

**REQUEST FOR PROPOSALS**

**FOR**

**CONCESSION SUPPLIES**



**THE TIMBERS OF EUREKA  
RECREATION CENTER  
CITY OF EUREKA PARKS AND RECREATION  
DEPARTMENT  
PO BOX 125  
EUREKA, MISSOURI 63025**

**May 2013**

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## **REQUEST FOR PROPOSALS CONCESSION SUPPLIES**

**The Timbers of Eureka  
EUREKA, MISSOURI**

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## REQUEST FOR PROPOSALS

The City of Eureka hereby gives notice that bid proposals for **CONCESSION SUPPLIES** will be received by the Director of Parks and Recreation, PO Box 125, Eureka, MO 63025, until **10:00 a.m. on Monday, May 20, 2013.**

All bids shall be submitted in a sealed envelope and shall be clearly marked "CONCESSION SUPPLIES."

The City reserves the right to reject any or all bids, to waive informalities in bidding and to accept the bid most advantageous to the City. Specifications and bids may be sent to the **Parks and Recreation Office, PO Box 125, Eureka, MO 63025.**

## GENERAL INSTRUCTION TO BIDDERS DOCUMENT

### Conditions of Bidding

1. Where a contract is signed by and between the bidder and the City, the GENERAL INSTRUCTION TO BIDDERS DOCUMENT will be incorporated therein and made a part of the signed contract and will be included.
2. Bidders must use the bid form provided when submitting bids. The bid form must be signed.
3. Do not include sales tax or use tax as the City is exempt. Exemption certificates will be provided to the vendor.
4. It is the responsibility of the bidder to assure delivery of the bid to the City prior to the stated time of bid opening.
5. Failure to comply with any of the general conditions of bidding will disqualify the bidder.
6. Identify the item you are bidding by manufacturer's name or brand name.
7. If the bidder wishes to suggest an alternate it must be clearly marked as an alternate bid in the space provided.
8. All supplies are to be delivered to The Timbers of Eureka at #1 Coffey Park Lane.
9. Inspection will be made at the delivery point unless otherwise specified. Damaged items will not be accepted.
10. The City of Eureka expressly denies responsibility for, or ownership of, any item purchased until it is delivered to designate.
11. For purposes of evaluation, bidder must indicate any variances from our specifications, terms and/or conditions. If variations are not stated in the bid, it will be assumed the product or service fully complies with our terms, conditions and specifications.
12. Bids may be withdrawn by written request before the time specified for receiving bids. No bids may be withdrawn after the time specified for receiving bids.
13. It is further understood that this bid must be submitted before 10:00 a.m. on Monday, May 20, 2013, in an envelope marked **"CONCESSION SUPPLIES."**
14. Include with bid form the attached non-collusion affidavit, signed and notarized.

## CONCESSION BID SPECIFICATIONS

The City of Eureka is seeking bids for concession supplies to be sold at The Timbers concession stand.

Each item should be **bid individually**, therefore please denote if a minimum order is required on Page 5. Realizing that products could be packaged several ways, please indicate in the space provided if it deviates from what is listed on the bid. **Item should be priced per unit, box, bag, lb, etc. (i.e., 1 case (100) pretzels price is \$12.50/case - Price is \$0.12/pretzel, should be listed as the unit price).** If your product varies from the listed items, or if you are unable to supply the products listed within, please indicate on the bid sheet.

ITEM NAME SPECS	COST PER UNIT	List Packaging if Different	BRAND NAME
Nacho Chips (3 ounce bag) (48 bags per case)	\$_____/bag	_____	_____
Bag in Box Cheddar Cheese (4 - 140 ounce/case)	\$_____/bag	_____	_____
Pre-Baked Pretzels (3.5 ounce size)	\$_____/pretzel	_____	_____
Popcorn – 10.6 ounce portion kit (7 ounce kettle; includes corn, oil, salt)	\$_____/portion	_____	_____
Floss sugar – ½ gallon cartons Assorted flavors as needed	\$_____/carton	_____	_____
Chips – Regular Potato 1 ounce bag or ____ ounce	\$_____/bag	_____	_____
Chips – Fritos 1 ounce bag or ____ ounce	\$_____/bag	_____	_____
Chips – BBQ 1 ounce bag or ____ ounce	\$_____/bag	_____	_____
Chips – Cheetos 1 ounce bag or ____ ounce	\$_____/bag	_____	_____
Candy – Snickers 2.7 ounce bar or ____ ounce	\$_____/bar	_____	_____
Candy - M&M Plain 1.6 ounce bag or ____ ounce	\$_____/bag	_____	_____
Candy - M&M Peanut 1.69 ounce bag or ____ ounce	\$_____/bag	_____	_____
Candy – Twizzlers 21" Strings or _____	\$_____/string	_____	_____
Candy - Milky Way 2.1 ounce bar or ____ ounce	\$_____/bar	_____	_____
Candy – Twix 2.06 ounce bar or ____ ounce	\$_____/bar	_____	_____
Candy – Skittles 2.17 ounce bag or ____ ounce	\$_____/bag	_____	_____
Candy – Starburst 2.07 ounce roll	\$_____/roll	_____	_____

**CONCESSION BID SPECS (CONTINUED)**

<b>ITEM NAME SPECS</b>	<b>COST PER UNIT</b>	<b>List Packaging if Different</b>	<b>BRAND NAME</b>
Chicken Strips – Tyson 80 count/case (precooked/microwavable)	\$_____/strip	_____	_____
Hot Dogs – Beef 8/1 pound package	\$_____/per	_____	_____
Hot Dog Buns 8 in package/case	\$_____/per	_____	_____
Hamburgers – Beef 4/1 pound (precooked)	\$_____/per	_____	_____
Hamburger Buns 8 in package/case	\$_____/per	_____	_____
Ketchup – 1 gallon	\$_____/gallon	_____	_____
Mustard – 1 gallon	\$_____/gallon	_____	_____
Sno-Cone Syrup, 1 gallon jug Assorted Flavors	\$_____/gallon	_____	_____
Paper boat container 1000 count/case size #200	\$_____/case	_____	_____
Bakery Tissue – Midget 6 x 10-3/4 - 1000 per box	\$_____/box	_____	_____
Napkins (1/4 fold) – 13 x 12 _____/case	\$_____/case	_____	_____
Spoons 600/box	\$_____/box	_____	_____
Forks 600/box	\$_____/box	_____	_____
Knives 600/box	\$_____/box	_____	_____
Translucent Cups - 20 ounce 1000/case	\$_____/case	_____	_____
Translucent Cups - 16 ounce 1000/case	\$_____/case	_____	_____
Translucent Cups - 12 ounce 1000/case	\$_____/case	_____	_____
Disposable Gloves Poly – Med (100/box)/case	\$_____/case	_____	_____
Disposable Gloves Poly – Large (100/box)/case	\$_____/case	_____	_____

**Base Bid - Equipment**

Bidder must deliver two days a week (days optional).

Please state days: \_\_\_\_\_ and \_\_\_\_\_.

Is Emergency "Call-In" available: YES \_\_\_\_\_ NO \_\_\_\_\_

Please state if there is a minimum charge requirement: \$ \_\_\_\_\_

Is there a fuel surcharge for delivery: \$ \_\_\_\_\_

## BID FORM

Pursuant to and in compliance with your request for bids the undersigned company hereby proposes to furnish the concession supplies, all as required by and in strict conformance with the bid specifications listed herein. All bids should include shipping costs.

Based on the nature of the bids, the City reserves the right to add to or delete any portion of the concession supplies bid.

The undersigned hereby represents that he has carefully examined the Bid Documents and will execute the Contract and its items, covenants and conditions all in strict conformance to these requirements.

It is understood that the City reserves the right to reject any or all bids, to waive informalities in bidding and to accept the bid most advantageous to the City. Further, it is understood that the City is exempt from federal excise and state sales tax. Exemption certificate will be provided to the Vendor.

It is further understood that this bid must be submitted before 10:00 a.m. on Monday, May 20, 2013, in an envelope marked "CONCESSION SUPPLIES" in order to be considered.

Company submitting bid \_\_\_\_\_

Bid submitted by \_\_\_\_\_ Title \_\_\_\_\_  
Please Print (OFFICE HELD IN BIDDER ORGANIZATION)

Company address \_\_\_\_\_  
\_\_\_\_\_ Zip \_\_\_\_\_

Company phone number \_\_\_\_\_

Date \_\_\_\_\_

Bid price should be effective through 2013.

## Non-Collusion Affidavit

I. That in connection with this procurement,

a. the prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competitor;

b. the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening directly or indirectly to any other bidder; or to any competitor; and,

c. no attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

II. The undersigned further states:

a. (s)he is the person in the bidder's organization responsible within that organization for the decision as to the prices being bid herein and that (s)he has not participated, and will not participate, in any action contrary to (I) (a) through (I) (c) above.

b. (s)he is not the person in the bidder's organization responsible within that organization for the decision as to the prices being bid herein but that he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (I) (a) through (I) (c) above, and as their agent does hereby so certify; and he has not participated, and will not participate, in any action contrary to (I) (a) through (I) (c) above.

III. The bidder hereby attests to their intent to comply with the Americans with Disabilities Act (ADA).

IV. It is expressly understood that the foregoing statements, representations and promises are made as a condition to the right of the bidder to receive payment under any award made hereunder.

For Corporations

(Corporate Seal)

\_\_\_\_\_  
(Name) Indicate if corporation, partnership or sole proprietor

\_\_\_\_\_  
(office held in bidder organization)

SUBSCRIBED AND SWORN TO BEFORE

ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

Attest:

\_\_\_\_\_  
Notary Public