

CITY OF DUNN

PARKS & RECREATION DEPARTMENT

REQUEST FOR PROPOSALS (RFP)

PARKS AND RECREATION CONCESSION SERVICES

LOCATION: PK VYAS RECREATION CENTER CONCESSION STAND

RFP Issue Date: _____

Proposal Due Date: _____

Contract Term: _____

1. INTRODUCTION

The City of Dunn Parks & Recreation Department is soliciting proposals from qualified individuals, businesses, or organizations to provide concession services at the **PK Vyas Center concession stand** for designated athletic programs and parks events.

The intent of this Request for Proposals (RFP) is to establish a professional, reliable, clean, and customer-friendly concession operation that enhances the recreational experience while providing quality products at reasonable prices.

2. PURPOSE

The purpose of this RFP is to obtain a qualified concession operator capable of providing quality food and beverage services while maintaining high standards of cleanliness, food safety, customer service, and financial accountability.

3. FACILITIES AND OPERATING LOCATIONS

Concession services will be provided in or within close proximity of the concession stand located at the PK Vyas Recreation Center.

The City may identify specific facilities and operating schedules before execution of the final agreement. The City reserves the right to add, remove, or modify locations based on programming and operational needs.

Proposers are encouraged to inspect the concession facility or facilities before submitting a proposal and should identify any questions regarding existing equipment, utilities, storage, or facility conditions.

4. SCOPE OF SERVICES

The selected vendor shall provide all labor, supervision, food and beverage inventory, paper products, cleaning supplies, and other materials necessary to operate the concession unless specifically identified as City-provided.

A. Food and Beverage Operations

Sell food, snacks, beverages, and related concession products approved by the Parks & Recreation Department.

Maintain adequate inventory during scheduled events and operating periods.

Offer family-friendly, reasonably priced menu options.

Provide menu items appropriate for athletic events

Comply with all applicable food-service, health, sanitation, and labeling requirements.

B. Staffing

Provide sufficiently trained staff to operate the concession stand safely and efficiently.

Ensure employees maintain professional conduct and appearance.

Provide training in food safety, customer service, cash handling, emergency procedures, and applicable City requirements.

C. Cleaning and Maintenance

Keep all concession areas, equipment, counters, floors, serving areas, and storage areas clean and sanitary.

Remove trash and dispose of waste in designated areas.

Clean food preparation and serving areas after each operating period.

Promptly report damaged or malfunctioning City-owned equipment and facility conditions to Parks & Recreation staff.

D. Operating Hours

Operating hours shall be coordinated with the Parks & Recreation Department and may include weekday and weekend athletic events

The City may require the concession operator to remain open for designated events and may approve adjustments when attendance, weather, staffing, or programming conditions warrant.

5. VENDOR RESPONSIBILITIES

Obtain and maintain all permits, licenses, certifications, and inspections required by law.

Comply with all applicable federal, state, county, and City laws, ordinances, rules, and regulations.

Provide all required food, beverages, ingredients, disposables, cleaning supplies, and other operating supplies.

Maintain accurate sales and financial records.

Be responsible for all applicable taxes and business-related expenses.

Maintain required insurance coverage throughout the contract term.

Ensure employees and subcontractors comply with all applicable laws and contract requirements.

6. CITY RESPONSIBILITIES

The City may provide the designated concession facility, existing concession equipment identified in the final agreement, utilities, access to the facility, and event/program schedules.

The City reserves the right to inspect concession operations and facilities at reasonable times to verify compliance with the contract.

7. MINIMUM QUALIFICATIONS

Proposers must demonstrate relevant experience in concession operations, food service, catering, hospitality, or a substantially similar business.

Proposers must demonstrate the ability to adequately staff operations and maintain sufficient inventory.

Proposers must be capable of complying with all applicable health, safety, insurance, and regulatory requirements.

Proposers should provide references demonstrating successful performance of similar services.

8. INSURANCE REQUIREMENTS

The selected vendor shall provide certificates of insurance before beginning operations and shall maintain coverage throughout the contract term.

Minimum requirements may include:

Insurance

Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 aggregate, or as otherwise required by the City.

Workers' Compensation: As required by North Carolina law.

Automobile Liability: Required when vehicles are used in connection with contract services.

The City of Dunn shall be named as an additional insured where applicable.

9. PROPOSAL REQUIREMENTS

Each proposal shall include the following information:

A. Cover Letter

Legal name of proposer or business.

Business address, telephone number, and email address.

Name and title of primary contact.

Statement of interest and authorized signature.

B. Company Background and Experience

Description of business and years in operation.

Relevant concession, food-service, catering, or hospitality experience.

Description of similar contracts or facilities operated.

At least three professional references for comparable services.

C. Operational Plan

Proposed menu and pricing.

Proposed operating schedule.

Staffing plan and employee training.

Food safety and sanitation procedures.

Customer service approach.

Equipment and supplies the proposer will provide.

Plan for managing high-volume tournaments and special events.

D. Financial Proposal

Proposed monthly or annual concession fee, if applicable.

Proposed percentage of gross sales to be paid to the City/Booster Club, if applicable.

Proposed minimum annual guarantee, if applicable.

Any other fees, expenses, or financial terms.

Clearly identify any assumptions used to develop the financial proposal.

10. PROPOSED MENU AND PRICING

Proposers shall submit a proposed menu and price list. The City reserves the right to review and approve menu offerings and pricing before implementation.

Pricing should be reasonable and appropriate for families, youth participants, spectators, and City recreation program participants.

Healthy and family-friendly options are encouraged.

11. REVENUE AND FINANCIAL REPORTING

The final agreement may require the operator to pay the City a fixed concession fee, a percentage of gross sales, a minimum annual guarantee, or a combination of these methods.

The selected vendor may be required to provide monthly sales reports, event-specific sales reports, annual summaries, and documentation supporting revenue-share payments.

The City may audit records reasonably necessary to verify reported sales and payments.

12. HEALTH AND SAFETY REQUIREMENTS

The selected vendor shall comply with all applicable Harnett County and North Carolina food-service requirements and maintain all required permits and inspections.

Employees shall follow safe food-handling, storage, preparation, temperature-control, and sanitation practices.

Failure to comply with health or safety requirements may result in suspension of operations or termination of the agreement.

13. CONTRACT TERM

The anticipated initial contract term shall be July 2026 – June 2027. The City may provide for renewal options subject to satisfactory performance, mutual agreement, and applicable City approval requirements.

The agreement may be terminated for cause, non-performance, violation of contract requirements, failure to maintain required licenses or insurance, or other grounds specified in the final agreement.

14. EVALUATION CRITERIA

The City intends to evaluate proposals using the following criteria:

Evaluation Criteria	Weight
Experience and Qualifications	25%
Operational Plan	25%
Financial Proposal	25%
References and Past Performance	15%
Menu Offerings, Pricing, and Customer Service	10%

The City reserves the right to interview proposers, request clarification or additional information, negotiate terms, and select the proposal determined to be in the best interest of the City. The lowest financial proposal will not necessarily be selected.

15. RESERVATION OF RIGHTS

The City of Dunn reserves the right to reject any or all proposals; waive minor informalities or irregularities; request clarification; conduct interviews; negotiate with one or more proposers; cancel or reissue this RFP; and make an award in the best interest of the City.

16. NON-DISCRIMINATION

The selected vendor shall comply with all applicable federal, state, and local laws regarding equal opportunity and nondiscrimination.

17. SUBMISSION INSTRUCTIONS

Proposals shall be submitted no later than the date and time listed below. Late proposals may be rejected.

Proposal Due Date: September 9, 2026

Time: 4:00 PM ET

Submit To: City of Dunn Parks & Recreation Department

Attention: Brian McNeill

Address: 205 Jackson Rd. (physical), or PO Box 1065 (mailing)

Email: bmcneill@dunn-nc.org

Phone: 910-892-2976

18. TENTATIVE RFP SCHEDULE

Milestone	Date
RFP Advertisement	August 24, 2026
Deadline for Questions	September 7, 2026
Proposal Submission Deadline	September 9, 2026
Proposal Review	September 11, 2026
Interviews / Clarifications (if applicable)	September 14, 2026
Contract Award	September 16, 2026
Operations Begin	September 21, 2026

19. QUESTIONS AND COMMUNICATION

All questions regarding this RFP shall be submitted in writing to the contact identified below by the stated deadline. Proposers should not contact City officials or Parks & Recreation staff regarding this solicitation except through the designated contact unless otherwise authorized.

Contact Name: _____

Title: _____

Email: _____

Phone: _____

APPENDIX A – PROPOSED MENU

Proposers should complete the following or attach a separate menu and pricing schedule.

Item	Proposed Price	Comments / Notes

APPENDIX B – PROPOSAL CHECKLIST

- Cover Letter
- Company Background and Experience
- Operational Plan
- Proposed Menu and Pricing
- Financial Proposal
- At Least Three References

- Insurance Information / Certificate of Insurance, if available
- Applicable Licenses and Certifications
- Signed Proposal and Required Forms

APPENDIX C – PROPOSER CERTIFICATION

The undersigned certifies that the information contained in this proposal is true and complete to the best of their knowledge, that the proposer has reviewed the requirements of this RFP, and that the proposer agrees to comply with the requirements stated herein if selected.

Business / Organization Name	
Authorized Representative	
Title	
Signature	
Date	