

## REQUEST FOR PROPOSAL

**FOR:** Operation and management of the Alleghany County Fairgrounds concession stand.

**SEALED PROPOSALS ADDRESSED TO ALLEGHANY COUNTY RECREATION, 348 S MAIN ST, SPARTA, NC 28675, AND MARKED "ALLEGHANY COUNTY FAIRGROUNDS CONCESSION STAND BID" WILL BE RECEIVED UNTIL 3:00 PM ON MAY 26TH, 2023 VIA MAIL SERVICE, OR IN PERSON AT THE RECREATION OFFICE.**

**DATE/TIME OF PROPOSAL OPENING:** May 26<sup>th</sup>, 2023 3:01 pm

Proposals must be free from alteration, or erasures, and all signatures must be hand signed in ink by the individual or firm making the proposal. Carefully review all sections before submission. Incomplete documents may be rejected. You may include other documentation for review inside sealed proposal envelope. Alleghany County intends to select the company that, in its opinion, best meets the needs. All documents become the property of Alleghany County when submitted, and will not be returned. Alleghany County is not responsible for any cost related to proposal submissions.

**Note:** Any potential proposal packages that are not plainly marked are considered VOID if mistakenly opened prior to the scheduled proposal opening meeting.

All proposals will be considered in accordance with NC State Law and without regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit the performance of duty.

**\*\*\*THE OUTSIDE OF THE ENVELOPE MUST BE MARKED WITH THE BIDDER'S COMPANY NAME, THE BID NAME, DATE & TIME OF BID OPENING AND MUST BE MARKED "SEALED BID. DO NOT OPEN"**

Proposals will not be considered unless accompanied by this complete signed original document.

Contractor shall provide insurance coverage information in the following amounts prior to the beginning of the project: One million dollars. Coverage shall be in effect throughout the term of the project.

**Alleghany County Board of Commissioners reserves the right to waive or impose any additional insurance bond requirements, during the contract negotiation and execution phase.**

**Alleghany County reserves the right to reject any or all bids, waive any irregularities in bids or accept other than the lowest bid when determined to be in the best interest of the County.**

Please feel free to call 336-372-2942 or 336-657-0550 with any questions you may have.

## **DESCRIPTION OF GOODS/SERVICES WANTED**

Contractor shall furnish all labor, materials, inventory and supplies, with the exception of the equipment that is already in place and owned by the county, for the operation and management of the Allegheny County Fairgrounds concession stand.

Contractor shall create a menu and prices which must be approved by the Allegheny County Board of Commissioners prior to the opening of the concession stand.

Contractor shall maintain an inventory adequate for the demands of customers at all times.

Contractor shall adhere to all USDA, State and Local Health Department regulations for the operation of a food service including obtaining any required permits and inspections.

Contractor shall keep all concession areas clean and in a sanitary condition at all times. All trash must be removed from the concession areas after each day of use.

The hours of operation of the concession areas must coincide with all scheduled activities and events, including those altered by weather or the event holder.

**NOTES:** Walk through of the area can be conducted prior to submission of proposal if desired. Vendor can make arrangements directly with the Parks and Recreation Director's office to set up dates and times to access the facility.

Written terms and conditions, all necessary insurance, permits, and license documentation shall be in place prior to any work being completed. All terms, conditions, and/or contracts shall be reviewed by the Allegheny County Attorney as to acceptable form.

**Vendor Contact Information**

Company Name: \_\_\_\_\_

Company Mailing Address: \_\_\_\_\_

\_\_\_\_\_

**Primary Contact Information:**

**Secondary Contact (If Applicable):**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

The undersigned firm or individual(s), proposes to follow all conditions set forth in this document, to furnish and deliver to the place designated, the named supplies/services at the prices quoted within the proposal, same to be charged to Alleghany County. We guarantee all the above-named goods/services to be in accordance with specifications or equal.

\_\_\_\_\_

(Printed Name)

\_\_\_\_\_

Date

\_\_\_\_\_

(Authorized Signature)