

## **REQUEST FOR PROPOSAL**

### **Alleghany County Fairgrounds Concession Stand**

**FOR:** Operation and management of the Alleghany County Fairgrounds concession stand from March 1, 2026 – December 31, 2026

**SEALED PROPOSALS WILL BE ACCEPTED UNTIL:** 11:00 AM on Friday, December 19, 2025

**DATE/TIME OF BID PROPOSAL OPENING:** Friday, December 19, 2025, at 2:00 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. Proposals made must be in a dollar amount. 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 of the Alleghany County Fairgrounds and its operations. 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.

### **DESCRIPTION OF GOODS/SERVICES TO BE PROVIDED**

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

Contractor shall create a menu and prices for the year, to be presented and approved by the Alleghany County Board of Commissioners, with the final contract.

Contractor shall maintain enough inventory to meet a reasonable expectation of demand.

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 prior to the first event.

Contractor is responsible for always maintaining cleanliness and sanitary conditions in all concession areas and restrooms. It is required that all waste be disposed of properly from those areas at the end of each day of operation.

The hours of operation of the concession areas must coincide with all communicated activities and events, including those altered by weather or the event holder. Alleghany County Parks and Recreation will provide the contractor with a list of scheduled events via email. If the contractor cannot provide services for a scheduled event, the contractor must notify Parks and Recreation staff in writing at least 30 days prior to the event's scheduled date. If the contractor cannot attend the event, Alleghany County reserves the right to provide food services or contract for that event with another vendor/s.

At scheduled events where the contractor is present, event vendors will sign noncompete agreements requiring that their menu of food and drink items does not duplicate the contractor's. The exceptions to this are: the Alleghany County agricultural fair, and the Apple Pie Festival.

Proposals will not be considered unless accompanied by the contractor's insurance coverage information. Contractor shall, at their own expense, maintain a policy or policies of comprehensive general liability insurance with minimum protection of not less than \$1,000,000 combined single limit coverage of bodily injury, property damage or combination thereof. Alleghany County shall be listed as an additional insured on contractor's policy or policies of comprehensive general liability insurance and maintain current Certificates of Insurance with Alleghany County during the terms defined. No lapse in coverage is expected for the duration of the signed contract.

**RFP INSTRUCTIONS FOR THE OUTSIDE OF THE ENVELOPE:**

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 RETURN ADDRESS, ADDRESSED TO ALLEGHANY COUNTY PARKS AND RECREATION DEPT, with "SEALED BID for CONCESSION STAND RFP" clearly displayed on the envelope.**

**NOTES:** A walk-through of the fairgrounds and concession stand may be conducted prior to submission of proposal if desired. Requests may be coordinated with the Alleghany County Parks and Recreation Director to establish dates and times for facility access.

Written terms and conditions, all necessary insurance, permits, and license documentation shall be provided prior to possession of the concession stand and any work beginning.

**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 a bid 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.**

**Mailing Address is 115 Atwood Street, Suite 314 Sparta, NC 28675**