



December 4, 2022

PROJECT: Concession Food Service Distributor for Kingsport Aquatic Center

Dear Prospective Submitter:

You are invited to submit a sealed price proposal for the above project. A copy of the Public Notice, Affidavits Form, and Request for Proposal. Please make certain you sign your Proposal Letter, Affidavits Form (must also be notarized) and include with your sealed proposal. Other items may be required to be included in your proposal so please read the documents thoroughly.

If you have questions please contact me at (423) 229-9315 or email brentmorelock@kingsporttn.gov.

Regards,

A handwritten signature in blue ink that reads "Brent Morelock".

Brent Morelock, CPPO, CPPB
Procurement Manager

REQUEST FOR PROPOSAL

Sealed Price Proposals for the following will be received by the Procurement Manager until 4:00 P.M., Eastern Time, December 22, 2022, and at that time publicly opened in Room 436, City Hall located at 415 Broad Street., Kingsport, TN. All proposals will be considered for award or rejection at a later date.

PROJECT: Concession Food Service Distributor for Kingsport Aquatic Center

Documents for the above referenced item are available online at kingsporttn.gov/city-services/purchasing. Interested parties may also contact the Procurement Department at (423) 229-9419.

By submission of a signed proposal bid, the bidder certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.

No submitted proposals may be withdrawn for a period of one hundred twenty (120) days after the scheduled closing time of the receipt of proposals. All proposals shall be signed, sealed and addressed to the Procurement Manager, City of Kingsport, 415 Broad Street, Kingsport, TN 37660 and marked "Concession Food Service Distributor for Kingsport Aquatic Center". The City by its governing regulations reserves the right to accept or reject any or all proposals received, to waive any informalities in bidding and to re-advertise.

PUB 1T: 12/04/22

Chris McCartt
City Manager

COMPLIANCE AFFIDAVIT(S) (TOTAL OF 2 PAGES)

THIS COMPLIANCE AFFIDAVIT MUST BE SIGNED, NOTARIZED AND INCLUDED WITH ALL BIDS – FAILURE TO INCLUDE THIS FORM WITH THE BID SUBMITTED SHALL DISQUALIFY THE BID FROM BEING CONSIDERED.

VENDOR: _____

CONFLICT OF INTEREST:

1. No Board Member or officer of the City of Kingsport or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for the City of Kingsport has a direct interest in the award of the vendor providing goods or services.
2. No employee, officer or agent of the grantee or sub-grantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of their immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.
3. The grantee's or sub-grantees officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from vendors, potential vendors, or parties to sub-agreements.
4. Do you or any officers/part-owners/stake-holders/employees of this company have any relative(s) (relatives include spouse, children, stepchildren or any to whom you are related by blood or marriage) that are currently employed by the City of Kingsport, Tennessee, including the Kingsport City School System or serve on the Kingsport Board of Mayor and Aldermen or the Kingsport Board of Education?
_____ Yes _____ No

If you answered yes please state the name and relationship of the employee or member of the Kingsport Board of Mayor and Aldermen or Kingsport Board of Education member

5. Are you or any officers/part-owners/stake-holders/employees of this company also employees of the City of Kingsport, including the Kingsport City School System or serve on the Kingsport Board of Mayor and Aldermen or Kingsport Board of Education? _____ Yes _____ No

If you answered yes please state the name of the employee or board member

6. By submission of this form, the vendor is certifying that no conflicts of interest exist.

DRUG FREE WORKPLACE REQUIREMENTS:

7. Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with TCA 50-9-112.

ELIGIBILITY:

8. The vendor is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

GENERAL:

9. Vendor fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.
10. Such offer is genuine and is not a collusive or sham offer.

IRAN DIVESTMENT ACT:

11. Concerning the Iran Divestment Act (TCA 12-12-101 et seq.), by submission of this bid/quote/proposal, each vendor and each person signing on behalf of any vendor certifies, and

in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each vendor is not on the list created pursuant to § 12-12-106.

NON-COLLUSION:

12. Neither the said vendor nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement ,or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Kingsport or any person interested in the proposed award or agreement.
13. The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

BACKGROUND CHECK REQUIREMENT FOR SCHOOL SYSTEM SUPPLIERS:

14. In submitting this bid/quote/proposal, you are certifying that you are aware of the requirements imposed by TCA § 49-5-413 (d) to conduct criminal background checks through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation on yourself and any of your employees who may come in direct contact with students or who may come on or about school property anytime students are present. You are further certifying that at no time will you ever permit any individual who has committed a sexual offense or who is a registered sex offender to come in direct contact with children or to come on or about school property while students are present.

NON-BOYCOTT OF ISRAEL AFFIDAVIT

15. Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

The undersigned hereby acknowledges and verifies that the response submitted to this solicitation is in full compliance with the applicable laws/listed requirements. The undersigned also declares under penalty of perjury under the laws of the State of Tennessee that the foregoing is true and correct.

SIGNED

BY: _____

PRINTED NAME: _____

TITLE: _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE: _____

BY (NOTARY PUBLIC): _____

MY COMMISION EXPIRES ON: _____

Concession Food Service Distributor
Request for Proposal for the Kingsport Aquatic Center

PART I - INTRODUCTION

The City of Kingsport, Tennessee is requesting proposals from qualified food service vendors interested in performing services in whole or in part necessary to develop and implement the concession food vending category at the City of Kingsport Aquatic Center; herein thereafter referred to as Aquatic Center.

Overview: Kingsport Aquatic Center

The Kingsport Aquatic Center at Meadowview has been opened since May of 2013. Opportunities for this facility are endless as it encompasses many features. The indoor section, open year round, of the Aquatic Center (approximately ~50,000sq ft) will feature a total of three pools, including a zero depth entry 25 yard warm pool targeted towards seniors, special needs and rehabilitation patients. The other two indoor pools will be an 8 lane, 50 meter competition/lap pool and a recreational pool featuring an indoor water slide and splashpad. Additionally, two-one meter and one-three meter diving boards will be available. The indoor area will seat approximately 350-400 people making it an excellent venue for swim meets.

The outdoor component, opens from Mid May to First of October, features a water park atmosphere and will be geared towards kids and teens. This area will feature two waterslides, a climbing structure/fun-play area with water cannons, lily pad crossings, a 900 foot lazy river (accessible to people with all abilities).

We offer a full service concession operation designed to service both indoor and outdoor features. Attendance to the Kingsport Aquatic Center alone averages over 150,000 visits per year.

Response Process:

The process for selecting an appropriate vendor for food service for a full service concession stand is designed to attract competitive proposals from companies supportive of complementing the Kingsport Aquatic Center.

Criteria for selection- Prospective corporations will be appraised on the basis of categories deemed most appropriate for a successful partnership. Those are:

1. Financial structure of proposal
2. Term of proposal
3. Contract servicing plan
4. City of Kingsport Code of Ordinances

Rejection

The City of Kingsport reserves the right to reject any proposal

Addenda

Any interpretation, correction, or change of the RFP will be made by an addendum.

Selection Process

Following the RFP opening the internal review team will review all proposals submitted and if necessary schedule interviews with those who submitted proposals. Ultimately, a recommendation will be made to the Kingsport Board of Mayor and Alderman. The date for that recommendation is not yet known.

Selection Criteria Details

Financial Proposal- Respondent must outline its financial proposal including: availability, unit measure and cost of concession items comparable to the desired items found within this RFP, delivery timeframe, delivery cost if any, equipment included with food items and specs of the equipment, equipment available for purchase or rent as well as price and specs of said equipment.

Term- The contract will be awarded for a period of one (1) year with a renewal option on an annual basis in one (1) year increments providing all terms, conditions and costs are acceptable to both parties. The City reserves the right to rebid at the end of any contract period.

Contract Servicing Plan- Respondent must outline its plan to service the contract's requirements of product ordering and delivery, as well as any maintenance needs that shall arise throughout the term of the contract.

Equipment and Maintenance

- A. The successful vendor will be required to furnish, all agreed upon equipment, if necessary, at all locations designated by the Kingsport Aquatic Center Manager. The equipment shall be current models and of the latest technology, be energy and/or electrically efficient, and be aesthetically acceptable by the Kingsport Aquatic Center. Said equipment includes but is not limited to the following:
 - a. Display boards
 - b. Cooking units
 - c. Display racks

- d. Storage units
- e. Ice cream freezers
- B. All equipment shall be quiet and not disruptive to the activities taking place in the facility.
- C. The installation and expense of installation of all equipment shall be the vendors responsibility. The Kingsport Aquatic Center shall cooperate with, and support, reasonable requests from the successful vendor in this regard.
- D. The Kingsport Aquatic Center may reject machine signage or logo if deemed objectionable or a distraction to the activities in the facility by the General Manager. The Kingsport Aquatic Center reserves the right to approve artwork prior to production and installation.
- E. Vendor should supply any service support related to equipment to minimize interruption of operations of the concession.

Equipment Provided on Site

- A. Cube Ice Maker (Air-cooled) : Ice-O-Matic, ICE-0606A or an approved equal.
- B. Reach-in Solid Door Refrigerator: True Manufacturing, T-35, or an approved equal.
- C. Reach-in Solid Door Freezer: True Manufacturing, T-35F, or an approved equal.
- D. Food Warming Cabinet: Wisco Industries, model #690-25, or an approved equal.
- E. Microwave: Amana, model C-Max HDC21, or and approved equal.
- F. Coffee Maker/Warmer: Bunn Corporation, model Axiom-15-3, or an approved equal.
- G. Merchandiser Warmer (Nacho Chip Warmer): Star Manufacturing International, model NCP15W, or an approved equal.
- H. Nacho Cheese Warmer/Dispenser: Star Manufacturing International, model 11WLA-HS, or an approved equal.
- I. Popcorn Maker/Warmer: Star Manufacturing International, model 39S-A Jetstar, or an approved equal.
- J. Portable Food Warmer: Hatco Corporation, model GRFFB, or an approved equal.
- K. Fryer (Electric): MTI AUTOFRY MTI-40C, or an approved equal.
- L. Griddle (Electric): Star Manufacturing International, model 536TGD Star-Max, or an approved equal.
- M. Candy Rack/Display: 5 tier candy rack waterfall merchandiser 20-252 by E System Sales, Inc.
- N. Merrychef eikon e4s Greaseless Fryer (Electric)

Desired Food Service Items

Granola Bars
Columbian Coffee
Popcorn kernals for use in Popcorn maker/warmer listed

4oz Fruit cups- various flavors
2oz -4oz Trail mix packages
1.5 oz sized Chips- assortments (Plain, BBQ & Pretzels
Candy bar assortment (Snickers, M&M's, Reese Cups, KitKat)
Candy assortment (airheads, ringpops, Skittles, gummies, etc)
Crinkle Cut French Fries
American cheese
Hamburger patties
White Hamburger buns
Standard size Hotdogs
White Hotdog buns
Chicken tenders
Sausage Biscuits
Corndogs
Bosco Sticks
Mozerella Cheese Sticks
Nacho Chips
Nacho Cheese for dispenser listed
Hotdog Chili (~108oz can)
Prepackaged ice cream- Various assortments (ice cream cone, ice cream sandwich,
novelty "characters", pushups, etc)- please list possible items
Snow cone syrup – Cherry, Grape, Orange, Blueberry, etc
Ketchup
Mustard
Relish
Mayonnaise
Salt
Pepper

Paper Goods

Boats- different sizes
Plastic ware
Nacho Cheese trays
Dispenser and Dispenser cups for condiments if necessary
Coffee Filters
9oz Styrofoam coffee cups
Napkins
Napkin dispenser