s) will be expected to communicate and operate within the parameters set forth by the Sports Park and the City of Elizabethtown. In submitting a proposal, you will be committing your business to the events, rules, and obligations listed here within.

## **Length of Service**

The Sports Park’s event season begins in March and ends in November. The length of the agreement will be specific to the dates presented by the Sports Park, coinciding with events that are beneficial to a vendor and their services, based on projected number of visitors and duration of an event. These events will be the only dates allotted for vendor set up. There will be no alternative dates relating to cancellation of play, inclement weather, or unforeseen circumstances. Please see the specific dates listed in [Appendix A](#).

## **Terms and Conditions**

- This RFP does not commit the City of Elizabethtown or the Sports Park to any contract. The City of Elizabethtown and the Sports Park are not responsible for any cost related to the preparation of the transmittal or presentation of any proposal materials submitted in response to the RFP.
- The City of Elizabethtown and the Sports Park have the right to request clarifying information or more detailed information from any proposer at any time, including any information inadvertently omitted by the proposer.
- Any verbal communication made by the City of Elizabethtown or the Sports Park with respect to this RFP is not binding and shall not in any way obligate the City of Elizabethtown or the Sports Park.
- The City of Elizabethtown reserve the right to reject any proposal that is not in the best interest and mission of what the Sports Park is seeking in a temporary food vendor.
- The City of Elizabethtown and the Sports Park reserve the right to reject any proposal that is incomplete, is not in conformity with the law, deviates from this RFP, or contains ambiguities, alterations, or items of work not called for by this RFP.
- The City of Elizabethtown and the Sports Park reserve the right to negotiate for the modification of proposals based upon its evaluation. Should any negotiations prove dissatisfactory, the City of Elizabethtown and the Sports Park reserve the right to discontinue negotiations and enter negotiations with other proposers or to solicit new proposals.
- The selected vendor(s) will have the opportunity to set up in a designated area(s) approved by park management. The vendor is expected to be fully self-sufficient and not require electricity, water access, ice or manual labor from Sports Park staff. The premises are not equipped to continuously provide these amenities without additional fees.

Water, ice and labor cannot be provided at this time. A **Standard 120V electrical hook up can be purchased for the season for a \$1,000 fee. This fee must be included with the initial partial payment, prior to the vendor's initial set up for the 2018 season.**

- The vendor(s) will be responsible for cleaning their designated areas of all litter and trash each day/night. The vendor(s) agrees to keep the premises neat and clean during their time at the park. All vendors are responsible for their own garbage. It can be placed in dumpsters as noted on the map in **Appendix B**. All vendors must responsibly dispose of grease and charcoal at their own expense. **NO GREASE or CHARCOAL will be disposed of on park property.**
- **There will be a contractual fee of \$7,500 for setting up within the Sports Park.** This fee will be for all tournament dates agreed upon during the 2018 season. The contractual fee is non-negotiable and non-refundable, even in the event of cancellation, inclement weather or unforeseen circumstances. Payment must be received and approved by the Sports Park prior to a vendor's initial tournament date.
- **Partial payment in the amount of \$3,500 must be received by the Sports Park prior to a vendor's initial event date.** Full payment in the amount of the **\$7,500** must be received and finalized by **July 1, 2018.**

**Submit Payment to:**

**Elizabethtown Sports Park  
Attn: Seth Breitner  
P.O. Box 550  
Elizabethtown, KY 42701**

- Any vendor(s) who agrees to this RFP will be expected to set up during all designated dates as listed. Any proposal to withdraw from facility use must be communicated seven (7) business days prior to all impending tournament dates.
- **Each vendor(s) is required to notify and confirm with the Sports Park, at least (3) days prior to the event, whether the vendor will or will not set-up for an event. Any vendor(s) failing to give notice of set-up confirmation, or failing to abide by their submitted set-up confirmation will be charged a fee of \$250.00 per day. This fee will be due prior to the next event. Failure to pay this fee will result in termination of set-up at the Sports Park until it is paid. This fee will be due with any other fees owed to the Sports Park.**
- Any vendor(s) approved to set up at the Sports Park must submit a **Certificate of Insurance with at least \$1,000,000 in General Liability listing the City of Elizabethtown as additional insured** (Certificate Holder). A copy of the insurance policy must be presented with this RFP, and approved by the City of Elizabethtown prior to facility use.
- Vendor(s) must provide appropriate staff according to health department codes. **Vendors must supply copies of a City of Elizabethtown Business/Vendor License, Permit to operate from the Hardin County Health Department, and copies of Person-In-Charge cards of all staff that will be working during each designated event date.** Vendor(s) must have at least one certified Person-In-Charge working at all times during operational hours.
- **Vendor(s) will be expected to pay the restaurant tax** as listed in Chapter 126 of the City of Elizabethtown Code of Ordinances.

- Vendor(s) will **not** be able to sell the following food items:

Hot Dogs  
Ice Cream or Frozen treat of any kind

- **A sample menu including drinks, food items and pricing, must be provided prior to the 2018 event season, and will need to be approved by park management.** Any changes in pricing or menu items throughout the event season will need to be approved in advance.
- The park has an exclusivity contract with Pepsi Co. All beverages sold at the park must be Pepsi brand; therefore the following products will be the only acceptable beverages that can be sold at the park. **Pepsi products must be sold at a comparable price to the Sports Park concessions, therefore no Pepsi product can be sold for less than \$3.00.** Vendors will be able to sell drinks specific to the list below.

Permitted Pepsi Flavors (Bottles Only)	Other Permitted Pepsi Product (20 oz Bottles Only)
Pepsi	Orange Gatorade
Diet Pepsi	Lemon Lime Gatorade
Mountain Dew	Fruit Punch Gatorade
Orange Crush	Grape Gatorade
Dr. Pepper	

- Any damages to the park brought forth by a vendor(s) may result in the vendor(s) compensating the Sports Park for those damages. The vendor(s) is required to coordinate and communicate with park staff on appropriate times and locations to avoid any possible accidents that may result in damages.
- The selected vendor(s) for this proposal will remain exclusive to the Sports Park for the tournament dates agreed upon by park management.

## Proposal Instructions

### Submission Date and Requirements

#### In-Person:

Elizabethtown Sports Park  
C/O Anna Johnson  
1401 West Park Road  
Elizabethtown KY 42701  
Attention: ELIZABETHTOWN SPORTS PARK FOOD VENDOR PROPOSAL

Or

#### By Mail:

Elizabethtown Sports Park  
C/O Anna Johnson  
PO Box 550  
Elizabethtown KY 42702  
Attention: ELIZABETHTOWN SPORTS PARK FOOD VENDOR PROPOSAL

The following conditions apply to this submission:

- Complete Proposals must be submitted by Thursday March 1, 2018 no later than 3:00 PM EST.
- Proposals must be signed by an individual duly authorized to bind the Proposer, and must be sealed and labeled on the cover with the Proposal title and Proposer's name.
- Proposals must be typed.
- Proposals will not be accepted via fax transmission.

The Sports Park reserves the right, at its sole discretion, to reject without evaluation, any proposal received after the proposal submission time and date, whether it is delivered by mail or otherwise.

## Required Elements of the Proposals

Proposers may submit any information they deem necessary and appropriate for the City of Elizabethtown and Sports Park to fully and completely evaluate their qualifications. The proposal, at minimum must include the following general information:

1. Sample Menu reflecting prices of both food and beverage items the proposer will offer
2. A picture of the typical setup at a festival/event, including measurement of length, width and height of trailer/truck or set up
3. Current copy of a Certificate of Insurance
4. Copies of Person-In-Charge Cards
5. Contact Information of three (3) professional references
6. A contact list illustrating phone number and email of personnel directly involved with on-site operation
7. Signed and dated letter addressed to the Sports Park agreeing to the terms of the RFP and payment obligations

## Review Process

All proposals received by Thursday March 1, 2018 3:00 PM EST will be reviewed by Sports Park management. Proposals will be evaluated on the basis of the best qualified, best service proposed, compatibility of equipment, staffing and services procedures, references and past performance.

## Park Information

### Location:

1401 West Park Rd  
Elizabethtown, KY 42701

### Mailing Address:

Elizabethtown Sports Park  
P.O. Box 550  
Elizabethtown, KY 42701

### Office Hours:

Monday-Thursday 8:00 AM – 5:00 PM EST  
Friday 8:00 AM – 4:30 PM EST

### Office Number:

(270) 765-6132



Any impending tournaments, events and league play will be communicated by park management upon rental authorization. A vendor who agrees to this RFP will be eligible for onsite operation as designated by the Sports Park. *Tournament dates & team counts are subject to change.*


<b>Tournament Dates</b>	<b>Team Count</b>	<b>Host Organization</b>
April 6 – April 8	65	Game Day USA – Baseball
April 13 – April 15	50	Greater Midwest Baseball
April 13	4	CHHS- Bruins Lacrosse
April 20-April 21	16	Big M Chevrolet-HS Softball Tournament
April 20 – April 22	29	Baseball Players Association
April 21 – April 22	79	Elite Tournaments – Soccer
April 25	4	CHHS- Bruins Lacrosse
April 27-April 29	57	Perfect Game – Baseball
May 11 – May 13	40	Perfect Game – Baseball
May 12 – May 13	93	KY Youth Soccer Assoc. –Village Cup Prelims
May 18-May 20	75	Greater Midwest Baseball
May 25- May 27	63	Game Day USA – Baseball
May 26- May 28	90	KY Youth Soccer Assoc. – Boys State Cup Prelims
June 2- June 3	75	Baseball Players Association
June 2- June 3	84	KY Youth Soccer Assoc. –Village Cup Finals
June 2- June 3	80	KY Youth Soccer Assoc. – State Cup Finals
June 8 – June 10	65	Game Day USA- Baseball and Softball
June 9-June10	82	KY Youth Soccer Assoc. – American Cup
June 14 – June 17	60	USSSA Baseball- KY State Tournament
June 21- June 24	90	Baseball Youth- National Championships
June 29-July 5	70	Athletx Nationals- Week 1 Baseball & Softball
July 6-July 12	70	Athletx Nationals- Week 2 Baseball & Softball
July 20- July 26	55	Athletx Nationals- Week 3 Baseball
August 3- August 5	330 Players	Baseball Youth- All American Games
August 10- August 12	44	Perfect Game – Baseball
August 10- August 12	TBD	National Softball Association
August 18- August 19	TBD	Adult Flag Football
August 24- August 26	30	Perfect Game – Baseball

September 1	1200 Runners	Central KY Run for the Gold
Sept 1-Sept 2	10	Baseball Players Association
Sept 6 – Sept 9	25	Sinc Sports Events- Soccer
Sept 8- Sept 9	18	Baseball Players Association
Sept 14- Sept 16	20	Baseball Players Association
Sept 14-Sept 16	30	National Softball Association
Sept 15-Sept 16	60	Elite Tournaments
Sept 21- Sept 23	12	Game Day USA – Baseball
Sept 28-Sept 30	52	USSSA- Baseball
Oct 5- Oct 7	62 Players	Baseball Youth- Future Games
Oct 12 – Oct 14	20	U.S. Fastpitch Open- Softball
Oct 19- Oct 21	62	Soccer By Design- Fall Javanon Cup
Oct 27	300	NHCHS-X-Country Invitational
Oct 28	250 Runners	Running Soles – Etown Fall Classic Half-Marathon
Nov 3 – Nov 4	80	KY Youth Soccer Assoc.- Commonwealth Cup
Nov 10- Nov 11	25	Heartland Football Initiative- Bluegrass Bowl
Nov 23-Nov 25	10	Heartland Football Initiative- Thanksgiving Throwdown

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 = Dumpster Location