

CITY OF CANTON
201 N. Buffalo, Canton, Texas 75103
903-567-1841

CIVIC CENTER
REQUEST FOR PROPOSAL – FOOD CONCESSION

The City of Canton is accepting proposals for an agreement for the operation of a food and beverage concession at the Canton Civic Center, 800 Flea Market Road, Canton, Texas. Please review and forward your proposal to the City Secretary, City of Canton, 201 N. Buffalo, Canton, Texas 75103, no later than 5:00 p.m. on February 10, 2021.

The winning proposal will be selected for a variety of reasons including proposed menu, hours of operation, current City needs, the operating fee, and the ability to provide services as demonstrated by past history. The City of Canton reserves the right to reject any or all proposals.

At the facility, the City of Canton (Owner) will provide:

- Square footage space for kitchen, seating and storage
- Electricity, water and sanitary service; and
- Trash removal of all areas outside the concession;
- Repair and maintenance to facility related to structural items, including HVAC

The Concession includes:*

- Triple sink/faucet
- Mop Sink
- Double-door refrigerator
- 8-burner gas range with small griddle and two ovens
- Storage room located directly behind concession in Civic Center parking lot
- Storage room located inside the concession
- Two stainless steel prep tables
- One Shelf Rack
- Ice Machine
- Tables and chairs for customer seating area
- Use of walk-in refrigerator located outside directly behind concession

*Any additional items provided by the Owner will be listed in the Concession Agreement to be agreed upon between Owner and Concessionaire

The Concessionaire will:

- Meet all health and sanitation requirements for the building and workers (and provide City with a copy of all health inspection reports)
- Provide food and beverage (product) sales during the agreed upon hours of operation during First Monday Trade Days monthly
- Offer a menu of products for sale that is approved by the City of Canton
- Maintain the concession space and its equipment in good repair in a clean, sanitary, orderly, fair pricing, and safe condition

- Maintain and repair own furniture, fixtures and equipment in designated space
- Provide any additional equipment needed to operate the facility (outdoor grills will not be allowed)
- Place all trash in the containers provided by the Owner and dispose in containers provided by Owner, as needed
- Provide service to customers in a courteous, professional, and efficient manner
- Be responsible for obtaining and maintaining their own health licenses, as needed
- Be responsible for paying all applicable state, local and federal taxes
- Provide at all times for the duration of the agreement insurance against property damage and bodily injury, including death, in the amount of \$250,000 for any one person and \$500,000 per occurrence and shall provide a certificate of insurance evidencing such covering and naming the City of Canton, Owner, as an additional insured

Signage

The concessionaire will have the right to affix its business sign in the concession area on the wall after obtaining approval from Owner.

Remodeling

Subject to prior approval by City of Canton

Proposed Hours of Operation

Wednesday prior to First Monday*	8:00 a.m. to 4:00 p.m.
Thursday – Sunday prior to First Monday	7:00 a.m. to 4:00 p.m.

*First Monday is described as the first Monday of each month where a flea market is run in the City of Canton every month. A calendar of the event is attached hereto.

The concession area will be available to concessionaire during the month for cleaning, maintenance, and stocking.

The City of Canton reserves the right to use the concession area and equipment during the month for its own use or for the use of those renting out the Civic Center for outside events. Concessionaire will not be responsible for providing any supplies/stock for such use by the City or a third party.

Operating Fee

Submittal shall include a proposed monthly operating fee not less than \$1,000. Rent is due in accordance with the First Monday Policies – by 5:00 p.m. on the Friday following each First Monday

Term

The term of this proposal shall be for two years. The lease is subject to renewal at the end of the initial term for up to two (2) one-year (1) renewals unless either party indicates in writing to the other that they wish to discontinue the lease. This agreement may be cancelled at any time with 90 days notice and agreement by both parties.

The complete agreement between the parties shall be set out in a formal Concession Agreement and shall be signed by both parties upon acceptance of the proposal.

Menu

The proposal will include a tentative menu, including prices

References

Please provide three professional references as well as a history of performing similar services

Scoring

This request shall be scored against the following criteria:

Menu and Pricing	25%
Hours of Operation	25%
Operating Fee	25%
References	15%
History of Performance	10%

Due Date

Please submit proposals no later than February 10, 2021, by 5:00 p.m. to the City Secretary, City of Canton, 201 N. Buffalo, Canton, Texas 75201. Please indicate on the outside of the envelope the following: SEALED BID – CIVIC CENTER CONCESSION.