

**CITY OF HICKMAN NEBRASKA  
REQUEST FOR PROPOSALS  
2025 BASEBALL/SOFTBALL SEASON  
CONCESSION FACILITIES SERVICE PROVIDER**

The City of Hickman is accepting written RFP's (Request for Proposals) from any Business, Individual, Civic, School, or Church Groups for the full operation for the Concession Operations at the Main City Park for the 2025 Season, until 4:00pm, Friday, April 18, 2025. The Concession Season is estimated to begin the second weekend of May and concludes by mid August. The City reserves the right to allow additional vendor sales during the weekend of the annual Hickman Hay Days event celebration the last weekend in July.

The successful Service Provider could be required to have the Concession Facility open for all scheduled and rescheduled ball games that the City Staff provides. In past years, the selected Service Provider was asked to provide food and drink services for approximately 75-100 games/events. The complete operation of the Concession Facility by an outside group or individuals will be considered and Service Provider will be fully responsible for all Staffing, Hiring, Firing and Scheduling, Inventory, Account Deposits and Credit Application Processing, Purchases, Supplies, Concession Equipment Maintenance, Insurance, Facility and Area Cleanup.

Selected Service Provider will not be an Agent of the City and will be solely responsible for all State/Local Sales Tax Reporting, Payroll, Taxes, and Withholding if compensation is paid to any Employees, along with Workers Compensation and Liability Insurance Coverage's, including Product Liability, and all other reasonable Business Aspects that may be required by the State, Department of Labor or other Federal Agency/Regulations. The selected Service Provider will be considered an "Independent Contractor or Agency". A Written and Signed Memorandum of Understanding. (MOU) or Concession Agreement will be implemented outlining the expectations of both the selected Service Provider and City after the final decision is made on the Service Provider Selection.

The City will provide the existing Concession Facility Building in As-Is Condition, in addition to all facility Utilities, including Water, interior electrical only, and Sewer Costs associated with the operation of the Concession Facility only. No outside connections or extensions of utilities will be allowed. Service Provider will provide payment of \$50.00 to the City for usage rights, prior to the opening of the Concession Stand. The Service Operator will be required to provide all Insurance Liability Certificates listing the City as Additional Insured and providing the City an Acord Certificate of Liability Insurance Certificate with Limits of Coverage determined by City's Main Insurance Carrier, and optional Insurance on Groups Inventory stored in the Building.

Please return this attached RFP Submission Form, along with any other supporting documentation you feel best describes your Organizations' Background/Structure/Current Officers, and Membership Roster. Please use additional sheets if not enough space available. If you are an Individual submitting the RFP form, please provide your Current Resume with Verifiable References and any additional documents to:

**City Hall - 115 Locust Street - Hickman Nebraska 68372**

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**Deadline Submission - 4:00pm - Friday - April 18, 2025**



**R.F.P. SUBMISSION FORM  
2025 BASEBALL/SOFTBALL SEASON  
HICKMAN MAIN PARK  
CONCESSION SERVICES PROVIDER**

**Organization or Individual Name** \_\_\_\_\_

**Organizations Primary Contact Person** \_\_\_\_\_

**Your Contact Number(s)** \_\_\_\_\_ / \_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_ **City** \_\_\_\_\_ **St** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email Address(s):**

\_\_\_\_\_ / \_\_\_\_\_

**Individual Reference Names or Organizations Officers/Contacts:**

1) \_\_\_\_\_ **Position** \_\_\_\_\_ **Phone #** \_\_\_\_\_

2) \_\_\_\_\_ **Position** \_\_\_\_\_ **Phone #** \_\_\_\_\_

3) \_\_\_\_\_ **Position** \_\_\_\_\_ **Phone #** \_\_\_\_\_

- **Are you able to begin Concession Service before May 15<sup>th</sup>?**    **Yes**    **No**
- **How many Games are you Available to Provide Service for in the 2025 Season?** \_\_\_\_\_
- **Do you or your organization have prior experience in Concession Operations?**    **Yes**    **No**
- **Have you worked in the past, or currently as an Independent Contractor?**    **Yes**    **No**

**Signature of RFP Preparer/Agent:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date** \_\_\_\_\_