



**Request for Proposal
Concession Services at the H-F Ice Arena**

**RFP Submission Deadline
July 21, 2026, at 10:00 a.m.**

at

Homewood-Flossmoor Park District
3301 Flossmoor Road
Flossmoor, IL 60422

REQUEST FOR PROPOSALS – CONCESSION SERVICES

The Homewood-Flossmoor Park District (the “District” or the “Park District”) requests proposals from qualified firms to provide for concession services at the H-F Ice Arena for September 2026 – May 2027.

A mandatory walkthrough will be held at 10:00 am on Tuesday, July 7, 2026, at the H-F Ice Arena, 777 Kedzie Avenue, Flossmoor, IL 60422.

Responses to this Request for Proposal will be received until July 21, 2026, at 10:00 a.m. at the office of the Homewood-Flossmoor Park District, 3301 Flossmoor Rd, Flossmoor, IL 60422.

The Homewood-Flossmoor Park District reserves the right to reject any or all proposals, or any part thereof, to waive any formality, technicality or irregularity in any proposal, and to accept the proposals deemed to be in the best interest of the Homewood-Flossmoor Park District.

All proposals must be enclosed in a sealed envelope and marked on the outside, **"Sealed Proposal for Concession Services at the H-F Ice Arena"**.

Proposals must be addressed to: Jannah Carlson, H-F Ice Arena Manager
Homewood-Flossmoor Park District
3301 Flossmoor Rd.
Flossmoor, IL 60422

If you have any questions pertaining to this RFP, they should be directed to Jannah Carlson at 708-957-0100 or jcarlson@hfparks.com.

REQUEST FOR PROPOSAL
HOMEWOOD-FLOSSMOOR PARK DISTRICT
Concession Services

Introduction

The Homewood-Flossmoor Park District is seeking proposals from qualified firms for concession services at the H-F Ice Arena for September 2026 – May 2027.

Section 1: General Information

A. Submission Requirements

The required forms and any supporting documentation must be addressed and mailed or delivered to the address listed below, which is the address to be used for all communication in connection with this project:

Jannah Carlson, H-F Ice Arena Manager
Homewood-Flossmoor Park District
3301 Flossmoor Rd.
Flossmoor, IL 60422

All responses must be received no later than 10:00 a.m. on July 21, 2026. Responses received later than this date and time will be rejected.

A mandatory walkthrough will be held at 10:00 am on Tuesday, July 7, 2026, at the H-F Ice Arena, 777 Kedzie Avenue, Flossmoor, IL 60422.

It is the sole responsibility of the respondent to ensure that the District has received the proposal on time. No electronic or facsimile submittals will be accepted.

Submittals become the property of the District and are accordingly considered public records under the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. The cost of preparation of proposals shall be the sole obligation of the submitting firms; the District is not liable for any costs incurred by submitting firms. Submissions will not be returned to the individual or the company that has submitted the proposal.

All proposals shall be submitted with each space properly completed. No claim for relief because of errors or omissions in this RFP will be considered, and proposers will be held strictly to the proposals as submitted. Should a proposer find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meaning, he or she shall, prior to the proposal deadline, reach out in accordance with Section 1(B). Any interpretation, correction to, or addition to this RFP will be made by written Addendum and will be delivered to each respondent of record. The written Addenda constitute the only interpretations of this RFP; the Park District accepts no responsibility for any other claimed interpretations or communications.

The signing of the Proposal Form shall be constructed as acceptance of all provisions contained herein.

B. Park District Response to Questions

Questions or requested clarifications or additional information regarding the RFP must be emailed to jcarlson@hfparks.com no later than July 14, 2026, at 10:00 a.m. All questions, answers, and addenda will be shared with all recipients of this RFP.

C. Award of Project

Upon review of proposals received in response to this RFP, the District will enter into an agreement, substantially in the same form included in this RFP, with the firm that is best qualified based on the criteria and requirements set forth in this RFP, is responsible and responsive to requested criteria and which provides the best overall value to the District. The proposal cost is not the only criteria for selection.

The District reserves the right to reject any and all proposals, or to accept any portion of the proposal, to waive any formality, technicality or irregularity in any proposal, and to be the sole judge of the value and merit of the proposals offered. Such decisions by the District shall be final.

Section 2: Scope of Services

This request for proposal (RFP) is only an invitation to submit a proposal and does not commit the Park District in any way to enter into a license for concession services. In addition, the RFP does not obligate the Park District to pay any costs incurred by any respondent in conjunction with the preparation of a response to this request.

The Park District's intent is to select a qualified concession company that is in good standing with Illinois Department of Public Health, Cook County Health Department, and the Village of Flossmoor and negotiate a vendor agreement, substantially in the same form included in this RFP, for concession services including, without limitation, the following provisions:

- A. Vendor to provide concession services at the H-F Ice Arena from September 2026 – May 2027 during the arena's busiest times, including Public Skate, Youth and High School and Hockey Games and scheduled Special Events:

Public Skate:

A typical schedule includes three Public Skates per week that get very busy during winter months, especially around the local schools' winter break.

Tentative Public Skate times:

- Friday Nights
- Saturday Afternoons
- Sunday Afternoons

Dates and times are subject to change.

Youth Hockey League:

Games are played on Sunday mornings and afternoons

High School Hockey Games:

Games TBD

Currently Scheduled Special Events:

- Mite Fright: October 23-25
- Teen Spooky Skate: October 30
- Family Spooky Skate: October 25
- High School Hockey Tournament: November 8
- Thanksgiving Food Donation Public Skate: Date TBD
- Skate with Santa & Skate Exhibition: December 20
- Youth Hockey Day: January 10
- Adult Hockey Tournament: February 6
- Figure Skate Competition: February 7
- Sweetie Skate Public Skate: February 12 and 14
- Northwest Hockey League Winter and Spring Season Games (TBD)
- Broom Stacking after Curling Leagues (TBD)

Additional dates may be added, and dates are subject to change

- B. Food, serving standards, and equipment must be in compliance with the Illinois Department of Public Health, the Cook County Health Department, and the Village of Flossmoor.
- C. The H-F Ice Arena will provide electric, hot and cold running water, concession stand space, restrooms, scavenger service, extra seating for patrons and the equipment indicated below.

The H-F Ice Arena has the following concession equipment available for the concession firm's use. The concession firm is responsible for any damage to this equipment. The concession firm may also bring in their own equipment and is responsible for any damage to it.

- Microwave
- Popcorn Machine
- Hot Dog Roller
- Pizza Maker
- Coffee Maker
- Hot Chocolate Maker
- Ice Machine
- Soft Drink Equipment
- Soft Drink Cooler
- Chest Freezer
- Three-Compartment Sink
- Chip Display
- Two Stainless Steel Carts
- Three Stainless Steel Tables
 - 24" x 29"
 - 36" x 30"
 - 27" x 30"

- D. Soft drink and water vending machines will be stocked and operated by the Homewood-Flossmoor Park District throughout all its facilities.

- E. There are times when organizations will be allowed to have food trucks for events as part of a fundraising opportunity. Concession vendor will be notified of these dates two weeks in advance. Last season, there were three such occasions.
- F. Birthday parties held at the Ice Arena are allowed to bring in their own food; however, concession vendor is encouraged to develop and offer a party food package.
- G. Concession vendor may provide any additional signage, at their cost, but it first must be approved by the Ice Arena Manager.
- H. Concession vendor will have access to the H-F Ice Arena only when the facility is staffed by Park District employee(s).

Section 3: Qualifications

The selected firm will demonstrate a proven record in providing comparable services in the operation of similar facilities.

Proof of achievement in the following areas:

- A. Ability to provide services for nine months, September - May. Hours of operation and number of potential customers will vary by season. There will be no consistent concession stands June – August.
- B. Provision of a clean, safe and sanitary concession environment that meets or exceeds government or industry standards.
- C. Provision of trained personnel and certified to properly man and clean the concession area.
- D. Maintenance of an approved “counting system” or other means of keeping accurate readings and records of the amount of concession items served in a manner requested by the Park District.
- E. Proof of insurance coverage in amounts, types and with insurers approved by the Park District.
- F. Provide five (5) acceptable references.
- G. The Park District reserves the right to require the firm to verify the firm's qualifications and financial status and to withhold formal signing of the concession services license agreement until such information is received.

Section 4: Additional Terms

The following are additional terms and conditions of this project:

- A. Contract Documents

The successful firm awarded this project shall enter into an agreement with the District substantially in the same form as attached to this RFP and based on such other terms and conditions as approved by the District. This RFP, the respondent’s proposal, the negotiated agreement, and any other documents specified by the District shall form the Contract Documents.

B. Costs

This RFP does not obligate the District to pay for any costs, of any kind whatsoever that may be incurred by a respondent or any third parties, in connection with the RFP response.

C. Payment

Payment shall be made by the District to the successful firm for services properly completed upon the District's receipt of an invoice itemizing the services performed for the period covered by the invoice. The firm will invoice the District on a monthly basis. Payments of all invoices, and any late payment penalties, shall be governed by the Local Government Prompt Payment Act (5 ILCS 505/1 *et seq.*).

D. Insurance and Indemnification

1. A qualifying firm shall provide the following evidence of insurance coverage. FAILURE TO MEET THESE REQUIREMENTS IS CAUSE FOR CANCELLATION OF THE CONTRACT:

- a. Commercial General and Umbrella Liability Insurance (CGL): CGL shall be provided and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the occurrence limit.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 04 13, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

The District, its officers, agents, employees and volunteers shall be named as additional insured under the CGL, using ISO additional insured endorsement CG 20 10, or a substitute form providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary, non-contributory insurance with respects to any other insurance or self-insurance afforded to the District.

- b. Professional Liability Insurance: Professional liability coverage shall be provided and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 for each wrongful act arising out of the performance or failure to perform the professional services required hereunder and \$2,000,000 in the aggregate.
- c. Business Auto and Umbrella Liability Insurance: Business Auto Liability Coverage shall be provided and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto, including owned, hired and non-owned autos.
- d. Workers Compensation Insurance: Worker's compensation and employers' liability insurance shall be provided as statutorily required items.

- e. Property Insurance – Must provide coverage for all property owned and controlled by Licensee which is located on or at or serves the District’s premises.

If the successful respondent maintains higher limits than the minimums shown above, the District requires and shall be entitled to the higher limits maintained by the respondent.

- 2. To the fullest extent permitted by law, the successful firm shall indemnify and hold harmless the District, its officers, officials, employees, agents and volunteers from and against all claims, damages, suits, causes of action, judgments, losses, costs and expenses, including but not limited to reasonable legal fees (attorneys’ and paralegals’ fees and court costs), arising out of or resulting from the negligent or wrongful act or omission of the firm in the performance of the services, including but not limited to any accident, injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by any negligent or wrongful act or omission of the Bottler, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether it is caused in part by a Party indemnified. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described herein. The successful firm shall similarly protect, indemnify and hold and save harmless the District, its officers, employees, agents and volunteers against and from any and all claims, causes of action, costs and expenses, including but not limited to reasonable legal fees incurred by reason of such firm’s breach of any of its obligations under, or in default of, any provision of the agreement entered into by consultant with the District for such services.

In any and all claims against the District, its employees or consultants, by any of successful firm’s employee, any subcontractor, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph of the Contract shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the successful firm or any subcontractor under workers’ or workmen’s compensation acts, disability benefit acts or other employee benefits acts.

The successful firm’s indemnification of the Park District shall survive the termination or expiration of the Contract.

E. RFP Responses

All RFP responses, including all supporting documentation, shall become the property of the District and will not be returned.

F. Governing Law

This RFP and the final agreement entered into by the District and successful firm shall be governed by the laws of the state of Illinois. Any suit or action arising under this RFP or the agreement shall be commenced in the Circuit Court of Cook County, Illinois. In any suit or action arising under this RFP or the agreement, the prevailing party shall be entitled to an award of reasonable attorneys’ fees and costs of litigation.

G. Entire RFP

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP. The proposal of the firm awarded the agreement for this RFP will be incorporated by reference into the agreement the District enters into with the successful firm.

H. Compliance with Laws

The successful firm shall comply with all applicable federal and state laws, and local codes, ordinances, rules and regulations, including, but not limited to, all laws governing employment. Each respondent shall execute and submit the Consultant's Certification and Compliance Attachment as part of its proposal.

I. Notice of Freedom of Information Act

After award of the agreement, all responses, documents, and materials submitted by respondents pertaining to this RFP will be considered public information, subject to inspection.

By submitting a proposal or otherwise responding in any way to this RFP, each respondent acknowledges the following:

1. The Park District is subject to the Freedom of Information Act, 5 ILCS 140/1, et seq. ("FOIA"), and any and all information submitted by the respondent to the Park District is subject to disclosure to third parties in accordance with FOIA.
2. If a respondent intends for the Park District to withhold the respondent's trade secrets, commercial information, or financial information from disclosure to a third party in response to a FOIA request, the respondent must include with its proposal submittal a written notification specifically identifying such information, along with a statement that disclosure of such information will cause competitive harm to the respondent, as provided by FOIA Section 7(1)(g), 5 ILCS 140/7(1)(g). Any content not so marked by the respondent at the time of proposal submittal will be presumed to be open to public inspection. The respondent may be required to substantiate the basis for its claims at a later time.
3. Notwithstanding timely notice received from a respondent in accordance with Section 7(1)(g), the Park District reserves the right, in its sole discretion and subject only to applicable law, to withhold or release the subject information in response to a FOIA request.

Section 5: Request Additional Information

The District reserves the right to request any further additional documentation that it deems necessary for the review and award process.

Section 6: Cancellation of RFP

The District reserves the right to cancel this request for professional services at any time, to elect not to award the services listed, to reject any or all of the responses, to waive an informality or irregularity in any response received and is the sole judge of the merits of the respective responses received. The District shall have no liability or responsibility to any firm in the event of cancellation of this RFP.

Section 7: Modification and Withdrawal of Proposals

A proposal may not be modified, withdrawn or canceled for a period of ninety (90) days after the time and date designated for receipt of proposal. A firm may withdraw or modify a submitted proposal before the time and date designated for receipt by providing a written notice to the party receiving proposals on behalf of the District as noted herein.

Section 8: Proposal Form

I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted by the Homewood-Flossmoor Park District.

I hereby state that I have read, understand, and agree to be bound by all terms of this Request for Proposal.

- A. Indicate amount of initial License Fee and annual License Fee to be paid to the Homewood-Flossmoor Park District:

Monthly Amount \$ _____

% of Sales \$ _____

- B. Insurance Requirements:

Firm submitting this proposal has reviewed with its insurance carrier all the required coverages as outlined herein. Can the firm submitting proposal meet all insurance requirements?

_____ yes _____ no

Insurance carrier: _____

Agent's name: _____ phone: _____

Address: _____ City: _____ Zip: _____

- C. Please provide at least five references:

1. Company: _____ Account # _____

Contact person: _____ Phone : _____

2. Company: _____ Account # _____

Contact person: _____ Phone : _____

3. Company: _____ Account #: _____

Contact person: _____ Phone : _____

4. Company: _____ Account #: _____

Contact person: _____ Phone : _____

5. Company: _____ Account #: _____

Contact person: _____ Phone : _____

Signed: _____

Printed Name: _____

Title: _____

Firm Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Dated: _____

Notice

- A. This RFP is not a contract or offer of employment.
- B. The cost of preparation of proposals shall be the sole obligation of the consultant.
- C. All submitted proposals, whether accepted or rejected, are the property of the Homewood-Flossmoor Park District.
- D. The District reserves the right to reject any and all proposals, or to accept any portion of any proposal, to waive any formality, technicality or irregularity in any proposal, and to be the sole judge of the value and merit of the proposals offered. Such decisions by the District shall be final.
- E. Elements and/or tasks in a proposal may be added or deleted at the discretion of the District pending negotiation of the scope of services and compensation.
- F. The District reserves the right to cancel this request for professional services at any time.
- G. All services and related documents, ancillary reports and the final report will be the property of the Homewood-Flossmoor Park District.
- H. All potential proposers are reminded that information contained in submitted material will become public record upon opening of proposals by the District. If a respondent intends for the Park District to withhold the respondent's trade secrets, commercial information, or financial information from disclosure to a third party in response to a FOIA request, the respondent must include with its proposal submittal a written notification specifically identifying such information, along with a statement that disclosure of such information will cause competitive harm to the respondent, as provided by FOIA Section 7(1)(g), 5 ILCS 140/7(1)(g) (See Section 7 of this RFP).
- I. The firm selected to perform the services must enter into a standard Park District agreement, substantially in the same form included in this RFP.

FIRM COMPLIANCE AND CERTIFICATION ATTACHMENT

Note: The following certifications form an integral part of the Agreement between the Homewood-Flossmoor Park District and the Firm for Vending Services (the "Project"). Breach by the Firm of any of the certifications may result in immediate termination of the Firm's services by the Park District.

The Undersigned Firm hereby certifies, affirms and agrees as follows:

- A. Firm has carefully read and understands the contents, purpose and legal effect of this document as stated above and hereafter in this document. The certifications contained herein are true, complete and correct in all respects.
- B. Firm shall abide by and comply with, and in contracts which it has with all persons providing any of the services on this Project on its behalf shall require compliance with, all applicable Federal, State and local laws and rules and regulations included without limitation those relating to 1) fair employment practices, affirmative action, and prohibiting discrimination in employment; 2) workers' compensation; and 3) workplace safety.
- C. To the best of Firm's knowledge, no officer or employee of Firm has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or any unit of local government, nor has any officer or employee made an admission of guilt of such conduct which is a matter of record.
- D. Firm is not barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code. Firm also certifies that no officers or employees of the Firm have been so convicted and that Firm is not the successor company or a new company created by the officers or owners of one so convicted. Firm further certifies that any such conviction occurring after the date of this certification will be reported to the Homewood-Flossmoor Park District, immediately in writing, if it occurs during the bidding process, or otherwise prior to entering into the Agreement therewith.
- E. Pursuant to the Illinois Human Rights Act (775 ILCS 5/2-105), Firm has a written sexual harassment policy that includes, at a minimum, the following information: (i) a statement on the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment utilizing examples; (iv) the Firm's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and Human Rights Commission and directions on how to contact both; and (vi) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. Firm further certifies that such policy shall remain in full force and effect. A copy of the policy shall be provided to the Illinois Department of Human Rights upon request.
- F. (i) Firm's proposal was made without any connection or common interest in the profits anticipated to be derived from the Agreement by Firm with any persons submitting any proposal for the Agreement; (ii) the Agreement terms are in all respects fair and the Agreement will be entered into by Firm without collusion or fraud; (iii) no official, officer or employee of the Park District has any direct or indirect financial interest in Firm's proposal or in Firm; (iv) the Firm has not directly or indirectly provided, and shall not directly or indirectly provide, funds or

other consideration to any person or entity (including, but not limited to, the Homewood-Flossmoor Park District and the Park District's employees and agents), to procure improperly special or unusual treatment with respect to this Agreement or for the purpose of otherwise improperly influencing the relationship between the Park District and the Firm. Additionally, the Firm shall cause all of its officers, directors, and employees (as the case may be) to comply with the restrictions contained in the preceding sentence.

- G. Firm knows and understands the Equal Employment Opportunity Clause administered by the Illinois Department of Human Rights, which is incorporated herein by this reference, and agrees to comply with the provisions thereof. Firm further certifies that Firm is an "equal opportunity employer" as defined by Section 2000 (e) of Chapter 21, Title 42 of the United States Code Annotated and Executive Orders #11246 and #11375 as amended, which are incorporated herein by this reference.
- H. Firm is not barred from contracting with the Park District because of any delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless it is being contested. Firm further certifies that it understands that making a false statement regarding delinquency to taxes is a Class A misdemeanor and, in addition, voids the Agreement and allows the Park District, a municipal entity, to recover in a civil action all amounts paid to the Firm.
- I. If Firm has 25 or more employees at the time of the RFP, Firm knows, understands and acknowledges its obligations under the Illinois Drug Free Workplace Act (30 ILCS 580/1 *et seq.*) and certifies that it will provide a drug-free workplace by taking the sections required under, and otherwise implementing on a continuing basis, Section 3 of the Drug Free Workplace Act. Firm further certifies that it has not been debarred and is not ineligible for award of this Agreement as the result of a violation of the Illinois Drug Free Workplace Act.
- J. Firm shall comply with the requirements and provisions of the Freedom of Information Act (5 ILCS 140/1 *et seq.*) and, upon request of the Homewood-Flossmoor Park District's designated Freedom of Information Act Officer (FOIA Officer), Firm shall within two (2) business days of said request, turn over to the FOIA Officer any record in the possession of the Firm that is deemed a public record under FOIA.

FIRM

By: _____

Its: _____

STATE OF _____)
)SS
COUNTY OF _____)

I, the undersigned, a notary public in and for the State and County, aforesaid, hereby certify that _____ appeared before me this day and, being first duly sworn on oath, acknowledged that he/she executed the foregoing instrument as his/her free act and deed and as the act and deed of the Firm.

Dated: _____

(Notary Public)

(SEAL)