

Publications: Friday, February 7, 2020 and Friday, February 14, 2020

**AMENDED PROFESSIONAL SERVICES FOR CONCESSION OPERATION
AND SALES
CITY OF PASCAGOULA
PARKS AND RECREATION DEPARTMENT
PASCAGOULA, MISSISSIPPI**

DESCRIPTION

The City of Pascagoula is requesting proposals for professional services for concession operations and sales for the City of Pascagoula, Pascagoula Sports Complex. The vendor/operator will be required to operate two (2) concession facilities, purchase inventory for sales, provide personnel to handle sales and shall be responsible for accounting, sales tax collection and reporting.

The Pascagoula Sports Complex is located at 1813 Tucker St., Pascagoula, Mississippi.

All proposals should be submitted to the City Clerk of the City of Pascagoula, Mississippi, at her office located at 603 Watts Avenue, Pascagoula, MS, during legal office hours until Tuesday, March 17, 2020 at 2:00 P.M., at which time all proposals will be publicly opened and proposers' names read aloud in the Council Room at City Hall.

All proposals shall be submitted in a sealed envelope addressed to the City Clerk of the City of Pascagoula, Mississippi. Proposals submitted by mail should be addressed to the City Clerk at P. O. Drawer 908, Pascagoula, MS 39568-0908. If a proposal is hand-delivered, the street address of the City Clerk is 603 Watts Avenue, Pascagoula, MS 39567-4220. Please submit one (1) original and three (3) copies of your proposal.

All proposal envelopes shall be marked "SEALED PROPOSAL FOR AMENDED PROFESSIONAL SERVICES FOR CONCESSION OPERATION AND SALES TO BE OPENED AT 2:00 P.M. ON TUESDAY, MARCH 17, 2020" and if any envelope is not so marked, any proposal contained therein will not be considered.

All proposal envelopes should contain the firm's name, mailing address, and telephone number on the face of the envelope and also specify the name of the proposal item.

PURPOSE

The purpose is to operate two concession facilities located at the Pascagoula Sports Complex for recreational and special events as requested by the City of Pascagoula Parks and Recreation Department and on a daily basis at hours to be determined by negotiation.

SCOPE OF SERVICES

Vendors are requested to submit proposals to provide professional services for concession operation and sales for food services at two concession facilities at the City of Pascagoula Sports Complex. The complex consists of two concession facilities but does not include equipment. The City of Pascagoula anticipates recreational baseball league events during weekdays followed by travel ball and recreational all-star tournaments during the weekends. Vendors are requested to submit menu with pricing, proposed hours of operation, past concession operation, and concessionaire qualifications. The concession menu and pricing shall be mutually agreed upon among the vendor and the City of Pascagoula. The City of Pascagoula compensation structure will be determined during negotiations.

REQUIREMENTS

The successful Vendor (hereinafter Vendor) shall be experienced in concession operations and shall have a minimum of two (2) years experience in providing services similar to those required for these concession operations. Vendor shall submit a list of references, with phone numbers, pertaining to previous experience with concession operations.

The Vendor shall meet all requirements of the State and Jackson County Health Departments and shall provide evidence of such compliance. This shall include, but not be limited to, periodic reviews by the Health Department(s) and immediate remedy of any and all deficiencies cited by the Health Department(s) and attendance at Health Department food preparation, sales and sanitation classes. Vendor shall submit to the Parks and Recreation Department, copies of all Health Department notices, licenses, permits and correspondence.

The Vendor shall have Liability Insurance in an amount not less than \$500,000.00 and shall submit a Certificate of Liability Insurance that names the City of Pascagoula as an additional insured on such Policy. Vendor shall be responsible for all required permits, licenses, and taxes, regarding concession operations, applicable for the City of Pascagoula, Jackson County, and the State of Mississippi.

INVENTORY, INSPECTION, CLEANING AND REPAIRS

Prior to commencing operations, the Parks and Recreation Department, along with the Vendor, will conduct an inventory and inspection of the facility. It shall be the responsibility of the Vendor to regularly clean the facility and the areas used by the Vendor including the daily cleaning of the concession areas. The Parks & Recreation staff will be responsible for cleaning of the bathrooms at both facilities. Periodically, the Parks and Recreation Department will conduct inspections to determine if the rooms are being adequately and regularly cleaned. Should any repairs to the structure be necessary, the Vendor shall immediately notify the Parks and Recreation Department.

TERM AND TERMINATION

The Vendor shall begin operations upon issuance of a Notice to Proceed, estimated to be approximately April 4, 2020 and continue through October 31, 2020, at which time, by mutual agreement between the Vendor and the City of Pascagoula, the agreement may be renewed for up to a two (2) year term ending October 31, 2022. Each year thereafter, by mutual agreement between the Vendor and the City of Pascagoula, the agreement could be renewed for successive one (1) year terms, ending on October 31, each year. Either party may terminate this agreement at any time upon thirty (30) days written notice to the other party.

SUGGESTED GUIDELINES FOR ORGANIZATION OF PROPOSAL

A. Cover Letter

1. Address letter to the City Clerk, City of Pascagoula.
2. Summarize your interest in and understanding of the required services.

B. Cover Sheet

C. Contents

D. Past Experience

1. Review the firm's experience on similar concession operations.
2. Include a brief review of other operations that include:
 - a) Scope of concessions operated
 - b) Revenues and fees
 - c) Location
 - d) Owner's name and phone number
 - e) Number of years or seasons operated
 - f) Any other pertinent information

E. Approach

1. Review the approach proposed for providing these services.
2. Review any suggested additions to the scope of services.
3. Indicate the location of the firm's office where the services will be managed.

F. Firm Qualifications

1. Describe the qualifications of the firm’s members with respect to the required Scope of Services.
2. Include lists of similar operations completed, or on-going by the firm, and references including phone numbers.
3. Include educational and financial background.

G. Revenue and Profit Projection

1. Compensation structure to be determined during negotiations.

H. Additional Information

1. Include any information deemed pertinent that has not been included elsewhere in the proposal.

I. Submit Proof of Liability Insurance

J. Provide Financial Statement

NOTE: Proposers are encouraged to use their own format within the guidelines suggested above.

PROPOSAL EVALUATION

A selection committee will evaluate the proposals using the following criteria:

Past Concession Experience	25%
Record of related concession operations	
Ability to operate during the time frames required	
Approach	20%
Proposed approach to operations	
Type of menu to be provided	
Ability to meet time line outlined in the Scope of Services	
Qualifications	20%
Qualifications, experience and competence of the assigned personnel	
Revenue and Profit Projection	30%
Estimated revenues paid to the City of Pascagoula	
Overall benefit to the City of Pascagoula	
Overall Responsiveness of the Proposal	5%
Proof of liability insurance	

Financial Statement
Additional information

The committee will evaluate all proposals meeting the requirements of this request for proposals. Following the evaluation, using the above criteria, the committee will rank the firms and recommend a firm for approval by the City Council.

Contact for Proposal Information

Any questions or request for further information should be directed to Antoinette Johnson, Parks & Recreation Program Director, 2935 Pascagoula Street, Pascagoula, MS 39567, 228 938-2356.

WITNESS MY HAND AND OFFICIAL SEAL of the City of Pascagoula,
Jackson County, Mississippi, this the 5th day of February, 2020.

CITY OF PASCAGOULA, MISSISSIPPI

BY: /s/ Karen Kennedy
Karen Kennedy, City Clerk