



**Nicholasville-Jessamine County Parks and  
Recreation Department**

**Concession Stand Operations**

**REQUEST FOR PROPOSAL (RFP)**

**John Preece Park Soccer Complex**

**Spring/Fall 2026**

**April 27, 2026**

## **Purpose**

The Nicholasville-Jessamine County Parks and Recreation Department (NJCPR) is soliciting proposals to identify individuals and/or businesses qualified to operate the John Preece Park Soccer Complex concession stand located at the **John Preece Park Soccer Complex (210 John Preece Drive)**. The selected concessionaire will be required to operate the concession stand according to the terms and conditions as outlined in the NJCPR's Concession Agreement, this RFP, and the selected concessionaire's proposal. Each proposal must clearly identify its knowledge of concession operations, food safety practices, and contract relations, and demonstrate financial stability.

NJCPR seeks qualified individuals or businesses to operate the concession stand at the **John Preece Park Soccer Complex**, located at **210 John Preece Drive**. Proposers must demonstrate:

- Knowledge of concession operations
- Food safety practices
- Contract management
- Financial stability
- Ability to provide consistent, revenue-positive service

Requirements and the NJCPR's needs are outlined in this RFP.

## **RFP TERMS AND CONDITIONS**

1. This RFP does not commit Nicholasville-Jessamine County Parks and Recreation to award a contract. No other party, including any proposer, intends to be granted any rights hereunder. Proposals that, in the sole discretion of NJCPR, do not meet the minimum requirements, including the minimum proposal submission requirements, will not be reviewed. This RFP and the process it describes are proprietary to NJCPR and are for the sole and exclusive benefit of Nicholasville-Jessamine County Parks and Recreation. Any response, including written documents and verbal communication by any proposer to this RFP, will become the property of the NJCPR and if required by law may be subject to public disclosure by NJCPR. Nicholasville-Jessamine County Parks and Recreation is not liable for any costs associated with the development, preparation, transmittal, or presentation of any proposal or material(s) submitted in response to this RFP.

2. It shall be the proposer's responsibility to review and verify the completeness of its proposal. Nicholasville-Jessamine County Parks and Recreation may request additional or clarifying information or more detailed information from any proposer at any time, including information inadvertently omitted by a proposer. Nicholasville-Jessamine County Parks and Recreation may request to contact the client's previously referenced concession employer listed as a reference in the proposer's proposal. Nicholasville-Jessamine County Parks and Recreation also reserve the right to conduct investigations concerning the qualifications of a proposer.
3. Verbal communication made by any Nicholasville-Jessamine County Parks and Recreation employee or agent of the NJCPR concerning this RFP is not binding, and shall not in any way be considered as a commitment by NJCPR. Only written responses to questions submitted in writing to NJCPR or written addenda to this RFP issued by NJCPR will be considered binding to Nicholasville-Jessamie County Parks and Recreation.
4. City of Nicholasville, Jessamine County Fiscal Court, and Nicholasville-Jessamine County Parks employees and officials are prohibited from responding to this RFP or being a party, direct or indirect, to any contract. Entities legally related to each other or to a common entity may not submit separate proposals. Any proposal may be rejected that, in NJCPR's sole judgment, violates these conditions or the spirit of these conditions.
5. NJCPR reserves and may exercise the following rights and options concerning evaluation of proposals and selection for negotiations:
  - a. To reject any and all proposals and re-issue the RFP at any time prior to execution of a final contract if, in NJCPR's sole discretion, it is in the their best interest to do so; or to supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more proposers for negotiation and to cancel this RFP with or without issuing another RFP;
  - b. To accept or reject any or all the items in any proposal and award the contract as a whole or in part if it is deemed in the NJCPR's best interest to do so;
  - c. To reject the proposal of a proposal that has been delinquent or unfaithful in the performance of any contract with the City of Nicholasville, Jessamine County, NJCPR or another entity, is financially or technically incapable, or is otherwise not a responsible proposer;
  - d. To waive any informality, defect, non-responsiveness and/or deviation from this RFP that is not, in the NJCPR's sole judgment, material to the

proposal;

**e.** To permit or reject, at NJCPR's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of proposals by some or all of the proposers following proposal submission;

**f.** To request that some or all the proposers modify proposals based upon the evaluation of NJCPR.

**g.** NJCPR reserves the right to negotiate terms with the accepted or winning proposal. NJCPR shall not be obligated to inform other proposers of the changes, or permit them to revise their proposals accordingly, unless NJCPR, in its sole discretion, determines that doing so and permitting such is in NJCPR's best interest. Should negotiations not prove satisfactory with the selected proposer(s), NJCPR reserves the right to discontinue negotiations. Additional individuals and/or businesses may be asked to enter into negotiations and/or NJCPR may solicit new proposals.

### **John Preece Park Soccer Complex Concession Facilities**

210 John Preece Drive, Nicholasville, KY 40356 (1 Concession).

Soccer complex with multiple fields serving U3-U19 for games.

### **CONCESSION AREA**

The concession facility is intended for food and drink items.

1. NJCPR will provide and pay for utility services to the concession stand. The selected concessionaire will be allowed to use the existing equipment in the concession stand, but will be responsible for maintenance, repair, and care of the equipment during the term of the contract. If any NJCPR concession equipment becomes inoperable, and repair is not economically feasible, NJCPR will be responsible for replacement of such equipment, provided it is not the result of any negligent act or omission of the selected concessionaire or its worker(s).
2. Any additional equipment necessary for the operation of the concession stand must be provided by the selected concessionaire (and maintained, repaired and/or replaced by the selected concessionaire).
3. The selected concessionaire shall be responsible for any damage to the concession stand resulting from any negligent act or omission of the selected concessionaire or its worker(s).
4. NJCPR will provide pest control for the entire building, including the concession stand.

## **CONCESSION OPERATIONS**

Concession operation will be a key component of the overall character of the John Preece Park Soccer Complex.

1. The selected concessionaire shall operate the concession stand in compliance with all local, state, and federal laws and all ordinances and other governmental permits, rules, and regulations, including all Health Department rules, codes, and regulations. The selected concessionaire shall obtain all permits, certifications, and inspections required to operate the concession stand and to sell food and drinks.
2. Additionally, the selected concessionaire will be required to satisfy the following conditions as part of the concession operation:

### **Personnel**

The selected concessionaire will be responsible for hiring and supervising the necessary personnel to operate the concession stand. The selected concessionaire will comply with all federal, state, and local laws related to minimum wage, social security, nondiscrimination, ADA, unemployment compensation, and workers' compensation. The selected concessionaire's personnel shall wear a uniform identifying them as part of the concessionaire's company during work hours,

### **Operating Hours & Season**

Hours of operation may vary based upon weather, scheduled activities, and business operation. The desire is that the concession facility will be open during use times of the Soccer Complex to serve the public. However, minimum hours of operation shall be thirty (30) minutes from the beginning of a scheduled activity until fifteen (15) minutes from the conclusion of the scheduled activity or league play.

### **Menu Items**

NJCPR encourage the concessionaire to be creative in establishing a distinctive concession business that expands beyond the typical park concession operation and creates a unique operation. Note: Food trucks have previously been on site to offer sponsorships to JYSA and may occur at times.

Outside vendors are also allowed for private special events/occasions if the concessionaire is not available to provide food services.

The concessionaire is expected to serve quality food and drinks to meet the needs of the visiting public. Menu items should be offered at competitive prices for similar facilities.

All menu items and prices must be submitted to NJCPR for approval before any product sales.

### **Concession Supplies**

All supplies needed to support food and beverage operations are the sole

responsibility of the concessionaire, including but not limited to foodstuffs, utensils, employee uniforms, aprons, hairnets, and caps.

### **General Appearance/Cleanliness/Maintenance**

The concessionaire shall be responsible for keeping the concession stand in a neat, clean, and sanitary condition always. Ongoing regular care of all floor service areas shall be the responsibility of the concessionaire. The concessionaire shall be responsible for keeping the surrounding general area neat, clean, and free of trash, including bussing of tables provided for concession patrons located in or near the concession building (fenced-in area). NJCPR will provide adequate receptacles for trash, and the concessionaire will ensure that the receptacles do not become overfilled during hours of operation. Concessionaire is responsible for removing all trash from inside the concession stand. Concessionaire will not allow boxes, cartons, barrels, or other similar items to remain in public areas. Mops, brooms, and other janitorial supplies necessary to clean the concession stand are the responsibility of the concessionaire.

NJCPR shall provide daily cleaning of restrooms and will provide restroom supplies (toilet paper, hand soap, etc.). The concessionaire shall notify NJCPR staff if they observe the need for additional maintenance needs for restrooms.

### **Contract Term**

The contract will be a one (1) year contract May 8, 2026 – November 15, 2026, with a possible one-year extension if both parties can reach mutually agreeable terms which may amend some of the initial terms of the original contract.

### **Qualifications**

To ensure a high-quality level of operation for the concession stand, successful proposers must demonstrate minimum experience and qualifications through proposals.

- Proposers must provide evidence of the following:  
Experience in successfully operating and managing a similar type of business.
- Provide a list and pricing used for successful concession operations.
- Must not be currently indebted to the federal government, State of Kentucky, or the City of Nicholasville or Jessamine County for non-payment of taxes, fines, judgments, liens, or fees.

## **PROPOSAL INSTRUCTIONS**

Questions can be directed to Anessa Snowden, Director of Parks and Recreation at (859) 885-9787 Ext. 104 or [asnowden@njcpr.org](mailto:asnowden@njcpr.org).

The following conditions apply to this submission:

- Proposals must be signed, in ink, by an individual duly authorized to bind the Proposer

and must be sealed and labeled on the cover with the RFP title (John Preece Park Soccer Complex Concession Proposal) and the Proposer's name.

- Proposals submitted must be one (1) original with one (1) additional copy.
- Proposals or proposal components **will not be accepted** via facsimile (fax) transmission or e-mail
- Proposal shall remain open and binding for 7 days from the date of proposal posting
- NJCPR reserves the right, at its sole discretion, to reject and return, without evaluation, any proposal received after the proposal submission time and date, whether it is delivered by mail or otherwise.

### **REQUIRED ELEMENTS OF PROPOSALS**

Respondents may submit any information they deem necessary and appropriate for the NJCPR to evaluate their qualifications fully and completely. The proposal must, at a minimum, include the following general information:

- A letter of interest.
- Qualifications of the Proposer's relative experience in operating a concession or other similar business enterprise, including relative size of business operated, type of retail sales, etc.
- A sample menu, including proposed prices.
- A current inventory list of concession equipment (in good working condition) either owned or leased.
- At least three (3) persons or businesses that have firsthand knowledge of the proposer's ability to successfully operate and maintain a high-quality concession. References should include current email addresses and phone numbers.
- The ability to pay the Concession lease fee for the term of the lease.
- Document any successful history your company has operating a Point-of-Sale Register in which credit card payments are accepted.
- Include food safety certifications and business license.
- Staffing plan demonstrating adequate coverage during hours of operation including peak service times.

### **REVIEW OF PROPOSAL RESPONSES AND SCHEDULE FOR SELECTION**

All qualified proposals received by the deadline will be evaluated by appropriate NJCPR representatives.

Upon the review and discussion of the quality and responsiveness of the proposals received, a recommendation will be made to the Parks and Recreation Board for approval.

NJCPR’s proposed schedule for review of the RFP submittals and final selection of the concessionaire is as follows:

- April 28, 2026 - Request for proposals posted
- May 6, 2026 - Proposals due Anessa Snowden, Director of Parks and Recreation – 499 E Maple Street, Nicholasville, KY 40356

**Proposal Submittals**

- Envelopes containing RFP’s must be sealed, addressed to Nicholasville-Jessamine County Parks and Recreation, Attention Anessa Snowden, 499 E Maple Street Nicholasville, KY 40356.
- Envelope must be marked as follows: “John Preece Park Soccer Complex” – Concessions Operations Proposal – DO NOT OPEN.”
- RFP’s must be received by Due Date: Wednesday, May 6, 2026, by 3:00 p.m.
- Proposals will be opened publicly in the Director’s office, on Thursday, May 7, 2026, at 11:00 a.m.

Due to the delay in opening the facility and two weeks remaining in the spring season, it will be determined by both parties if the need to operate the facility for the remaining two weeks is necessary.

**APPLICATION**

- Applicant Name(s):
- Company Name (if one):
- Mailing Address:
- Email Address:
- Contact Phone #(s):

**LEASE FEE SCHEDULE**

May 2026 – 1 week of operation (Due May 15) if operating	\$100.00
August 2026 – 1 month of operation (Due August 1 – may be prorated)	\$1,000.00
September 2026 - (Due September 1)	\$1,000.00
October 2026 – (Due October 1)	\$1,000.00
November 2026 – (Due November 1 – may be prorated)	\$1,000.00
<b>Total</b>	<b>\$4,100.00</b>

**John Preece Park Soccer Complex Schedule**

- March 28, 2026 – May 17, 2026 (Spring season) – delayed opening/may not operate concession facility for the remainder of the season.
- August – November 2026 (tentative – final schedule will be provided by JYSA).

**RFP Check List –**

- A letter of interest.
- Qualifications of the Proposer's relative experience in operating a concession or other similar business enterprise, including relative size of business operated, type of retail sales, etc.
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- A current inventory list of concession equipment (in good working condition) either owned or leased.
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