

CITY OF GARY, INDIANA

DEPARTMENT OF PARKS, RECREATION & FACILITIES

REQUEST FOR QUALIFICATIONS (RFQ)

MARQUETTE PARK BEACH CONCESSION STAND OPERATIONS

I. INTRODUCTION AND PURPOSE

The City of Gary, Indiana, Board of Park Commissioners (“Board”) is seeking qualified and experienced concessionaires to operate the food, beverage, and related services at the **Marquette Park Beach Concession Stand (Beach Buds location)**.

Due to an unforeseen personal emergency impacting the current concessionaire, the City is issuing this expedited Request for Qualifications (RFQ) to identify a capable operator for the upcoming summer season. The City desires to extend this opportunity to any qualified individual or entity able to promptly mobilize operations and meet the standards set forth herein.

II. SUBMISSION DEADLINE AND DELIVERY REQUIREMENTS

All responses must be:

- **Sealed and clearly marked:**
“RFQ – Marquette Park Beach Concession Stand Operations”
 - **Delivered to:**
Attn: Mattiee Fitzgerald-Williams
Director, Parks, Recreation & Facilities
Marquette Park Pavilion
1 N Grand Blvd
Gary, IN 46403
 - **Submission Deadline:**
May 26, 2026, by close of business (EOD)
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III. SCOPE OF SERVICES

The selected Concessionaire will be granted a license (not a lease) to operate a concession service at the Marquette Park Beach Concession Stand.

Services shall include, but are not limited to:

- Food and beverage service,
- Daily operation of concessions during posted hours
- Maintenance of adequate inventory to meet public demand
- Provision of all necessary equipment, supplies, and point-of-sale systems
- Maintenance of clean, sanitary, and safe operating conditions
- Trash removal and upkeep of surrounding operational areas
- Staffing of all operations with qualified personnel

The concessionaire must operate in a manner that preserves the integrity and dignity of the City of Gary Park system.

IV. OPERATIONAL REQUIREMENTS

The selected respondent will be required to:

1. Provide proposed hours of operation and price lists for approval prior to commencing operations.
 2. Maintain high service standards consistent with the City of Gary Parks Department expectations.
 3. Ensure continuous operation during all open beach/concession hours.
 4. Maintain facilities in a clean, sanitary, and orderly condition, subject to inspection.
 5. Provide staffing adequate to ensure full operational capacity at all times.
 6. Coordinate with the Parks Department regarding any planned events at least 7 business days in advance.
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V. COMPLIANCE AND LICENSING

The Concessionaire shall:

- Comply with all Federal, State, and local laws and regulations, including health and safety codes
 - Obtain all required licenses, permits, and certifications at its own expense
 - Provide documentation including:
 - Indiana Retail Merchant Certificate
 - State Tax ID
 - Proof of sales tax filings and payments (upon request)
 - Comply with City policies
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VI. INSURANCE REQUIREMENTS

The selected respondent must maintain:

- General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Workers' Compensation (statutory)
- Automobile Liability: \$1,000,000 per incident

The City of Gary and Board of Park Commissioners must be named as additional insured.

VII. FINANCIAL TERMS (SUBJECT TO NEGOTIATION/CONTRACT EXECUTION)

Based on existing concession structure, the selected Concessionaire should be prepared to:

- Pay monthly concession fees (historically: seasonal monthly schedule)
- Provide a security deposit (historically \$800)

Final terms will be formalized upon contract execution.

VIII. EQUIPMENT AND FACILITY USE

- Existing equipment at the facility may be made available “**as is**” and must be maintained by the Concessionaire
 - Additional equipment may be provided by the Concessionaire at its own expense
 - All equipment must be returned in good condition, except normal wear and tear
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IX. RESPONSE REQUIREMENTS

Interested respondents must submit the following:

1. Company or individual profile and qualifications
 2. Evidence of relevant experience operating food/concession services
 3. Proposed operating plan including:
 - Menu offerings
 - Pricing structure
 - Proposed hours of operation
 4. Staffing plan
 5. Proof of ability to obtain required licenses and insurance
 6. References (preferred but not required given urgency)
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X. EVALUATION

Responses will be evaluated based on:

- Demonstrated experience and operational capacity
 - Ability to mobilize quickly and meet seasonal urgency
 - Compliance with regulatory and operational requirements
 - Quality and feasibility of proposed service plan
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XI. TERM AND CONDITIONS

The selected Concessionaire will enter into a formal agreement governed by the laws of the State of Indiana, with venue in Lake County.

The agreement will establish an independent contractor relationship, not an employee relationship.

The Board reserves the right to terminate the agreement consistent with contractual terms.

XII. RESERVATION OF RIGHTS

The Board reserves the right to:

- Accept or reject any or all responses
 - Waive informalities or irregularities
 - Request additional information from respondents
 - Enter into negotiations with one or more qualified respondents
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XIII. CONTACT INFORMATION

All inquiries should be directed in writing to:

City of Gary Department of Parks, Recreation & Facilities
Attn: Mattiee Fitzgerald-Williams

CLOSING STATEMENT

The City of Gary is committed to maintaining vibrant, high-quality recreational experiences for its residents and visitors. This RFQ reflects an urgent opportunity for a qualified concessionaire to step in and serve the community during the upcoming beach season while upholding the standards and expectations of the City's Park system.