



**City of Auburn, AL Parks and Recreation  
Request for Proposals – Concession Food Services**

The City of Auburn, AL Parks and Recreation department is seeking statements of interest, qualifications, and performance data from interested food service providers, concessionaires, and other firms or organizations that can provide concession services to multiple locations at several park campuses where recreation league games and tournaments are played.

The concessions stands at these parks are utilized by the recreation department, several parent-run sports organizations (Auburn Baseball/Softball Association (ABSA), Auburn Youth Football Association (AYFA), Auburn Soccer Association (ASA)), and for-profit tournament organizations. The City of Auburn oversees league games, practices, and tournaments at the Auburn Softball Complex throughout the year. ABSA oversees league games, practices, and tournaments during the spring and summer baseball and softball season. AYFA operates league games, practices, and tournaments during the fall football season. ASA operates league games, practices, and tournaments during the fall and spring soccer season. The successful proposer will be required to execute a contract with the City of Auburn, ABSA, AYFA, and ASA.

All the concessions' locations operate on a seasonal basis throughout the year. The Request for Proposal will include specific information about each location and the typical season and schedule.

The overall purpose of this solicitation for proposals from contractors is to provide quality concession services to the public and guests in our facilities.

**Scope of Services:**

The Contractor will staff, manage, and operate the concession operations noted. The hours of operation should match the hours that facilities are open for operation noted below. It is the responsibility of the contractor to provide all manual labor, insurance, and materials to operate the food service operations in an efficient and friendly manner. The Auburn Parks and Recreation department will retain control of any exterior vending machines.

**Auburn Softball Complex:**

The Auburn Softball Complex is located at 2560 South College St. and operates one (1) concession location. This location is open mid-February through mid-December. The hours of operations will be in coordination with the game schedules provided by the League Sports Coordinators/Player Agents or by the Complex Manager. The concessions do not have to operate when the complex is not open for league or tournament practice or play. The concession stand is approximately 450 square feet with two serving windows. The equipment is all electric and includes one two-burner flat top grill, two basket deep fryers, an overhead warmer, pretzel warmer, warming station, commercial toaster oven, ice machine, commercial double refrigerator, Frigidaire refrigerator/freezer, five stainless-steel tables, two three-tier commercial sinks, hand washing sink, two Coke coolers (owned by Coke), and a Coke drink dispenser (owned by Coke). There is no natural gas in the facility.

**Duck Samford Park:**

Duck Samford Park includes Bo Cavin Baseball Fields 4 - 7, and Duck Samford Baseball Fields 8 - 10. Two (2) concessions are located at this park: 335 Airport Rd. The hours of operations will be in coordination with the game schedules provided by the League Sports Coordinators/Player Agents or by the Complex Manager. The concessions do not have to operate when the complex is not open for league or tournament practice or play. The concession stand at Fields 4-7 is approximately 300 square feet with two serving windows. The equipment is all electric and includes three sinks, counter space, popcorn machine, ice maker, stand up cooler, two Coke coolers (owned by Coke), and a Coke drink dispenser (owned by Coke). There is no natural gas in the facility. The concession stand at Fields 8-10 is approximately 300 square feet with two serving windows. The equipment is all electric and includes two popcorn machines, one ice machine, one cooler, two Coke coolers (owned by Coke), and a Coke drink dispenser (owned by Coke). There is no natural gas in the facility. Duck 1-3 is under construction and will be completed late summer/early Fall 2026.

**Felton Little Park:**

Felton Little Park is located at 341 East Glenn Ave. and operates one (1) concession location. The hours of operations will be in coordination with the game schedules provided by the League Sports Coordinators/Player Agents or by the Complex Manager. The concessions do not have to operate when the complex is not open for league or tournament practice or play. The concession stand is approximately 350 square feet with one serving window. The equipment is all electric and includes one pretzel warmer, one popcorn machine, an ice machine, nacho cheese machine, one two-burner gas grille, one four-basket deep fryer, three Coke coolers (owned by Coke), and a Coke drink dispenser (owned by Coke). There is natural gas in the facility.

**Lake Wilmore Park:**

Lake Wilmore Park is located at 2000 Grove Hill Rd. and operates one (1) concession location. The hours of operations will be in coordination with the game schedules provided by the League Sports Coordinators/Player Agents or by the Complex Manager.

**Shug Jordan Soccer Fields:**

The Shug Jordan Soccer Fields are located at 950 Pride Ave and operates one (1) concession location. The hours of operations will be in coordination with the game schedules provided by the League Sports Coordinators/Player Agents or by the Complex Manager. The concessions do not have to operate when the complex is not open for league or tournament practice or play. The concession stand is approximately 400 square feet with one serving window. The equipment is all electric and includes one ice machine, two-tier commercial sinks, hand washing sink, one small stainless-steel table, and three Coke coolers (owned by Coke). There is no natural gas in the facility.

**Wire Road Soccer Complex:**

The Wire Road Soccer Complex is located at 2340 Wire Rd. and operates one (1) concession location. The hours of operations will be in coordination with the game schedules provided by the League Sports Coordinators/Player Agents or by the Complex Manager. The concessions do not have to operate when the complex is not open for league or tournament practice or play. The concession stand is approximately 800 square feet with three serving windows. The equipment is all electric and includes one two-basket deep fryer, two hotdog rollers, two pretzel warmers, two pizza warmers, one ice machine, one four-burner flat top grille, a double door commercial refrigerator, three-tier commercial sink, hand washing sink, and one Coke drink dispenser (owned by Coke). There is no natural gas in the facility.

**General Conditions:****Equipment:**

The equipment provided at each location (Attached Schedule A) is the property of the City of Auburn, AL. It is the responsibility of the contractor to maintain the equipment and rental spaces in clean and operational condition. General maintenance and care of the concession area required by normal usage will be provided by the vendor and will include but is not limited to cleanup of the concession stand floor, walls, counters, equipment, and the general area of the stand. The vendor shall be responsible for repairs of any damage caused by operation of the concessions or that are caused by misuse or negligence of the vendor's employees. There will be an initial walkthrough of the concessions with both parties signing off on conditions and a follow-up at the conclusion of the season. All food products must be removed from the concession stands at the end of the season and locations and equipment must be deep cleaned. Any additional equipment or replacement equipment needed during the year will be provided by the vendor.

The vendor must provide its own cash management system and equipment. The vendor must also allow credit and debit card transactions as form of customer payment.

A food truck or trailer may be used to meet the requirements of the proposal with the truck or trailer being approved for placement by the City of Auburn.

The utilities for the concession stands will be paid by the City of Auburn.

**Maintenance:**

The City of Auburn will be responsible for all exterior and structural systems maintenance for each concession's location. The vendor will be responsible for maintaining and cleaning all concession and patron eating areas to the satisfaction of the Parks and Recreation department staff daily.

**Menus and Signage:**

Vendors submitting proposals will provide the city with sample menus, including pricing, for each location. The Parks and Recreation department staff will have final approval of all menu items and pricing; the vendor will also provide a mark-up list for all items.

The Parks and Recreation department retains the right to approve all signage and sign location prior to installation. The Parks and Recreation department reserves the right to review and make reasonable changes to the menus and pricing for each location. The vendor must clearly display its company name and logo at each location to distinguish itself from the Parks and Recreation department.

The vendor must clearly display all food prices. Signage should be professionally done and in good taste. Handwritten notes for menu items or pricing will not be considered acceptable.

Glass containers and gum will be prohibited at ALL locations. Sunflower seeds and unshelled peanuts will be prohibited at all locations that have turf fields (Lake Wilmore Park and Wire Road Soccer Complex.)

**Days/Minimum Hours of Operation:**

The hours of operations will be in coordination with the game schedules provided by the League Sports Coordinators/Player Agents or by the Complex Manager.

Games covered by the proposal: the proposer may submit proposals based on game play count. The following scenarios should be used for proposals: Gamedays with 1-3 games played; gamedays with three or more games played; and a proposal for all gamedays.

**Professional and Legal Requirements:**

The vendor will be expected to conduct their business with a high degree of professionalism and in character appropriate to serve facility clientele. Most importantly, any outsourcing vendor is required to maintain similar philosophies to the Parks and Recreation department's mission, vision, and guiding principles, along with the understanding that the food service operation must function first and foremost for the facility patrons.

The Parks and Recreation department expects vendor staff to be in uniform and to wear a nametag. Vendor's staff should appear clean, neat, orderly, and otherwise appropriate for the services being provided.

Regular cleaning of the food service areas and the patron eating areas is to be done by the vendor. This would include, but is not limited to, daily cleaning after closing, and periodic cleaning during periods of high use. Parks and Recreation department staff will conduct periodic inspections to ensure each food service space meets sanitation and health department standards.

It will be the responsibility of the vendor to meet all Lee County, AL Health Department requirements for the operation of the concession stands and any licenses or inspection results should be clearly posted.

It will be the responsibility of the vendor to meet all tax and license requirements including obtaining and maintaining a valid City of Auburn business license.

It will be the responsibility of the vendor to provide documentation to Parks and Recreation department staff that all Managers and Supervisors have a current ServSafe certification.

Federal, state, and local laws, rules, regulations, and requirements are required to be met regarding sanitation, business licensing, safety, employment, and any other legal requirement necessary for the vendor to provide concession services to the Parks and Recreation department as provided in the RFP. Vendors are responsible for obtaining and maintaining all necessary licenses and permits, at its sole cost and expense, during the terms of its services with the Parks and Recreation department.

The vendor cannot assign the contract without written permission of the City, the ABSA Board, the AYFA Board, and the ASA Board that the agreement would be interpreted according to the laws of the State of Alabama, and that any legal action arising out of the agreement would be filed in the Circuit Court of Lee County, Alabama located in Opelika, Alabama or the Federal District Court for the Middle District of Alabama - Eastern Division, located in Opelika, Alabama.

The contract would include a hold harmless/indemnification clause in the agreement that survives the payment of any losses by the vendor's insurance carrier.

#### Insurance Requirements:

The vendor would be required to provide general liability insurance in the amount of \$1 million per occurrence, \$1 million personal and advertising injury, \$1 million general aggregate, and \$1 million products/completed operations aggregate. The vendor would be responsible for the payment of any deductibles or self-insured retentions. The vendor's insurance would be primary. If the vendor uses sub-contractors, they will need to carry coverage with the same limits and provide us with certificates of insurance. The certificates would also have to show waivers of subrogation in favor of the vendors, the city, the ABSA Board, the AYFA Board, and the ASA Board. If the vendor has autos they use in the business, they would be required to carry auto liability insurance with limits of at least \$1 million combined single limit.

The City of Auburn, ABSA, AYFA, and ASA must be listed as additional insured under the vendor's general liability insurance and auto liability insurance (if applicable). The city, the ABSA Board, the AYFA Board, and the ASA Board would receive the same written notice of cancellation given to the vendor.

The vendor would also be required to provide workers' compensation insurance and employer's liability insurance. The workers' compensation insurance would provide statutory benefits and the employer's liability coverage would provide coverage with limits of \$500K/\$500K/\$500K.

The Vendor shall require certificates of insurance from sub-contractors. Sub-contractors will carry limits of insurance equal to or greater than those carried by the Vendor. These certificates shall evidence waivers of subrogation in favor of the City and the Vendor and shall be made available to the City upon request.

At the City's discretion, the Vendor may be required to have in force builder's risk coverage and/or higher liability limits than that mentioned above and/or broader coverage than normally carried by the Vendor.

#### **INDEMNIFICATION**

The Vendor must agree to indemnify, hold harmless, and defend the City, its officials, representatives, agents, servants, and employees from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorneys' fees and litigation expenses, in whole or in part arising out of, connected with, or in any way associated with the activities of the Vendor, its employees, or its sub-contractors in connection with the work to be performed under this contract. This obligation survives the payment of any loss by the Vendor's insurance carrier.

#### **GOVERNING LAWS AND LEGAL ACTION**

This contract will be interpreted according to the laws of the State of Alabama.

Legal action arising from the performance of this contract will be filed in the Circuit Court of Lee County, Alabama located in Opelika, Alabama or the Federal District Court for the Middle District of Alabama - Eastern Division located in Opelika, Alabama.

#### **Fees and Payment:**

The proposals will consist of a percentage of the gross receipts and a lump sum, with the higher amount being the amount due to the City of Auburn.

The vendor will be required to provide proof of gross receipts at the time the payment is due. City of Auburn sales tax receipts will be accepted. A breakdown from each concession location should be provided.

Payments will be due on the last working day at the end of each month to the City of Auburn, delivered to the Harris Center, 425 Perry Street, Auburn, AL 36830.

If any payment installment or part thereof shall at any time be in arrears and unpaid or if the vendor should fail to keep and perform any of the covenants, agreements, provisions, terms or conditions of the concession agreement on the part of the concessionaire to be kept and performed after ten (10) days written notice upon the concessionaire to pay the installment or to rectify the breach complained of, the City, ABSA, AYFA, and ASA shall cause this concession agreement to cease, be utterly void and terminated, without prejudice to the City, ABSA, AYFA, and ASA's right of action for arrears of installment payments or breach of covenant, present and prospective damages or any other cost or expense resulting from such breach on the part of the concessionaire.

#### **Miscellaneous Vendor Requirements:**

Other requirements of the selected vendor include the following:

1. The vendor must maintain enough stocked food, beverages, and accessories to serve the public need at each location.
2. The vendor must clearly display its company name and logo at each location to distinguish itself from the Parks and Recreation department.
3. The vendor will be responsible for the proper disposal of all concession-related refuse into containers provided by the city. Boxes must be broken down and placed in the appropriate containers. Bagged garbage must be disposed of in the dumpsters on site. The garbage area must be kept clean.
4. The vendor must provide all required documentation mentioned here within, at the time the City and the vendor sign the contract.

#### **Proposal and Contract Information:**

The City of Auburn reserves the right to authorize various other entities the ability to operate business within the Auburn Softball Complex, Duck Samford Park, Felton Little Park, Lake Wilmore Park, the Shug Jordan Soccer Fields, and the Wire Road Soccer Complex during certain, specific events during the year.

Once a vendor is selected from proposals submitted, a contract will be signed by both parties for one (1) year beginning July 1, 2026, to cover all league play and tournaments during this time. The City shall have the option to renew for two (2) additional one-year terms by providing notice to the vendor on or before ninety (90) days prior to the expiration of the then current term.

The City, ABSA, AYFA, and ASA reserves the right to award the proposal that best meets the needs of each group and reserves the right to decline any and all proposals.

Proposals should be delivered to the Auburn City Hall, 144 Tichenor, Auburn, AL 36830 by June 23, 2026, at 2:00 p.m. No faxed or emailed proposals will be accepted. Any proposer may withdraw their proposal by phone, email, or written request.

Proposals will be opened and read publicly at 2:00 p.m. on June 23, 2026, in the Finance Conference Room at Auburn City Hall, 144 Tichenor, Auburn, AL 36830. All interested parties may inspect the premises by appointment with Houston Manning at 334-501-2942.

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Schedule A: Equipment at Each Location**

**Auburn Softball Complex:**

One two-burner flat top grill  
Two basket deep fryer  
Overhead warmer  
Pretzel warmer  
Warming station  
Commercial toaster oven  
Ice machine  
Commercial double refrigerator  
Frigidaire refrigerator/freezer  
Five stainless steel tables  
Two three-tier commercial sinks  
Hand washing sink  
Two Coke coolers (owned by Coke)  
Coke drink dispenser (owned by Coke)

**Duck Samford Park:**

**Fields 1-3**

Ice machine  
Refrigerator/freezer  
One freezer  
Three sinks  
Flat top grille

**Bo Cavin Baseball Fields 4 – 7**

Three sinks  
Counter space  
Popcorn machine  
Ice maker  
Stand up cooler  
Two Coke coolers (owned by Coke)  
Coke drink dispenser (owned by Coke)

**Fields 8-10**

Two popcorn machines  
Ice machine  
One cooler  
Two Coke coolers (owned by Coke)  
Coke drink dispenser (owned by Coke)

**Felton Little Park:**

One pretzel warmer  
One popcorn machine  
Ice machine

Nacho cheese machine  
One two burner gas grille  
One four basket deep fryer  
Three Coke coolers (owned by Coke)  
Coke drink dispenser (owned by Coke)

**Lake Wilmore Park - Athletic Fields:**

Ice machine  
Three-tier commercial sinks  
Hand washing sink  
Two small stainless-steel tables  
Refrigerator/freezer  
One freezer

**Shug Jordan Soccer Fields:**

Ice machine  
Two-tier commercial sinks  
Hand washing sink  
One small stainless-steel table  
Three Coke coolers (owned by Coke)

**Wire Road Soccer Complex:**

Two basket deep fryer  
Two hotdog rollers  
Two pretzel warmers  
Two pizza warmers  
Ice machine  
Four-burner flat top grille  
Double door commercial refrigerator  
Three-tier commercial sink, hand washing sink  
Coke drink dispenser (owned by Coke)