



**REQUEST FOR QUALIFICATIONS
FOR
RECREATION CONCESSION SERVICES WITHIN
CITY OF LEMOORE RECREATION CENTER**

Prepared By:

Marissa Trejo, City Manager
City of Lemoore
711 W. Cinnamon Drive
Lemoore, CA 93245

Deadline for Submissions: Monday, July 7, 2025, at 5:00 p.m.

REQUEST FOR QUALIFICATIONS

INTRODUCTION AND PURPOSE:

The City of Lemoore, State of California, is soliciting statements of qualifications (SOQ's) from qualified vendors to provide concessionaire services within the City of Lemoore Recreation Center located at 721 W. Cinnamon Drive, Lemoore, California, 93245.

The City of Lemoore Recreation Center is a 52,080 square foot building that houses a full commercial kitchen, indoor basketball courts, a day camp/multi-purpose room, a dance room/meeting room, a spring floor, an indoor walking track, an outdoor community garden, an indoor soccer field, a Police Activities League, a children's playground, a Cross Fit Gym, a boxing ring, office space and other amenities.

Photos of the kitchen are included.

The goal is to provide affordable, quality concessions which enhance the enjoyment of activities within the recreation center.

The selected vendor will enter into a concessionaire agreement with the City for a period of one (1) year which may be extended annually for an additional year for a maximum of ten (10) total years.

Photos of the commercial kitchen are included.

BACKGROUND AND SETTING:

The City of Lemoore is situated within the northern portion of Kings County, in the center of the San Joaquin Valley and home to approximately 27,085 residents. The City is conveniently located in the center of California near the junction of California State Route 198 (SR-198) and State Route 41 (SR-41) with Naval Air Station Lemoore (NASL) located approximately three (3) miles west. NASL is one of the Navy's master jet bases and a major economic driver for the City. Another major economic driver for the City is the Santa Rosa Rancheria located approximately two (2) miles south of the City limits.

SCOPE OF SERVICES:

The responsibilities of the vendor include, but shall not be limited to the following:

- Vendor is to be the sole operator to prepare and sell food and drink items during regular City of Lemoore Recreation Center hours (except during private rentals);
- Vendor is required to operate concessions from the kitchen during all City of Lemoore Recreation Center hours (except during private rentals);
- Vendor shall provide all equipment necessary to prepare and maintain food items sold;
- All materials, supplies and equipment, excluding built in equipment, for use in the concession operations shall be at the sole expense of Vendor. If Vendor wishes to install additional equipment, prior authorization, in writing, from the City Manager is required;
- Vendor shall maintain the kitchen and concession area in a clean and tidy manner according to all City, County, State and Federal health codes. This includes ensuring that all trash generated from concession sales is properly disposed of within the Recreation Center;
- Vendor is responsible for following all applicable health and safety codes;
- Vendor shall make a conscious effort to source and purchase items for concession sales from within Lemoore City limits;

- Vendor shall hire all workers and pay all wages and payroll taxes for employees of vendor;
- City shall be able to inspect the premises and review all records of sales, cash register tape and conduct periodical audits;
- Vendor shall furnish a list of items for sale with proposed price list to be approved by City Manager;
- Vendor shall pay the City a percentage of gross sales proposed and agreed upon by both the City and Vendor which will be stated in the concessionaire agreement;
- Vendor shall maintain control of the kitchen site while concessions are being operated and may, at no time, allow another vendor to operate concessions;

MINIMUM VENDOR QUALIFICATIONS:

1. Vendor must have a demonstrated background in operations and maintenance of similar facilities or equitable experience;
2. Vendor must have all state and local permits necessary to run their business, and submit them along with their qualifications;
3. Vendor must obtain and maintain liability insurance with a minimum of two million dollars (\$2,000,000) aggregate and naming the City of Lemoore as an additional insured;
4. Vendor must obtain and maintain Worker's Compensation Insurance for all employees in the amount required by state law;
5. Vendor must obtain and maintain a valid City of Lemoore Business License;

SUBMITTALS:

Cover Letter - Provide the following information:

- Vendor name, location(s), telephone numbers, and e-mail addresses of the main contact(s);
- Staff person we should contact regarding the provided SOQ;
- Type of organization: individual, partnership, corporation, other (please specify);
- Number of years Vendor has performed related services;
- Vendor Tax ID Number;
- Indicate if Vendor has any conflicts of interest related to current contracts and the City.

Proposal:

- Provide a narrative addressing how Vendor will operate the concessions taking into consideration the requirements stated in this request for qualifications.
- Provide a detailed statement of experience and qualifications to perform the requested work, including management skills and background.
- Provide an organizational chart and staffing plan.
- Provide a menu with pricing. Must include selection of food and drink items offered.
- Provide a list of the equipment and supplies Vendor will provide.
- Provide proposed hours of operation which must begin between 7:00am and 8:00am daily and end between 8:00pm and 9:00pm Monday through Friday and between 3:00pm and 4:00pm on Saturdays and Sundays.

- Provide a list of references, including names, titles, telephone numbers and email addresses, of previous clients who can speak to your ability to perform the work.
- Provide a price proposal including the percentage of gross sales returned to the City.

ANTICIPATED TERM:

The selected vendor will enter into a concessionaire agreement with the City for a period of one (1) year which may be extended annually for an additional year for a maximum of ten (10) total years.

SUBMISSION:

One (1) electronic copy may be emailed or provided through a cloud service link of the statement of qualifications must be received by the City Clerk at cityclerk@lemoore.com no later than 5:00 p.m. on Monday, July 7, 2025. Late statements may be considered at the discretion of City Staff. It is the responsibility of the Vendor to ensure that the statement was received timely.

EVALUATION:

The SOQ's will be evaluated based on the following criteria:

Selection of the Vendor for this project will be based on the following criteria:

- Demonstration of qualifications.
- Experience with similar types of operations.
- Professional qualifications.
- Vendor's ability to dedicate adequate staff for operations.
- Menu options.
- Menu pricing.
- Commitment to local sourcing.
- Equipment and supplies to be provided by Vendor.
- Proposed hours of operation.
- Price proposal including percentage of gross sales returned to the City.

The City reserves the right to select and/or reject any and all SOQs submitted. It is the City's intent to negotiate a final Concessionaire Agreement with the top selected vendor based on the criteria above.

SELECTION PROCESS:

City staff prefers vendors with:

- More than five years of experience in related operations.
- Professional training and education in food service.
- Healthy menu options.
- Reasonably priced menu items.

SOQ packages submitted by the deadline will be evaluated based upon qualifications, experience, ability to perform and understanding of the city.

SCHEDULE:

Proposals Due:

July 7, 2025, by 5:00 p.m.

Oral Interviews:	July 14-17, 2025
Consultant Selection:	July 21-24, 2025
Negotiation of Professional Services Agreement	July 28, 2025-August 5, 2025
City Council Approval of Professional Services Agreement	August 19, 2025

Note: Above dates are subject to change at City's discretion.

CONCESSIONAIRE AGREEMENT:

Prior to the start of work, the selected vendor will be required to execute a Concessionaire Agreement with the City.

QUESTIONS:

Please submit all questions in writing to Marissa Trejo at citymanager@Lemoore.com.

PHOTOS OF KITCHEN



PHOTOS OF KITCHEN (continued)



PHOTOS OF KITCHEN (continued)



PHOTOS OF KITCHEN (continued)

