

**INVITATION TO BID
and
BID FORM**


CITY OF SELMA
P.O. Box 450
Selma, Alabama 36702-0450
334-874-2102 - Office
334-874-1239 - Fax

Requisition No. RD-Concession Stand-2022
Bids to be opened at 11:30 O'Clock A.M.
Date April 5, 2022

Gentlemen:

The City of Selma, Alabama will receive bids at the Office of the Purchasing Agent until the above time and date and then opened as soon thereafter as practicable. The City reserves the right to reject any or all bids or any portion thereof. A copy of "General Instructions to Bidders" are on the reverse side.

CITY OF SELMA


Purchasing Agent

Items To Be Bid

Item No.	Quantity	Description	Unit Price	Extension
1.		<p>CONCESSION STAND BID FOR THE DALLAS COUNTY SPORTSPLEX, SELMA CITY SOFTBALL COMPLEX, AND BLOCH PARK</p> <p>NOTE: MUST PRESENT 5% OF BID IN A CERTIFIED CHECK AT TIME OF BID OPENING. INSURANCE AND BUSINESS LICENSE MUST BE PURCHASED <u>PRIOR</u> TO CONTRACT BEING SIGNED.</p>		
	* * * *	AS PER ATTACHED SPECIFICATIONS	* * * *	1

TOTAL BID _____

We are in position to furnish the items bid at prices shown and can make shipment within days after receipt of purchase order.

Terms _____

FIRM _____

All Bidders must use bid form and **show on envelope Requisition No. and opening date.**

BY _____

ADDRESS _____

(Duplicate Copy for Bidders File.)

City, State and Zip Code

CITY OF SELMA, ALABAMA

GENERAL INSTRUCTIONS TO BIDDERS

Unless otherwise stated on the Invitation to Bid, the following instructions shall be applicable to all bids received by the City of Selma, Alabama:

1. Sealed bids will be opened at time, place and date stated on the attached invitation. Bidders or their authorized representatives are invited to be present at bid openings.
2. Prices and notifications should be in ink or typewritten and prices must be fully extended. Bids must conform to any attached detailed specifications to be eligible for consideration. If Bidder is unable to furnish item specified and desires to offer a substitute as an equal full description of item must be given.
3. No taxes of any kind are to be included in the bid prices. The City will furnish tax exemption certificates when necessary.
4. All prices must be firm for a minimum of thirty (30) days. No errors will be corrected after bids are opened.
5. Factors to be considered in awarding bids will be price, delivery and suitability for use by the City.
6. If you do not quote, please return the Invitation to the City and state reason, otherwise, your name may be removed from our mailing list.
7. The City of Selma reserves the right to:
 - (a) Award bids by Lump Sum or individual items unless otherwise noted on your bid.
 - (b) Reject any or all bids and to waive technicalities when in the opinion of the City Council the best interest of the City will be served.
 - (c) Make null and void the purchase order to the successful bidder if delivery cannot be made at the specified time.
8. Bid awards will not be official until Bidder is formally notified by the City of Selma Purchase Order.
9. All prices quoted are to be F. O. B., Selma, Alabama to the location designated on Purchase Order.
10. These General Instruction to Bidders are hereby made an official part of all bids. Please observe the above instructions and conditions, as failure to do so may constitute grounds for rejection of your bid.
11. All Bidders must use our bid form and show on the envelope Requisition Number and Opening Date. Duplicate copy for Bidders file.



2022

Concessions Bid Package

**For Dallas County Sportsplex, Selma City
Softball Complex, and Bloch Park**

Dallas County Sportsplex Games

<u>Age Groups</u>	<u>Season Length</u>
3-4 T- Ball	April 1 thru June 15
5-6 Baseball	April 1 thru June 15
7-8 Baseball	April 1 thru June 15
9-10 Baseball	April 1 thru June 15
11-12 Baseball	April 1 thru June 15
High School Softball	March 3 thru May 12

This will include any weekend, district, or state baseball/softball tournaments from April 1 thru June 30.

*The normal playing days of the week are every day except Wednesdays and Sunday.

**The number of teams and games will be determined by the number of players sign up.

Selma Complex

13/14 Dixie Boys Baseball March 28 thru June 24

Bloch Park

15-19 Dixie Majors League Games May 10 thru July 15

*The normal days to play are Monday, Tuesday, Thursday, and Friday.

** The number of teams and games will be determined by the number of players that sign up.

Concession Operation Responsibilities

Concession Operator Responsibilities:

- Concession stand will open and remain open during all games to include make-ups, rescheduled games, and tournament games
- Maintain a healthy, clean, and safe working environment
- Offer affordable/common-sense prices
- Maintain normal, non-abusive use of City/County provided equipment
- Purchase concession supplies

City and County Responsibilities:

- Maintain all included equipment inventory (See Attachment)
- Provide copy of all game checks
- Notification of any schedule changes
- Provide keys to main gate and concession stand lock – Specifics will be determined by location
- Payment of utility costs

NOTE: This is a new joint venture between the City of Selma and the Dallas County Commission and therefore no previous financial reports are available.

2022 Concession Bid Evaluation Form

Business Name: _____

Name: _____

Address: _____

Best Contact Phone Number: _____

E-Mail Address: _____

1. Business License Required and must be provided.
2. Liability Insurance Required and must be provided.
3. References

a. Reference #1

- i. Organization: _____
- ii. Contact Name: _____
- iii. Contact Number: _____
- iv. Contact Email: _____
- v. Approximate Number of Customers served: _____
- vi. Length of Relationship with Organization: _____

b. Reference #2

- i. Organization: _____
- ii. Contact Name: _____
- iii. Contact Number: _____
- iv. Contact Email: _____
- v. Approximate Number of Customers served: _____
- vi. Length of Relationship with Organization: _____

c. Reference #3

- i. Organization: _____
- ii. Contact Name: _____
- iii. Contact Number: _____
- iv. Contact Email: _____
- v. Approximate Number of Customers served: _____
- vi. Length of Relationship with Organization: _____

2022

**Dallas County Sportsplex, Selma City Softball Complex, and
Bloch Park**

Concession Proposal Offering

Minimum: \$25,000.00

My proposal to secure the concession rights for the Dallas County Sportsplex, City of Selma Softball Complex, and Bloch Park for the 2022 season is \$_____.

With a certified check of 5% due at the bid. Balance will be due at the time of signing the contract.

_____ I understand that this amount is to be paid to the City of Selma on the Let of the Proposal.

_____ I have read and will comply with the terms and conditions of the proposal.

Name (Print): _____

Signature: _____

Address: _____

Best Contact Phone Number: _____

E-Mail Address: _____

Date: _____

Sportsplex Concession Inventory

Window Slots – 5

Chip Racks – 3

Corn Popper – 1

Hotdog Warmer – 1

Stools – 3

Stand up Fan – 1

Stainless Steel Tables – 2

Heat Lamps – 4

2-Door Pepsi Cooler – 1

30-Cup Coffee Maker – 1

Deep Fry Baskets – 4

Large Cooking Grill – 1

4-Top Stove – 1

Stand-up Freezer – 1

Stand-up Bread Warmer – 1

700 # Ice Machine – 1

3-Sink Stainless Steel Sink – 1

Assorted Broilers and Utensils

Barrel Type Coolers – 2

Chest Type Freezers – 3

Alarm System

Mini-Refrigerator – 1

Fire Extinguisher – 1

Large Electric Can Opener – 1

Deep Fryers – 4

Bloch Park Concession Inventory

Sink – 1

Tables – 2

Storage – 1

Service Center – 1

Large Garbage Cans – 2

City of Selma Complex Concession Inventory

Grill – 1

Free-standing Pepsi Cooler – 1

Industrial Ice Maker – 1

Assorted Cooking Utensils

Chest-type Freezers – 2

Windows – 2

Sinks – 3

Mop Sink with mops – 1

Popcorn Popper – 1

Stools – 3

Floor Mats – 3

3-drawer Bun Warmer – 1

Heat Lamps with trays – 2

Pepsi Soft Drink Dispensers – 2

25-Cup Coffee Maker

Window Air Conditioner – 1

Ceiling Fans – 2

4-Top Stove – 1

Deep Fryers – 2

Crock Pots – 3

Bread Racks – 2

Chip/Cookie Racks – 2

Large Trash Can – 1

Ice Scoops – 2 (1 metal & 1 plastic)