

# Swimming Pool Snack Shack Facility Operations Request for Proposal (RFP)

## **1. Introduction**

**Purpose:** The City of Oberlin, KS is seeking proposals from qualified vendors to operate a snack shack at the Oberlin Swimming Pool, located at 124 S. Marks, Oberlin, KS 67749. The goal of this RFP is to select a vendor who can provide a variety of snacks and beverages, excellent customer service, and a positive overall experience for visitors.

## **2. Scope of Work**

**Services Required:** The selected vendor will be responsible for:

- Offering a variety of food and beverages suitable for all age groups.
- Maintaining high standards of hygiene and cleanliness.
- Staffing the snack shack with qualified personnel.
- Ensuring compliance with local health and safety regulations.

**Equipment and Facilities:**

- The City's facility is 250 square feet, equipped with running water, air conditioning, countertops, a refrigerator, and a deep freezer. There will be no additional charge for electric consumption or water usage.
- The vendor will be responsible for operations, including but not limited to staffing, snack supplies, city facility rental fee, beverage supplies, and any additional appliances required.

### **3. Proposal Requirements**

**Submission Guidelines:** Proposals should include:

- A list of general snacks and beverages.
- Information about the vendor's experience and qualifications.
- A short business plan outlining the vendor's approach to managing the snack shack.
- References from previous clients or employers.
- Facility rental price, per month, to be paid to the City of Oberlin.

**Deadline:** Proposals must be submitted by **2:00 pm on February 17<sup>th</sup>, 2026** to the City Office at 1 Morgan Dr., Oberlin KS 67749. Late submissions will not be considered.

### **4. Terms and Conditions**

**Terms:** The term will begin on May 15, 2026, and end on September 15, 2026, with sales aligning with the swimming pool's opening and closing dates. The vendor must comply with all terms and conditions outlined in the contract.

**Insurance and Licenses:** The vendor must provide proof of liability insurance and all necessary licenses to operate the snack shack.

### **5. Contact Information**

For any questions regarding this RFP, please contact:

- **Name:** City of Oberlin
- **Phone:** 785-475-2217
- **Email:** cityofoberlin@oberlinkansas.gov