

**Request for Proposals (RFP)
Concession Services Operator
Bemidji Youth Hockey Association (BYHA)**

1. Introduction

The Bemidji Youth Hockey Association (BYHA) is seeking proposals from qualified individuals or businesses to operate concession services at two facilities:

- Bemidji Community Arena (BCA)
- Nymore Arena

BYHA serves youth athletes and families throughout the Bemidji area and hosts a variety of games, practices, and tournaments throughout the hockey season. The goal of this RFP is to identify a reliable partner to provide quality concession services that enhance the overall experience for participants and visitors.

2. Scope of Work

The selected vendor will be responsible for managing and operating concession services at both arenas.

Expected Operations:

- **BCA (Primary Location):**
Concessions should be open during all scheduled tournaments and high school games. BYHA encourages the vendor to have concessions open during all other regularly scheduled home games. Flexibility during weekday practices.
- **Nymore Arena (Secondary Location):**
Concessions are encouraged to be open during weekend games and tournaments, with flexibility during weekday use.

BYHA's goal is to ensure consistent availability of concessions while allowing operational flexibility for the vendor.

3. Responsibilities

The selected vendor will be responsible for:

- Staffing and day-to-day operations
- Purchasing and managing inventory
- Maintaining clean, safe, and organized concession areas
- Compliance with all local and state health and safety regulations
- Cash handling and financial management

Pricing:

The vendor will have discretion in setting menu pricing.

Point of Sale:

The vendor is responsible for providing and managing their own point-of-sale (POS) system.

4. Facilities & Equipment

BYHA will provide access to existing concession spaces and available kitchen equipment at both arenas.

- Vendors are responsible for evaluating equipment suitability
- Vendors must supply any additional equipment or tools needed for operations
- Vendor is responsible for maintaining cleanliness and proper use of facilities

5. Estimated Usage

BCA/Nymore Arenas Host:

- Multiple youth teams across age levels
- Regular season home games
- Weekend tournaments (higher traffic periods); November through March
- Bemidji High School Girls and Boys hockey home games

Specific schedules will be shared with the selected vendor; season typically runs mid-October through mid-March

6. Financial Proposal

BYHA is open to a variety of financial arrangements, including:

- Percentage of gross sales
- Flat rental fee
- Hybrid models (e.g., base fee + percentage)

Proposers should clearly outline:

- Proposed payment structure
- Any minimum guarantees
- Payment schedule

7. Qualifications

Preferred:

- Experience in food service, concessions, or event operations
- Ability to staff consistently and reliably
- Knowledge of food safety practices

Required:

- Compliance with all health regulations
- Ability to obtain any required licenses or permits
- General liability insurance (if selected)

8. Proposal Requirements

Proposals should include:

1. Business name and contact information
2. Background and relevant experience
3. Operational plan for both BCA and Nymore Arena
4. Approach to staffing and maintaining consistent hours
5. Sample menu or concept (optional but encouraged)
6. Proposed pricing approach
7. Description of POS system
8. Financial proposal (payment structure to BYHA)
9. References (if available)

9. Evaluation Criteria

Proposals will be evaluated based on:

- Ability to provide consistent and reliable service, particularly at BCA
- Operational plan for both locations
- Financial return to BYHA
- Relevant experience
- Overall quality and feasibility of proposal

10. Timeline

- Proposal Deadline: June 9th, 2026
- Selection Notification: July 1st, 2026
- Contract Start Date: TBD

11. Terms & Conditions

- BYHA reserves the right to accept or reject any or all proposals
- Contract term will be negotiated with the selected vendor (anticipated 1-year initial term with renewal options)
- BYHA reserves the right to review vendor performance, including hours of operation, and revisit terms if expectations are not met
- Vendor must comply with all applicable laws and regulations

12. Submission Instructions

Proposals should be submitted electronically or in writing to:

Email - BYHA Board: admin@bemidjiyouthhockey.org

Mailing Address - Bemidji Youth Hockey Association; PO Box 1141, Bemidji MN 56619

13. Additional Information

BYHA values partners who contribute to a positive, community-oriented environment and enhance the experience for youth athletes and families. Site visits can be arranged upon request. We appreciate your interest in partnering with the Bemidji Youth Hockey Association.