Concession Stand RFP 2027

Introduction

The Bexley Recreation & Parks Department (BRPD), a branch of the City of Bexley, is the sole operator of the David H. Madison Bexley Pool located at 2100 Clifton Ave., Bexley, Ohio 43209. BRPD is responsible for hiring the Concession Stand Operator (CSO). It is our mission to find a CSO that will provide our community with high quality items, including healthy options, at affordable rates and quality customer service.

Hours of Operation

The facility operates daily from Memorial Day weekend to Labor Day weekend every year.
Weekdays & Weekends: 11:00am - 8:00pm
School Hours – vary in May/August
*Other hours include swim team, swim lessons, special events (before or after regular hours).

RFP Timeline

The Request for Proposal timeline is as follows:
Request for RFP: By October 16, 2026
Selection of CSO: By October 30, 2026

Scope of Services & Evaluation Criteria

The selected CSO will be contracted for two (2) years beginning with 2027 and 2028 with the option for BRPD to add a rolling year up to three (3) additional years. The CSO will be responsible for addressing the below items in the RFP as it relates to servicing the needs of the Bexley Community:

1. Full understanding, enforcement, and compliance of all current health regulations as set forth by the Franklin County Board of Health.
2. All pre-season prep work, the daily operations during the season, and post-season closing for this seasonal operation.
3. Interview, hire, train, compensate, and manage all concession stand staff.
4. Pay 12-15% gross income to BRPD at the end of each season (% to be negotiated).
5. Items to Provide in RFP:
    a. Marketing Plan: Provide a plan for promoting items and specials.
    b. Purchasing/Payment Plan: Provide innovative ways for customers to make payment.
    c. Food Menu & Pricing: Provide a sample menu and pricing.
        a. Must be approved by BRPD prior to the start of the season, to include healthy and affordable items.
    d. Environmental Plan: How our facility impacts the environment is important to us.

    a. Styrofoam materials are not permitted.
    b. We encourage the use of environmentally friendly materials.
e. Staff Schedule: Provide a mock daily staff schedule:
    a. Must have at least two (2) staff members from 12:00-5:00pm daily.
f. Facility Cleanliness Plan: This is a high priority. Please outline how you would manage cleanliness within the concession stand facility as well as the upper deck food areas.
    a. Responsible for the cleanliness of all approved food areas.
    b. Daily staff procedures (opening and closing).
g. Any other suggestions or improvements you can offer.
h. References (at least 2) & Experience/Resume.

Submission of RFP

RFP may be dropped off in-person or mailed to the BRPD Offices located in Jeffrey Mansion (3rd Floor) at 165. N. Parkview Ave., Bexley, Ohio 43209 or you may email a digital RFP to Natalie Mullin.

Contact for Questions

Natalie Mullin, BRPD Deputy Director
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