

NOTICE TO BIDDERS

Notice is hereby given that the City of Michigan City, Indiana, acting by and through the Michigan City Parks and Recreation Department ("Park") will receive sealed bids for leasing a building and providing food and beverage concession services at Patriot Park Sports Complex, 2224 North 950 West ("Premises"). The Premises may only be used for the purpose of the sale of food and beverages (excluding alcoholic beverages).

Sealed bids shall be based upon the lease of the Premises for a term commencing on April 1, 2024 and ending on September 30, 2024 with an option to extend by mutual agreement for an additional two (2) six (6) month periods in 2025 and 2026, all pursuant to the terms and conditions of a lease to be executed by the successful bidder and the Park. A complete bid packet is available at the office of the Parks and Recreation Department, 100 E. Michigan Blvd., Suite 2, Michigan City, Indiana 46360.

In evaluating each bid, the Park will be examining the qualifications of each bidder as a food and beverage service provider and the bidder's past experience in the food and beverage service industry.

The amount of rent offered will be of major importance in evaluating a bid. The minimum rent suggested for 2024 is One Thousand Six Hundred Dollars and 00/cents (\$1,600.00) per month with a security deposit of One Thousand Six Hundred Dollars and 00/cents (\$1,600.00). In the event that the lease is renewed, the suggested minimum rent for 2025 is One Thousand Seven Hundred Dollars and 00/cents (\$1,700.00) per month with a security deposit of One Thousand Seven Hundred Dollars and 00/cents (\$1,700.00), and for 2026, the suggested minimum rent shall be One Thousand Eight Hundred Dollars and 00/cents (\$1,800.00) per month with a security deposit of One Thousand Eight Hundred Dollars and 00/cents (\$1,800.00).

The Premises may not be leased to a person who is ineligible under IC 36-1-11-16. A bid submitted by a trust as defined in IC 30-4-1-1(a) must identify each beneficiary of the trust and each settler empowered to revoke or modify the trust.

Discussions may be conducted with bidders for the purpose of clarification to assure full understanding of and responsiveness to the bidding requirements.

Bids shall be submitted to Michiana City Parks and Recreation Department, 100 E. Michigan Blvd., Suite 2, Michigan City, Indiana 46360 by 5:00 pm CST, on Wednesday, December 6, 2023. The bids will be opened at the Park Boards public meeting on Wednesday, December 6, 2023 at 5 pm CST.

Each bid shall be submitted with a certified check or a bidder's bond in an amount not less than One Thousand and 00/100 (\$1,000) dollars as a guarantee that the bidder will perform the terms of the bid if it is accepted by the Park.

Each BIDDER must sign and return the following BID DOCUMENTS in your sealed BID: Bid bond, bid form, financial statement, statement of qualifications as a food and beverage service provider, proposed menu and prices, list of references for similar operations within the past five years. The following documents from EEO Packet titled "Local Hiring/Equal Employment Opportunity Program and Certification of Applicable Laws" are required: Equal Employment Opportunity Clause to be Included in Public Contract, Notice of Non-Discrimination in Employment, Certification of Non-Segregated Facilities, Certification of Compliance with Applicable Laws, E-Verify Affidavit, Non-Investment in Iran Certification, Non-Collusion Affidavit, Affirmative Action and Equal Employment Opportunity Policy Statement.

Because this operation serves a multitude of children's activities and programs, each bidder must execute a "Consent for Criminal Background Records/Information", "Consent for Employment Records/Employer's References" and deliver a photocopy of a valid driver's license or State issued ID card.

The Parks and Recreation Department of the City of Michigan City, Indiana reserves the right to waive any formality, informality, or irregularity in any bid received, and also reserves the right to reject any and all bids and to re-advertise for bids.

Dated: November 1, 2023

Phil Latchford, President
Michigan City Parks and Recreation Department