



Request for Proposal

Concessionaire Services at Washington Park – Iron Springs Concession Area

The Springfield Park District (“District”) is soliciting proposals from qualified businesses or individuals interested in providing seasonal concession services at the Iron Springs Concession Building located in historic Washington Park, Springfield, Illinois.

The Iron Springs Concession Area is a seasonal, outdoor concession facility serving general park patrons. The building is not heated and must be winterized at the conclusion of each operating season (May to August).

Located in Washington Park, events and programs may occasionally limit access to the concession stand. Please keep in mind that this is a high traffic area.

Proposal Submission

Interested businesses desiring to be considered as a concessionaire shall submit a written proposal to:

Springfield Park District

Washington Park Concessions
2500 South Eleventh Street
Springfield, IL 62703

Proposals must be received **no later than 2:00 p.m. on Friday, March 20, 2026**. Late proposals will not be considered. There will be a pre-submission meeting on-site at the Iron Springs Concession Area on **Tuesday, March 10 at 2:30 PM**. The purpose of this meeting is to provide businesses and individuals the opportunity to view the site, including the interior of the concession building. Attendance at this meeting is not mandatory.

Proposals will be reviewed by a District evaluation committee. Selected respondents may be requested to provide an oral presentation or participate in an interview as part of the evaluation process. Interested parties are strongly encouraged to visit the concession site prior to submitting a proposal.

Scope of Services & General Requirements

All proposals must acknowledge and agree to the following conditions:

1. Maintenance and Upkeep

The concessionaire shall be responsible for general maintenance, cleanliness, and housekeeping of the interior concession area and the immediate exterior area surrounding the building. The area must be kept free of debris and maintained in a clean, safe, and orderly condition at all times.

2. Concession Equipment and Appliances

The concessionaire shall be responsible for the purchase, installation, operation, and maintenance of all concession-related equipment, including but not limited to freezers, coolers, and food preparation equipment. All equipment must be pre-approved by the District and must comply with all applicable fire, safety, and sanitation regulations as required by the Sangamon County Department of Public Health and any other regulatory agencies.

3. Insurance

The concessionaire shall be responsible for insuring all equipment and operations and shall be required to list the Springfield Park District as an additional insured in accordance with District insurance requirements and coverage limits.

4. Advertising and Signage

The concessionaire may advertise and promote its concession operation; however, all signage placed within Washington Park or on the concession building must receive prior written approval from the Springfield Park District.

5. Utilities

The Park District will provide and pay for water and electric services for the duration of the agreement. All other utilities and services needed by the concessionaire shall be the responsibility of the concessionaire. Proposers shall take this provision into consideration when preparing their financial proposal. Pricing, revenue share, or fee structures shall reflect that utility costs are not borne by the Concessionaire.

6. Code of Conduct

Concessionaires shall, at all times while operating the Iron Springs Concession Area, comply with and adhere to the Springfield Park District Code of Conduct.

Proposal Requirements

Each proposal must include the following information:

1. Season of Operation

The proposer must identify the intended season of operation. The minimum expectation of season is from Memorial Day weekend to Labor Day weekend. The concession building does not have heat and must be winterized each year.

2. Hours of Operation

The proposer must clearly state the expected consistent daily hours of operation for the proposed season of operation, including weekday and weekend hours. Hours of operation must be posted at the Iron Springs Concession Area.

3. Products and Services

The proposer must list the types of products and services to be offered at the concession facility.

4. Compensation to the District

The proposer must provide a written description of the compensation structure offered to the District for use of the concession facility. Compensation may include:

- A fixed monthly or seasonal rental payment
- A percentage of gross sales
- A combination of rental payment and percentage of sales

Additional Required Information

Each proposal must also include:

1. Legal name of the individual and/or business entity
2. Copy of a valid Food Handler's License or Certificate
3. Description of the history and nature of the business
4. Disclosure of any violations issued in the past five (5) years by any other local, state, or federal regulatory agency
5. Description of services to be provided and the operational approach
6. List of items, services, or support expected to be provided by the District
7. List of items, services, equipment, and responsibilities to be provided by the concessionaire

Term of Agreement

The District anticipates awarding a concession agreement for a minimum term of one (1) season, with the potential for a three (3) season agreement, subject to satisfactory performance and at the sole discretion of the Springfield Park District.

Evaluation Criteria

Proposals will be evaluated based on, but not limited to, the following criteria:

- Experience and qualifications of the proposer
- Proposed season and daily hours of operation
- Products and services offered
- Financial return and overall value to the District
- Maintenance, cleanliness, and compliance approach
- Overall quality, completeness, and responsiveness of the proposal
- Compatibility with Washington Park patrons and community use

General Conditions

- The Springfield Park District reserves the right to reject any or all proposals, to waive informalities, and to negotiate terms with one or more proposers.
- The District reserves the right to cancel this RFP at any time prior to award.
- The selected concessionaire must comply with all applicable local, state, and federal laws and regulations, including non-discrimination requirements.

Questions

Questions regarding this Request for Proposal may be directed to:

Nathan Essex

Director of Recreation and Marketing

Springfield Park District

Phone: 217-544-1751 ext. 1002

Email: nessex@springfieldparks.org