



**February 13, 2020**

**Dear Prospective Vendor:**

The Cabarrus County Active Living & Parks Department is soliciting proposals from interested vendors to provide concessions at various parks within our organization:

- 1. Frank Liske Park, 4001 Stough Rd., Concord NC 28027**
- 2. Rob Wallace Park, 12900 Bethel School Rd., Midland NC 28107**
- 3. Camp T.N. Spencer Park, 3155 Foxford Rd., Concord NC 28027**
- 4. Vietnam Veterans Park, 760 Orphanage Rd., Concord NC 28027**

Included in this package is a Request for Proposal (RFP) that provides specific information on the scope of services desired, format and content requested for proposals, and the criteria and method for selecting a vendor.

Also included is a DRAFT of the Standard Contract that contains information on the requirements that the successful vendor will be selected to fulfill, prior to implementing these services. The vendor selected will be offered a contract for a one-year period/season, with the option to extend the contract for two one-year periods.

As stated in the RFP, proposals are due to the Cabarrus Active Living & Parks Department, PO Box 707, Concord NC 28-026-0707 on or before 3:00 pm on February 28, 2020.

Proposals shall be submitted and clearly marked as follows:

**SEALED PROPOSAL FOR CONCESSIONAIRE SERVICE FOR CABARRUS COUNTY ACTIVE LIVING & PARKS  
DO NOT OPEN WITH REGULAR MAIL**

Please review the enclosed documents carefully. I am available to answer any questions you may have or provide any additional information for you to develop your proposal. I may be reach by email at [phgabriel@cabarruscounty.us](mailto:phgabriel@cabarruscounty.us) or by phone at 704-920.2701.

Sincerely

Perry Gabriel, Sr. Park Program Manager  
Cabarrus County Active Living & Parks

Active Living & Parks  
331 Corban Ave., Concord, NC 28025 • PO Box 707, Concord, NC 28026  
Phone 704-920-3484 • Fax 704-920-3494  
[cabarruscounty.us/alp](http://cabarruscounty.us/alp)

**Cabarrus County Active Living & Parks  
Notice of Request for Proposal**

1. NOTICE IS HEREBY GIVEN THAT CABARRUS COUNTY ACTIVE LIVING & PARKS (COUNTY) REQUESTS PROPOSALS FOR CONCESSIONAIRE SERVICES AT:

- a. **Frank Liske Park, 4001 Stough Rd., Concord NC 28027**
- b. **Rob Wallace Park, 12900 Bethel School Rd., Midland NC 28107**
- c. **Camp T.N. Spencer Park, 3155 Foxford Rd., Concord NC 28027**
- d. **Vietnam Veterans Park, 760 Orphanage Rd., Concord NC 28027**

By Mail at the office of Cabarrus County Active Living & Parks, PO Box 707, Concord NC 28026-0707 (Att: Byron Haigler) OR in person at Cabarrus County Active Living & Parks, 331 Corban Ave SE, Concord NC 28027 (Att: Byron Haigler) (site of Concord Sr. Center) up to the hour of 3:00 pm on the 28<sup>th</sup> day of February, 2020.

2. The services to be performed by the successful proposer are described in the Request for Proposal (which is attached). Additional copies of the Request for Proposal are available by contacting Perry Gabriel at [phgabriel@cabarruscounty.us](mailto:phgabriel@cabarruscounty.us) or 704.920.2701 during normal business hours of 8:00am – 5:00 pm. The general scope of the services include providing concessions vendor services to the general public at locations listed above.

3. Proposals shall be submitted and clearly marked as follows:

**SEALED PROPOSAL FOR CONCESSIONAIRE SERVICE FOR CABARRUS COUNTY ACTIVE LIVING & PARKS  
DO NOT OPEN WITH REGULAR MAIL**

4. All responsive bids shall be reviewed and evaluated by the “**COUNTY**” to determine which proposer best meets the COUNTY’s needs for this request by demonstrating the competence and professional qualifications necessary for the satisfactory performance the required services. The criteria by which the “**COUNTY**” shall evaluate bids are set forth in the Request for Proposal.

5. The “**COUNTY**” reserves the right to reject any and all proposals or waive any irregularities in any proposal or the proposal process.

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**Londa Strong, Director**  
**Cabarrus County Active Living & Parks Department**

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**Date**

**CABARRUS COUNTY ACTIVE LIVING & PARKS DEPARTMENT**  
**REQUEST FOR PROPOSAL – CONCESSIONAIRE SERVICES**  
**Posted February 13, 2020**

**1. Introduction**

Cabarrus County is requesting proposals from various vendors to provide the “**COUNTY**” concession services for 4 locations listed: Frank Liske Park, Camp T.N. Spencer Park, Rob Wallace Park, and Vietnam Veterans Park for a one-year period/season, with the option to extend the contract for two one-year periods at the “**COUNTY’S**” option.

**2. Project Description**

The “**COUNTY**” desires to enter into an agreement with one of more concession vendors to provide concession services for the general public as follow:

- A. From April 1, 2020 through December 31, 2020; up to 7 days per week at various locations within parks to include but not limited to: pool area, boat/lake area, other high traffic designated areas and Special Events such as but not limited to: Road Races, Easter Egg Hunt, Fall Festival , etc.

**3. Project Objectives**

- A. To provide independent concession services at site indicated.
- B. To utilize existing facilities.
- C. To integrate current concessions with new concessionaires for existing and future programs

**4. Project Requirements**

Interested parties shall submit a written proposal to the Active Living & Parks Department, which should include enough information to demonstrate the approach and ability to accomplish the following tasks:

- A. Adapt concession operations to the existing facilities or designated areas.
- B. Provide all necessary equipment to operate the concession.
- C. Set-up, stock and staff a concession operation during the programs hours and provide a listing of proposed concession items and prices ranges for same.
- D. Provide day-to-day site management and staffing. All food service workers are required to provide a proof of a negative TB test prior to working any shifts.
- E. Meet all City and County Health Department regulations as it relates to your concession operation.
- F. Daily cleanup of concession areas.
- G. Provide the “**COUNTY**” a minimum monthly fee of \$500.00 or 20% of gross sales (whichever is greater); provide daily sales accounting methods and monthly financial reports.
- H. Provide cleanup and equipment removal at the end of any program timeframe.
- I. Provide method to secure all items owned by concessionaire.
- J. Provide evidence of current insurance of:
  - a. **Comprehensive General Liability** - \$2,000,000 general aggregate and \$1,000,000 per occurrence for general liability, bodily injury, personal injury and property damage naming Cabarrus County as Additional Insured.

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- b. **Workers Compensation** (as required by the State of North Carolina) - \$100,000 for bodily injury per each accident; \$100,000 bodily injury per disease per employee; \$500,000 bodily injury per disease policy limit
  - c. **Automobile Liability** - \$1,000,000 per occurrence
  - d. **Umbrella** - \$1,000,000 per occurrence / \$2,000,000 aggregate
- K. Provide copy of business license prior to service beginning.

**5. Proposal Requirements**

- A. **FORMAT:** Although there is no maximum proposal length, proposals should be kept to the minimum length necessary to address the requirements of the RFP. Proposals shall be on 8 ½ X 11size paper with pages numbered sequentially. Three (3) copies shall be submitted.
- B. **SITE VISITATION:** A site tour with Active Living & Parks staff is strongly recommended. Interested parties should contact Perry Gabriel at 704-920-2701 between 8:00 am and 5:00 pm Monday through Friday.

**6. Proposal Contents**

- A. **Signature:** Proposals shall be signed by an authorized person whose signature will bind the business or business entity.
- B. **Valid Period:** Include a statement that the proposal will remain valid for ninety (90) days from the date of submission.
- C. **Approach to the Project:** Discuss how you will approach the delivery of the desired services and products, including specifying the types and price ranges of such services and products. Include a list of specific equipment that you propose to use to deliver the services and products.
- D. **Qualifications:** Names and number of individuals that will provide services, project manager and names of key personnel who will be handling the services with your company.
- E. **Conflict of Interest:** Proposal shall include a statement that no conflicts of interest exist in the provision of the services.
- F. **Schedule for Completion:** Proposal shall include a statement of ability to meet the schedule in RFP, identification of areas of concern, and a schedule by date or workdays from Agreement start date until concession services will be in operation.
- G. **References:** Proposal should include a list of the most recent projects for which the Proposer has performed similar services of similar size, scope, and complexity. This list shall include the name, contact person, address, and phone number of each party for whom the service was provided, as well as a description of the service performed, the dollar amount of the contract, and the date of performance.
- H. **Changes to Proposed Contract Language:** Proposal must identify any areas of the attached sample to which Proposer takes exception or wishes to modify, specifying the specific language the Proposer wish to change and the specific language Proposer wishes to replace said language with.

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**7. Proposal Agreements**

- A.** The “**COUNTY**” anticipates providing, to the successful proposer, the following: site location, minimal storage, garbage pickup services, utilities, and contact information of staff at each site. “**COUNTY**” staff will be responsible for monitoring of site and being involved in the process to resolve problems and issues that arise. “**COUNTY**” will not assume responsibility of concessionaire equipment and supplies at any time.
- B.** The “**COUNTY**” and successful proposer will: Determine items to be offered, hours of operation, and program of service, and the approved site plan for capacity and use of any electrical outlets.

**8. The Process**

- A. Posting and Advertisement:** This RFP will be posted on the Cabarrus County website and advertised beginning February 13, 2020.
- B. Facility Tours:** Tours may be scheduled beginning February 16, 2020 between the hours of 8:30 am and 11:30 am and between 1:00 pm and 4:00 pm. Tours must be scheduled 5 days in advance. No tours to be given after February 25, 2020.
- C. Pre-Proposal Questions:** Questions regarding the Contract may be emailed to Perry Gabriel ([phgabriel@cabarruscounty.us](mailto:phgabriel@cabarruscounty.us)) with subject heading: Contract Questions for Concessions, through February 25, 2020.
- D. Submittal of Proposal:** Three (3) copies of the proposal shall be submitted by:
  - a.** By Mail at the office of Cabarrus County Active Living & Parks, PO Box 707, Concord NC 28026-0707 (Att: Byron Haigler) OR in person at Cabarrus County Active Living & Parks, 331 Corban Ave SE, Concord NC 28027 (Att: Byron Haigler) (site of Concord Sr. Center) up to the hour of 3:00 pm on the 28<sup>th</sup> day of February, 2020.
- E. Review:** Cabarrus County Active Living & Parks staff will evaluate Proposals no later than March 4, 2020 between 1:30 pm and 4:30 pm.
- F. Award:** The Active Living & Parks staff will judge Proposals and a recommendation will be made by the Director to County Management. The “**COUNTY**” reserves the right not to award a contract, to reject any and all proposals, to negotiate with prospective contractors and to waive informalities and irregularities in proposals received.
- G. Time Frame:** Any contract entered into will be for a period running through December 31, 2020 with two (2) one year renewals at the option of the “**COUNTY**”.
- H. Delivery of Proposal:** It is the proposer’s responsibility alone to ensure that the proposal is received by the Cabarrus County Active Living & Parks Department prior to the hour and date set in this notice of RFP.
- I. Notification:** Upon completion of the review period (up to 30 days), the “**COUNTY**” shall notify those proposers whose proposals are being considered for further evaluation within that 30-day period.

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- J. **Scope of Services:** The Scope of Services set forth in the RFP represents an outline of services that the “COUNTY” anticipates the successful proposer to perform, and is presented for the primary purpose of allowing the “COUNTY” to compare proposals. The precise scope of services to be incorporated in the Actual Agreement shall be negotiated between the “COUNTY” and the successful proposer. The “COUNTY” requests that the proposer suggest changes to the scope of services (As part of the proposal) in order to achieve the stated objectives if such is found necessary.
- K. **Project Objectives:** The “COUNTY’S” primary objective for this Concession Agreement is to obtain professional concession services in a timely manner.
- L. **Project Restrictions:**
- a. Timing: All timing restrictions set forth in this RFO must be met.
  - b. Budget: The “COUNTY” has a current budget process to follow; therefore, all costs and projections require accuracy.

**M. Proposal Due Date:**

February 28, 2020

Cabarrus County Active Living & Parks Department

Perry Gabriel, Sr.Parks Manager

PO Box 707

3331 Corban Ave SE

Concord NC 28027

[phgabriel@cabarruscounty.us](mailto:phgabriel@cabarruscounty.us)

704-920-2701