



**City of Conway
Parks & Recreation Dept.
Bid No. 2007-12**

**INVITATION
TO THE VENDOR ADDRESSED:**

Bidders are invited to furnish the items listed herein in accordance with the terms and conditions attached. **Sealed** bids must be in the hands of the Mayor not later than **10 am, Thursday, January 11th, 2007** at which time all bids will be opened and read in the Downstairs Conference Room in City Hall. Unsigned bids will be rejected. Successful bidders will receive purchase order **within 30 days after the City Council approval.**

BID SPECIFICATIONS

Concession Stand Lease for Don Owen Softball Complex and adjoining T-Ball Fields for the period commencing January 1, 2007 and continuing through December 31, 2007, with the option to renew for one year at a time for four additional years upon proper notice and compliance with all rules and requirements of the lease.

The lessee shall pay a basic rental fee of 10 percent of the gross income generated by the concession stands, plus a one-time fee (to be bid upon) to be paid each year of the lease. Financial records of the concessionaire shall be audited annually at the concessionaire's cost by an established accounting firm.

The lessee shall occupy and use the leased premises only for the purpose of concession stands. The concession stands shall be opened every night of league play and on weekends when there are tournaments. The stand must be opened no later than fifteen (15) minutes prior to the start of the first game and be closed no sooner than ten (10) minutes following the last game. The T-Ball Concession Stand shall be open for six (6) Saturdays each year. The Conway Parks and Recreation Department shall notify the lessee of the exact dates when schedules will be made.

The lessee shall be responsible for cleaning up trash around the concrete area, front grass area and alleys down to the drag gates after each night of league play and after each night of the tournaments.

During league play, each umpire and scorekeeper shall receive one free soft drink per night. During tournaments, soft drink coupons shall be distributed by the Parks Director to the scorekeepers. The number of coupons distributed to the scorekeepers shall be determined by the Parks Director based upon the length of the tournament. Tournament umpires shall be provided for by tournament director or themselves.

The lessee shall keep the leased premises in a wholesome and clean condition and comply with all health regulations. Non-compliance shall be grounds for the City to terminate the lease.

The City shall provide all electricity and water at no cost to the lessee, and the lessee shall provide all other equipment necessary to operate the concession stands.

The City shall be held harmless from any and all claims made by individuals arising from the operation and lease of the concessions.

ANNUAL ONE-TIME FEE TO OPERATE THE CONCESSION STANDS:

\$ _____

For further information contact Felicia Rogers, 450-6110, Conway City Hall, 1201 Oak Street, Conway, AR 72032

Unsigned bids will be rejected:

Authorized Agent Bidding on this project:

Company Name

Company Representative Name

Representative's Signature

Address Email Address

City State Zip

Telephone Number Fax Number

Date

Bid Number: 2007-12
Close Date: January 11th, 2007