



**R20-185 NS: Request for Expressions of Interest
Sertich Ice Arena Concessionaire**

The City of Colorado Springs is considering a full contract renewal with the incumbent concession contractor for Pro Shop at Sertich Ice Arena. The current contractor has been operating successfully and the City is very pleased with their performance. However, prior to entering into such an extension the City of Colorado Springs is soliciting letters of interest from potentially qualified firms for the operation Pro Shop Concessions at Sertich Ice Arena. The purpose of this notice is to ascertain whether qualified competition is available in the local area prior to entering into any renewal negotiations. There may be transition issues and associated costs the City must consider prior to re-soliciting this requirement. Therefore, the City will carefully evaluate all letters of interest received (if any) to determine the availability and interest of equally qualified firms prior to making a decision regarding the issuance of a future solicitation.

Services currently provided by the concessionaire are:

- o Specialty skate sharpening figure and boot repair
- o Figure skate apparel.
- o Figure skate boot sales
- o Figure skate blade sales
- o Figure skate misc. supplies
- o Set hours of daily operation

The program objectives are:

- a. To provide a high quality of service and products to the general public and patrons of Sertich ice Center.
- b. To maintain reasonable and competitive prices.
- c. To maintain a high level of staff/visitor satisfaction with the Pro Shop and service.
- d. To maintain a retail pro Shop Service program that is self-supporting and preferably revenue producing for the City.
- e. To reach the highest possible participation level and show a reasonable increase throughout the year and from year-to-year.
- f. To maintain professional appearance and conduct by all employees.
- g. To maintain good communication with customers, including program promotional material.
- h. To maintain adequate accountability and financial reporting to the City of Colorado Springs.,
- i. Pay all taxes assessed against Concessionaire's furnishings, equipment, or stocks of merchandise and supplies and shall obtain and pay for all permits, licenses, or other authorizations required by authority of law in connection with the operation of its business at the Center.
- j. Comply with all applicable federal, state, and local laws, regulations, and ordinances, etc., including the rules and regulations governing the use and operation of the Parks, Recreation & Cultural Services.

Letters of Interest should include the following:

1. Company name, owner, address, phone #, e-mail, website if applicable.

2. Company background and previous successful experience in the skating industry and recreational concessionaire business.
3. Financial stability.
4. Any additional relevant information.

This information will assist the City in evaluating the availability of qualified contractors, the development of a potential respondent mailing list, and the development of competitive specifications and requirements if it is determined that re-solicitation will be in the best interest of the City.

Interested parties should send a Letter of Interest to the following address. Letters should be received prior to 3:00 p.m., January 28, 2021: Nicole.spindler@coloradosprings.gov. Please verify receipt of email.

Subject line of email should state:

R20-185 NS, Letter of Interest, Sertich Ice Arena Pro Shop Concessions

All respondents will automatically be sent a copy of the resulting Request for Proposal (RFP) if one is issued.

Contact Information:

Nicole Spindler

Phone (719) 385-5265 Cell (719) 359-2844

Nicole.Spindler@coloradosprings.gov

Posted December 29, 2020