



# **Krape Park Food Service Operator Request for Proposal**

## **Proposal Due**

December 18, 2025, by 2:00 PM

Freeport Park District Administration Office

P.O. Box 417

1122 S. Burchard Ave.

Freeport, IL 61032

Attention: Berin Jackson, Superintendent of Recreation

# Introduction

The Freeport Park District is a well-managed and respected, visionary governmental agency with a rich history of providing exceptional service to area residents and visitors.

The Freeport Park District operates a number of facilities including a 36-hole championship golf course (rated 3 ½ stars by Golf Digest), a driving range and clubhouse; a 750 swimmer capacity family aquatic center featuring sand play areas, several water play features and a 175 ft. water slide; an antique 20-horse carousel; an 18-hole miniature golf course; an 18-hole disc golf course; a 600 seat performance amphitheater; 8 rental shelters; a boat rental operation; a 3 diamond softball complex; 4 diamond baseball complex; 6 pickleball courts; a 135 acre nature preserve and Northwest Illinois' only in-ground, concrete skate park. The District is also host to the Freeport Little League and over 100 recreation programs and events.

## Request for Proposal Section I – Terms of Agreement

### A. General

The purpose of this section is to set forth the minimum requirements for submission of a proposal as the food service operator at Krape Park.

### B. Basis of Award

- Bid Amount for Monthly Lease
- Hours of Operation
- Food Selection
- Years of Experience

### C. Term

The Freeport Park District is interested in working with the selected concessionaire by arranging a 1-year agreement, with the possibility of extension or renewal. The agreement shall be for a term beginning April 1, 2025, expiring on March 31, 2026. The District retains the right to terminate the agreement upon thirty-days' notice if the concessionaire, at any time, defaults on the agreement. A written food service agreement will be prepared by the District and signed by both parties. The Concessionaire will pay the District a flat fee per year, as outlined in section 3, in exchange for food vending rights in Krape Park. Vendor is required to obtain the proper health department permits and show proof permits have been obtained.

### D. Exclusions

This RFP provides for the sole exclusive right for sales at Krape Park Concession Building. The Freeport Park District and affiliated organizations retain the right to sell concessions during scheduled programs and events to staff, volunteers and program constituents.

### E. Vending of beverages

The Park District reserves the right to require the concessionaire to only sell certain beverages in the case that the District has an exclusive agreement with a beverage vendor. All cold beverage vending equipment will be owned and maintained by beverage provider. The concessionaire shall have the right to procure hot beverages from their choice of vendor. Alcohol is prohibited from all Freeport parks and tobacco/nicotine products are not to be sold on Park property.

## **F. Supplies and Equipment**

Below is a list of equipment owned by the Freeport Park District that is available for the concessionaire to use as part of their operation at no cost, with exception of maintenance. Concessionaire will be responsible for all other furnishings and equipment not provided by the District. The concessionaire is required to purchase all other inventory required for the proper operation of the facility in a manner satisfactory with the Freeport Park District and in accordance with modern standards. In addition, the concessionaire will be responsible for the proper operation and maintenance of all equipment and will be required to perform all normal day-to-day maintenance in a matter reasonably satisfactory.

### **Misc. Equipment & Supplies**

1 – Pepsi Refrigerator

## **G. Utilities**

The Freeport Park District shall provide electricity and water to facilities. The Freeport Park District is not responsible for any utilities beyond the abovementioned utilities and does not assume any responsibility for loss or damage due to utility failure. Drains are not equipped with grease traps, so certain food service functions may be limited.

## **H. Nature of Operation**

The Freeport Park District expects concessionaire to operate in a professional businesslike manner providing the highest quality service to customers. Concession workers will be required to abide by Freeport Park District appearance guidelines and must be identified by a unified work uniform. Concessionaire's provision of food items shall be consistently of high quality and shall at all times be sanitary, orderly, and sufficient to public demand. Concessionaire must abide by all Federal, State, and local laws, rules and regulations that may pertain to the Food Service industry, including the procurement of required licenses at the expense of Concessionaire.

## **I. Records and Reports**

The concessionaire is responsible for operating an honest business by properly recording transactions with a cash register or point of sale system equipped with a recording device. Concessionaire shall provide the District with a monthly accounting of the concessionaire's gross sales and will agree to be subject to an audit at any reasonable time during the agreement.

## **J. Hours of operation**

The chart below provides the recommended minimum hours and the approximate dates the facility is in operation. The recommended concession hours coincide with facility hours of operation and regular program times. In the event of a special event, program or other activity that requires food service, the District will work with concessionaire to provide concessions for scheduled activity.

<b>2025</b>	<b>Krape Park Concession Stand</b>
<b>Dates of Operation</b>	Memorial Day – Labor Day
<b>Weekday Hours</b>	Noon – 7:00 PM
<b>Weekend Hours</b>	Noon – 7:00 PM

## **K. Nondiscrimination**

Concessionaire shall not deny, refuse, or otherwise discriminate in the provision of service to any person or discriminate against any person in its employment practices on account of race, creed, color, religion, sex, national origin, ancestry, age, disability, physical or mental handicap unrelated to public health or sanitation, or marital status or an unfavorable discharge from the military service.

**L. Insurance**

Concessionaire shall procure and maintain for the duration of the contract, satisfactory insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the concessionaire’s operation and use of the leased premises. The (concessionaire) accepted by the Freeport Park District shall be required to obtain and maintain adequate insurance, with the Freeport Park District as an additional insured, covering the following: Workman’s Compensation (\$500,000 per occurrence); Commercial General Liability (\$1,000,000 per occurrence); with Waiver of Subrogation provisions Liability policies are to be on an occurrence rather than claims-made basis. The agreement with the successful vendor shall contain a statement of responsibility for all loss and damage caused to any of the vendor’s property, employees, agents, subcontractors, suppliers and an indemnification or hold-harmless provision. The cost of such insurance shall be paid by the concessionaire.

**M. Facility Improvements**

The concessionaire shall not enter into any construction, improvement or decorating projects of any kind on the premises without written permission from the Freeport Park District. Any improvements made to District facilities may become property of the Freeport Park District, which will be negotiated at the time of written consent to perform project.

**N. Facility Maintenance**

The concessionaire shall maintain, up to the standards of the District, the concession serving areas, entrances, dining areas, storage rooms and all property located therein in a clean, neat, orderly and safe condition.

## **Section II – Facilities and Attendance History**

**A. Facilities and Attendance**

The table below represents a partial listing of our Krape Park programs and facilities including attendance from 2024. This information is believed to be accurate, but is not in any way deemed a warranty or an inducing representation of attendance.

<b>Activity</b>	<b>Attendance/participation</b>
Carousel	20,000 Rides
Boat Rentals	2,000 Rentals; 6,500 riders
Mini-Golf	10,000 Rounds
Disc-Golf	1,600 rounds
Organized baseball games	2,000 spectators
Bunny Trail	800 participants
Trick-or-Treat Trail	800 participants
Pretzel City 5k	100 participants
Krape Park Art Walk	2,000 participants
Summer Concert Series (7)	3,500 spectators

The above table represents historical participant counts of selected activities and events. It is only a partial list of activities that occur in our park system and does not include, in many instances, event spectators, shelter rentals or general park users.

### **B. Communication with the Public**

Dissemination of information plays a critical role in the success of our organization. We communicate with our community regularly and in a variety of ways.

- Prepare and distribute professionally designed program specific flyers as needed for distribution throughout the community.
- Place banners and signs at strategic locations throughout the community.
- Post program specific posters on community bulletin boards throughout Freeport including 8 park information points around the park system.
- Place program specific newspaper and radio advertising as needed or warranted.
- Freeport Park District website – [www.freeportparkdistrict.org](http://www.freeportparkdistrict.org)
- Social Media Freeport Park District Facebook page - <https://www.facebook.com/FreeportParkDistrict>
- Business and service club organization outreach and information update presentations.

The abovementioned items are District initiatives that may be means of cooperation between concessionaire and the District. The District does not guarantee the concessionaire any publicity through these means of communication.

### **C. Communication with Concessionaire**

The Freeport Park District will work diligently to communicate with the concessionaire all District activities planned in Krape Park. Such activities may bring an increase in traffic to Krape Park, which may be advantageous to the concessionaire to have concession operation open during the hours of the activity. The Freeport Park District will also communicate any deficiencies noted in concessionaire's performance and work with concessionaire to improve those issues.

### **D. Concession Expansion**

The Freeport Park District is undergoing many planning initiatives that may lead to expansion of concession facilities and the opportunity to expand current food vending. This request for proposal invites ideas, suggestions and vision of how a concessionaire relationship can grow to meet the needs of the community as well as the needs of both organizations.

## **Section III**

### **Provider's Bid Document**

The Freeport Park District requests that all information listed below be provided in a complete and accurate manner. Omissions, inaccuracy or misstatement may be cause for rejection of a proposal. All statements and answers must be typed or legibly written on 8 ½" x 11" paper. By submission of a proposal, the proposer acknowledges and agrees that the Freeport Park District has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in this questionnaire, and hereby authorizes the release to the District for any and all information sought in such inquiry or investigation.

1. Business Profile
  - a) Type of business entity (sole proprietorship, partnership, corporation, etc...)
  - b) History of business entity
  - c) Provide detail of business experience with food service operations
  - d) Key management personnel
  
2. Method of Operation
  - a) Who will be responsible for day-to-day management and operation?
  - b) How will you handle cash transactions, receipts, and reports?
  - c) Please provide a detailed operating budget.
  - d) What will your menu consist of?
  - e) Do you plan to offer any special services or amenities to customers?
  - f) How do you plan to market your operation?
  - g) Define proposed hours of operation.
  
3. Capital Investment
  - a) Please detail your proposed capital investment, if any, for the operation of the concession facilities.
  
4. Bid Cost for Monthly Lease
  - a) Vendor sets monthly cost for lease agreement. Park District estimates monthly utility cost at \$100. RFP must include a monthly bid amount on monthly payment by vendor to the Park District.
  
5. References
  - a) Provide a list of at least 3 references complete with name, title, mailing address and phone number.
  
6. Background Information
  - a) Please describe how your proposed operation will be financed and, if any, who will be the lending institution.
  - b) Please complete in its entirety, the attached form enabling the Freeport Park District to perform a criminal background check. Form must be completed by all employees and/or agents involved with business.
  - c) Please state in your proposal what insurance will be provided (amounts, insurers, etc.)

## **Evaluation & Acceptance**

A Park District selection committee will review competing proposals submitted in response to the RFP. The selection committee will take all criteria of the proposal into consideration when selecting bids. Selection will be based on monthly lease terms and any financial return to Freeport Park District, proposed hours of operation, food selection, experience. If a proposal is accepted, a written agreement will be prepared by the District and submitted to the concessionaire for approval.

## **Questions Concerns & Inquiries**

Please direct questions, concerns and inquiries to Berin Jackson, Superintendent of Recreation at 815-801-8709 or email at [bjackson@freeportparkdistrict.org](mailto:bjackson@freeportparkdistrict.org).

## **Proposal Submission**

Proposals are due by 2:00 pm on Wednesday, December 18, 2024, to:

Freeport Park District  
PO Box 417  
1122 S. Burchard Ave.  
Freeport, IL 61032  
Attn: Berin Jackson, Superintendent of Recreation

## **Park District Rights Reserved**

Any opportunity for future contributions to capital improvements are not part of this proposal and will be treated separate to this agreement.

The Park District reserves the right to:

- Request clarification or additional information from any firm at any time
- Modify, remove or add requirements to the RFP and to reopen the proposal process
- Reject any and all proposals.