

February 2019

Request for Proposals



**Creekmore Park Putter
Creekmore Pool Concessions**



Food Concessions



PUBLIC NOTICE

Notice is hereby given that the City of Fort Smith, is soliciting written proposals for operating the Creekmore Park Putter, Creekmore Pool Concession, and Convention Center Concessions. Citizens interested should pick up a bid proposal package at Creekmore Community Center located at 3301 South M Street, Fort Smith, AR 72903. The bid proposal will require a business plan, references, current business license, police background check and written statements that you are not a convicted felon or registered sex offender. The deadline for submitting a bid proposal will be Thursday, February 28th at noon.

By: Doug Reinert, Director of Parks and Recreation; and
Timothy Seeberg, Convention Center General Manager

Creekmore Miniature Golf Course and Concession Request for Business Proposal

Scope of Work:

Creekmore Park Putter, Creekmore Park Pool and the Fort Smith Convention Center have been in operation for decades. We are seeking business proposals from citizens interested in operating the pool concession, miniature golf course (including concessions) and the Fort Smith Convention Center concessions.

Following Park Administration and Convention Center Administration review, qualifying business proposals will be submitted to the Fort Smith Parks and Recreation Commission for review and they will make a recommendation to the City of Fort Smith Board of Directors regarding the lease for the operation of Creekmore Park Pool and Creekmore Park Putter.

Creekmore Park Pool

The lease agreement will include the operation of the concession stand at the pool during the operating season (Memorial Day-Labor Day). The lessee will have the right to establish the beverages and food to be sold, including prices for each. Both items and fees are subject to the approval by the Director of Parks and Recreation or his designated agent. The lessee shall pay a monthly fee in the amount of fifteen percent (15%) of the gross receipts, exclusive of taxes, of the operation of the concession stand or \$1,000.00, whichever is greater. Each payment is due by the 15th of each month for the preceding month. Should the payment be late, a ten percent (10%) late charge will be applied. The lessee shall establish a system that accounts for concession sales that is tracked daily. This system is subject to approval by Parks Administration.

Creekmore Park Putter

The lease agreement will include (2) 18-hole courses that are side by side, concession building and storage shed. Included with the concession building will be a snow cone machine, golf putters and golf balls. The lease agreement will be for a period of one year. Lessee will have the option to renew this agreement for three (3) annual renewal terms.

The price established for miniature golf will be \$2.50 per person, per round. The lessee shall establish a system that accounts for the number of games sold per day. This system is subject to approval by Parks Administration. For each round of golf played a commission of \$1.00 is to be returned back to the City of Fort Smith weekly along with the number of games sold to verify the

transaction. The lessee will be allowed to provide group rates; however, it is required that \$1.00 will be submitted per round of golf played, per person in accordance with the lease agreement.

The lease agreement will include that the lessee will be able to keep the remaining \$1.50 from each round of golf and all of the sales generated from concessions. The City of Fort Smith will require that a record of concession sales be reported monthly.

Fort Smith Convention Center

The Concessionaire will have the right to establish the beverages and food to be sold, including prices for each. Both items and fees are subject to the approval by the General Manager of the Fort Smith Convention Center or his designated agent. Unless negotiated otherwise, the Concessionaire shall pay a fee in the amount of fifteen percent (15%) of the gross receipts, exclusive of taxes, of the operation of the concession stand for each event. Payment is due 30 days following each event. Should the payment be late, late charges may be applied. The lessee shall establish a system that accounts for concession sales that is tracked daily. This system is subject to approval by Convention Center Administration. Concessionaire may request to negotiate fees and other related terms of this agreement with the Convention Center no sooner than six months following operating bid award date.

Additional Terms

The water, sewer and electricity for each facility will be provided by the City of Fort Smith and Convention Center. The lessee/Concessionaire shall maintain the premises in a neat and orderly condition and keep the grounds so the leased premises are clean and free of litter. The lessee/Concessionaire will be required to maintain liability insurance in minimum amounts of \$100,000.00 per person, \$300,000.00 per occurrence, and \$50,000.00 property damage.

Local concession/business operators shall be given preference along with concession/business operators with three or more years of experience. Written bid proposals should be submitted in person and must include:

1. Business plan indicating your experience and prior businesses you have operated.
2. Price sheet indicating what will be sold in each concession building.
3. Three current business references.
4. Three current personal references.
5. Current business license.
6. Copy of a local background check through the Fort Smith Police Department.
7. Proposed schedule indicating recommended hours of operation for Creekmore Park Putter. The pool concession stand shall operate according the pool schedule.
8. Statement in a letter that you certify that you are not a registered sex offender.
9. Statement in a letter that you certify that you are not a convicted felon.

Questions may be directed to the Fort Smith Parks and Recreation Department at 479-784-1006 or the Convention Center General Manager at 479-788-8933.