

City of Dillon



401 West Main Street PO Drawer 431
Dillon, SC 29536
(843) 774-0040 Fax: (843) 774-0050
www.cityofdillonsc.us

**CITY OF DILLON
CONCESSIONS BID SHEET**

The City of Dillon is accepting proposals for food and beverage concession services at Sporting events. City offers a variety of youth athletic programs throughout the year. There are permanent concession facilities at all main locations. The concession operator will be responsible for securing all necessary permits and strictly following all municipal and state health code requirements. Sealed proposals must be received no later than **4:00pm on Wednesday, February 21, 2024** at City Hall, 401 West Main Street, Dillon, SC 29536.

The City of Dillon has the right to accept or refuse any and all bids. The invitation to bid does not bind the City of Dillon to purchase anything from the bidder. Equal Opportunity Employer.

NAME: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

BID AMOUNT: _____

50% DUE UPON AWARD, REMAINING 50% DUE JANUARY 01, 2025

A list of food and beverage items to be offered and prices must be attached, and the bidder must provide number of years of experience on similar projects and a brief description of projects. A minimum bid/fee of \$3000 is required. Proposals less than \$3000 and/or proposals submitted without a price list and experience will be rejected.

Evaluation Criteria:

1. Proposed products/services offered
2. Bid amount/fee offered
3. Similar business/sales experience

Please send/deliver proposals to:

City of Dillon
Attn: Glen Wagner
401 West Main Street
Dillon, SC 29536

PROPOSALS DUE: Wednesday, February 21, 2024 at 4:00 PM

Please mark "CONCESSIONS" on the envelope.

SPECIFICATIONS

The operator shall provide all labor, supervision, equipment, and materials required for operating and maintaining the concession stands at no charge to the City beginning April 1, 2024, and continuing through November 30, 2024.

The operator will provide concessions for all league play sponsored by the City of Dillon Recreation Department. The concession stands shall be open every night of league play and on weekends when tournaments occur. The stands must be open no later than thirty (30) minutes before the start of the first game and closed no sooner than thirty (30) minutes following the last game. The City of Dillon Recreation Department shall notify the vendor of the exact dates when schedules are made.

No other vendors will be allowed to provide concessions for regular activities at the listed facilities without the mutual agreement of the operator and the City of Dillon. The City of Dillon reserves the right to give special consideration to charitable organizations sponsoring a special event.

Sale items include but not limited to hot dogs, nachos, popcorn, soft drinks, sports drinks, bottled water, a variety of candy and chips, etc. The sales of alcohol and/or tobacco products are not allowed.

The operator will be responsible for hiring the necessary personnel to conduct the daily operation of concessions. The operator will comply with all federal, state, and local employment laws. An adult over 18 must be in the concession stand at all times. All service performed by the operator shall be prompt, polite, and courteous.

The operator agrees that in the operation and use of concession stands, the operator will not discriminate or permit discrimination against any person or group of persons based on race, color, religion, disability, or national origin.

The City of Dillon shall provide concession facilities, including all electricity and water and routine building maintenance. The operator shall provide and maintain all other equipment necessary to operate the concession stands.

The operator shall keep the premises in a wholesome and clean condition and comply with all health regulations. The operator is responsible for all trash collection and removal at the concession stand and for cleaning the concession stand and its immediate vicinity after each use. This responsibility includes but is not limited to proper cleaning and sanitizing of concession equipment and all utensils, providing fresh, uncontaminated food products, as well as properly preparing, handling, and storing all food items so as not to poses a health risk to the general public.

The operator agrees to abide by conditions, regulations, and laws of Dillon County, the City of Dillon, and the State of South Carolina, as well as the SC Department of Health and Environmental Control (DHEC). The operator must obtain all required permits and licenses from appropriate agencies.

The operator agrees to maintain and provide evidence of liability coverage with the City of Dillon named an additional insured. Proof of coverage must be provided within five days of contract award.

The City of Dillon will not be liable for any theft, vandalism, or destruction of property involved with the concession stand. The City shall be held harmless from any and all claims made by individuals arising from the operation of the concessions. Furthermore, the value of lost goods or services shall not be deducted from revenue paid to the City.

The City of Dillon will if it determines that the operator is failing to perform up to the conditions of this agreement, communicate the problems to the operator in written form. The operator shall have ten (10) calendar days to rectify the problem. If the same or other problems persist or occur, the City may immediately cancel the contract.

The City of Dillon has concession stands in areas as follows:

Baseball/Softball April - September

City of Dillon Sports Complex
1201 Hwy 34
Dillon, SC 29536

Football/Soccer September – November

City of Dillon Sports Complex
440 S. Longstreet
Dillon, SC 29536