

# Request for Proposals (RFP)

## 2026 Concession Services

### West Plains Parks & Recreation Department

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## 1. Introduction & Background

West Plains Parks and Recreation maintains 17 parks and facilities throughout the community and delivers a wide range of recreational programs. For 2026, the department will host approximately 30 leagues and special events.

This RFP seeks qualified vendors to provide concession services that enhance the visitor experience at designated facilities and key recreation programs.

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## 2. Concession Service Locations & Seasons

### Required Facility Operations

Vendors must provide concession services for the following required operations:

- **West Plains Aquatic Center**
  - May 26 – August 15
  - Hours: Friday–Wednesday 12 PM – 5 PM; Thursday 12 PM – 8 PM
  - 7 days per week
- **Hilburn Complex — Youth Baseball/Softball**
  - May 4 – June 20
  - Typically Mon, Tue, Thu, Fri evenings; Sat morning/afternoon
- **Jimmie Carroll Sports Complex — Youth Basketball**
  - November 2 – February 17
  - Typically Mon, Tue, Thu, Fri evenings; Sat morning/afternoon

### Optional Service Opportunities

Vendor may elect to operate at the following programs/events:

- Adult Volleyball Session 1: Feb 20 – Apr 28
- Adult Basketball League: Feb 19 – Apr 27
- Youth Softball Tournaments: Mar 14–15, May 2–3, July 11–12

- Galloway 5K Run: Apr 18
  - Adult Softball: May 4 – Jul 13
  - Adult Volleyball Session 2: Jun 23 – Aug 28
  - Movie in the Park Series: May 2, Jun 27, Sept 5, Oct 24
  - 3-on-3 League: Jul 20 – Oct 17
  - Youth Volleyball League: Sept 1 – Oct 17
  - Adult Ragball: Sept 1 – Oct 22
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### **3. Facility & Equipment Responsibilities**

#### **City Will Provide**

- Access to concession structures and utilities at:
  - Hilburn Complex
  - West Plains Aquatic Center
  - Jimmie Carroll Sports Complex

#### **Vendor Must Provide**

- All concession equipment and appliances
- All food/beverage inventory and supplies
- Staffing
- Menu boards and signage

Evans Sports Complex does not have a concession structure. If vendor selects optional programs at this location, they must provide a full mobile setup.

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### **4. Health, Safety & Compliance**

Vendors must:

- Meet all Howell County Health Department requirements
  - Maintain a clean and sanitary concession area daily
  - Hold general liability insurance and list the City as additional insured
  - Comply with Missouri sales tax regulations
  - Adhere to all local/state/federal laws
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## 5. Financial Terms

- Contract Term: **January 1 – December 31, 2026**
  - Contract is eligible for annual renewal upon mutual agreement
  - Either party may decline renewal with 30-day written notice
  - Vendor is bidding a **rental/financial return to the City** to secure operating rights
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## 6. Menu Requirements

Vendor shall propose a menu offering a reasonable variety of food and beverage options appropriate to youth and family recreation settings.

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## 7. Proposal Submission Requirements

Proposals must include the following:

- Company background and relevant food service experience
  - Proposed menu with pricing
  - Rental/financial return proposal
  - Proof of required insurance coverage
  - Health Department compliance acknowledgment
  - Two business references
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## 8. Evaluation Criteria

Proposals will be scored using the following weighted criteria (100-point scale):

- Pricing return to the City – 40 points
- Experience and qualifications – 25 points
- Menu quality and variety – 20 points
- Value to the community – 15 points

The City reserves the right to interview finalists and award in the best interest of the community.

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## 9. Instructions to Bidders

### Submission Deadline

Proposals are due **December 15, 2025**.

### Submission Method

Email proposals to:

**Mike Davis, Parks Manager**

[Mike.Davis@westplains.gov](mailto:Mike.Davis@westplains.gov)

Late submissions will not be considered.

### Questions

All requests for clarification shall be emailed to the address above.

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## 10. Contract Terms & Legal Requirements

- Vendor shall indemnify and hold harmless the City of West Plains
  - The City may terminate the contract for cause with written notice
  - Rights under this contract may not be assigned without City approval
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## 11. Site Visits

Vendors are encouraged to visit facilities before bidding. Schedule visits by contacting:

[Mike.Davis@westplains.gov](mailto:Mike.Davis@westplains.gov)

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