

**CITY OF SEDALIA**

**PARKS & RECREATION DEPARTMENT**

**POOL & BALLFIELD CONCESSION SUPPLIES**

**Deadline to submit bid packet**

4 p.m. on Tuesday, January 30, 2018

**Mail or deliver bid packets to:**

Sedalia Parks & Recreation Department  
1500 W. 3<sup>rd</sup> St.  
Sedalia, MO 65301

**Sealed envelopes to be marked: "CONCESSION SUPPLIES"**

Submitted by:

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***Return entire bid packet when submitting bid.***

## **INSTRUCTIONS TO BIDDERS**

### **1. PROPOSALS**

Sealed bids for POOL & BALLFIELD CONCESSION SUPPLIES will be received at the City of Sedalia Parks & Recreation Office, Sedalia, Missouri, until 4:00 P.M., Tuesday, January 30, 2018, and will be publicly opened and read aloud at the City of Sedalia Parks & Recreation Office shortly thereafter. These bids are to be submitted in a sealed envelope marked on the outside “CONCESSION SUPPLIES.”

### **2. DELIVERY SCHEDULE**

Deliveries will be made before 10am. Deliveries will contact Sedalia Parks and Recreation at least thirty minutes prior to the delivery to ensure a staff member is at the location to receive the delivery. There will be two locations for deliveries - Centennial Pool and Liberty Pool. Sedalia Parks and Recreation has a total of five concession stands that are operated seasonally. Sedalia Parks and Recreation is looking for a full service company to provide candy, cold food items, paper products, and cleaning supplies.

### **3. BID DOCUMENTS**

Documents are on file at the City of Sedalia Parks & Recreation Office, 1500 W. 3<sup>rd</sup> Street, Sedalia, Missouri. Contact Savannah Chambers at [schambers@sedaliaparks.com](mailto:schambers@sedaliaparks.com) or 660-826-4930.

### **4. REJECTION OF BIDS**

The City of Sedalia Parks & Recreation Department reserves the right to reject any or all bids and waive defects in bids. No bid may be withdrawn for a period of sixty (60) days after the time set for opening of bids.

### **5. QUALIFICATION OF BIDDERS**

Before the City of Sedalia Parks & Recreation Department enters into a contract based on any bid presented, the bidder must satisfy the Director of Parks of Recreation as to his/her competence to provide necessary supplies.

### **6. CITY OF SEDALIA BUSINESS LICENSE**

The successful bidder will be required to obtain a City of Sedalia Business License from the office of the City Collector.

**SEDALIA PARKS & RECREATION DEPARTMENT**

**2018 BID FORM  
CONCESSION SUPPLIES**

BUSINESS NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Please include with your bid any brochures, etc. on the products and equipment that you carry.

Are you willing to make a delivery at least once a week? \_\_\_\_\_

Is there a delivery charge? \_\_\_\_\_

We will need delivery at to two different locations. Is there an additional charge? \_\_\_\_\_

When placing our order, how many hours notice will you need before delivery? \_\_\_\_\_

Do you provide concession equipment such as:

	Yes	No
Ice cream Freezers	_____	_____
Sno-cone Machines	_____	_____
Nacho Cheese Cup Dispensers	_____	_____
Nacho Chip Warmers	_____	_____
Nacho Cheese Bag Dispensers	_____	_____
Hot Dog Roller Grills	_____	_____
Pretzel Warmers	_____	_____
Chip Display Racks	_____	_____

Is there a charge for the equipment? \_\_\_\_\_ If so, what is the charge? \_\_\_\_\_

Explain your return policy: \_\_\_\_\_

\_\_\_\_\_



ITEM:	UNIT PRICE:	UNIT DESCRIPTION (Bag, box, gallon, etc.)	# IN UNIT (# of bags, lbs., etc.)
<b>CHIPS:</b>			
Individual (1 oz) bags – asst.			
Doritos Cool Ranch			
BBQ			
Plain Lays			
Cheetos			
Doritos Nacho Cheese			
<b>HOT DOGS &amp; BUNS:</b>			
Hot dogs, 8:1 franks			
Hot dog buns (24ct bags)			

ITEM:	UNIT PRICE:	UNIT DESCRIPTION (Bag, box, gallon, etc.)	# IN UNIT (# of bags, lbs., etc.)
<b>ICE CREAM PRODUCTS:</b>			
Big Boppers			
Chocolate Malt Cups			
Minute Made Juice Pops			
Champ Cones Vanilla			
Orange Sherbet Push Pops			
Bomb Pops (regular sized)			
<b>PRETZELS:</b>			
5.5 oz soft-baked pretzel (50ct)			

ITEM:	UNIT PRICE:	UNIT DESCRIPTION (Bag, box, gallon, etc.)	# IN UNIT (# of bags, lbs., etc.)
<b>NACHOS:</b>			
Nacho chips portion pack (48 per case 3oz)			
Nacho Cheese Sauce (140oz)			
Jalapeños			
Nacho Cheese Portion Cups (2oz)			
<b>OTHER:</b>			
Sno-Cone Syrup(1 gallon)			
Pickle in a Pouch Dill Pickles			
Go-Gurt Tubes			
Go-Go Squeeze Applesauce			
Ketchup Packets			
Mustard Packets			
Relish Packets			
<b>PAPER/PLASTIC ITEMS:</b>			
Hot dog trays(500 ct)			
Sno cone cups (6 oz 1000 ct)			
Cups-Plastic, 12 oz			
Cups-Plastic, 16 oz			
Cups-Plastic, 20 oz			
Vinyl Powder Free Food Prep Gloves			
Napkins			
Spoons			
Forks			

<b><i>CLEANING PRODUCTS:</i></b>			
Super Sani-Cloth Wipes			
WYPALL - L40 Wipers			