



2022/2023 CONCESSIONS REQUEST FOR A QUOTE

The City of Greenville Parks, Recreation & Tourism Department is accepting quotes from concession vendors for the following: 2022 / 2023 Unity Park Weekends during the months of March through October. Vendors must submit information as requested no later than **5:00 p.m. on Friday, August 19th, 2022.** The City intends to contract with more than one vendor.

Overview

Located near downtown Greenville, SC, Unity Park features four state-of-the-art playgrounds, including a 4,100-square-foot splash pad, two expansive green spaces, covered picnic tables and a 10,000-square-foot welcome center with restrooms, a first-aid station and flexible event space. The 60-acre park also features basketball courts and a historic baseball field located on the site of the former Mayberry Park, which was built in 1925.

Park Operating Hours

- Unity Park: 5:00 A.M. – 11:00 P.M.
- Prisma Health Welcome Center: 10:00 A.M. – 6:00 P.M.
- Greenville Water Splash Pad: 9:00 A.M. – 8:00 P.M., April-October.

Summary

- Vendors will be provided a designated location for concession operations at Unity Park. PRT Staff will determine a rotation of vendors two months at a time. The vendor will be given notice 30 days in advance of proposed schedule.
 - Weekends Only (Friday – Sunday) for the months of March through October.
 - Friday – Between the hours of 10 A.M. – 8 P.M.
 - Saturday – Between hours of 10 A.M. – 8 P.M.
 - Sunday – Between the hours of 10 A.M. – 8 P.M.
 - *Days and Times may be expanded during the months of June – August due to park attendance
- *Times are subject to change
- The City will notify vendors if participation in Unity Park Special Events is allowed.
 - Concessions may consist of a menu that includes a variety of treats, snack food, candy bars, bottled water, and/or other items as may be agreed upon between the vendor and the Department.

- Preference is given for vendors offering interesting foods, gourmet foods and quality products that will be offered in an attractive, appealing manner.
- Vendor employees shall be at least seventeen (17) years of age, shall have a clean South Carolina Law Enforcement Division background check, shall be clean and presentable, shall have a uniform identifying them as employees, and shall conduct themselves with courtesy and decorum.
- Vendor shall not serve or sell any item in a glass container. Styrofoam is discouraged and must be approved by the Department prior to use.
- Vendor shall not sell, or offer for sale, any gum, alcohol, or tobacco products.
- Vendor shall not use music, sound generating or amplifying devices, or other such similar equipment to attract customers. Holiday décor/lights are encouraged but must be approved by the Department.
- Vendor shall not use engines, motors, generators, or other equipment that exceeds 65 decibels.

Special Provisions

- The use of any gas, coal, charcoal, or similar portable cooking equipment must be pre-approved by the Greenville Fire Department Fire Marshal.
- The Vendor must supply the appropriate fire extinguisher(s) as may be required.
- No vending machines may be installed by the Vendor.
- Vendor area must be reasonably attractive and always maintained.

All submitted quotes must include the following:

- Company name, address, telephone number, and email address.
- Name and telephone number of contact person.
- A proposed list of menu items and prices.
- List of proposed vendor-supplied equipment.
- References: List at least three (3) client references for which you have provided services similar in size and scope to those requested herein in the last three (3) years with a brief description of the service provided. Include contact name, telephone number and email address.
- Costs: Provide the following:
 - Proposed profit-sharing capability,
 - Minimum amount paid to City each month, (i.e., base rent per month or % of gross sales per month, whichever is greater),
 - A description of the internal accounting program for the method of recording, checking, and reporting sales, including the proposed cash register system. Internal control of cash handling, including the procedures for holding funds overnight, transporting funds to a bank,

etc. In cases where a percentage of sales will be factored into the rent, a monthly accounting statement will be required to be submitted with payment.

Method of Selection

Selection will be based on several factors including, but not limited to:

- Demonstrated experience in concession and/or food operations.
- Submitted high-quality concession menu and prices for the length of the agreement.
- Anticipated revenue proposed to City of Greenville.

The concessions agreement will be in effect from date of execution through October 31, 2023. The agreement may be renewed for up to two additional years for a three-year term upon agreement between the City of Greenville and concessions vendor(s).

Upon selection, it is the vendor’s responsibility to assess the business license requirement with the City Business License Division at 864-467-4550. Please include all fees regarding delivery, labor and set up. Please submit any additional information that you feel is pertinent. Vendors must provide the City with a certificate of insurance showing proof of insurance coverage meeting the following minimum requirements:

General Liability - \$1,000,000; Automobile Liability - \$1,000,000; vendors must also maintain Workers’ Compensation coverage in the amount of \$500,000 for all employees who are in any way connected with performance under the contract and must include a waiver of subrogation against City, its officers, employees, and/or representatives. The City shall be listed as an additional insured with regards to General Liability coverage. Any vendor not supplying this document will be excluded from contract award. The Certificate Holder name and address is to be displayed as follows:

City of Greenville
P.O. Box 2207
Greenville, SC 29602

Please submit to:
City of Greenville
Attn: Jess Hair
Unity Park Programs Manager
PO Box 2207
206 S. Main St.
Greenville, SC 29602

Via e-mail: jhair@greenville.sc.gov