

## Wilmette Park District

### Request for Proposal, Statements of Interest, Qualifications, and Performance Data

#### Food Concession Services

#### Centennial Ice Rinks

Wilmette Park District  
1200 Wilmette Avenue  
Wilmette, Illinois 60091  
Phone (847) 256-6100

RFP - 26 - 001

# REQUEST FOR STATEMENTS OF INTEREST, QUALIFICATIONS, AND PERFORMANCE DATA

Updated June 12, 2026

## WILMETTE PARK DISTRICT - CONCESSION FOOD SERVICES

The Wilmette Park District ("Park District") is seeking statements of interest, qualifications, and performance data from interested Food Service Providers, Concessionaires, and other firms capable of providing concession services in connection with the Centennial Ice Rinks.

The Park District has a concession space located in the lobby of the Centennial Ice Rinks facility that operates throughout the year. This space is functional but has not hosted business operations in the last few years.

The Park District has determined that it will solicit proposals from Vendors to provide concession services to improve service to the public and guests in our facilities. The Request for Proposal will include specific information about the location.

### I. PROJECT DESCRIPTION

The Wilmette Park District has determined that it will evaluate leasing concession operations at the Centennial Ice Rinks.

The agreement will include providing concession service at the specified location. The Vendor shall provide a business plan for the location including months & hours of operation, staffing, and sample menus. The goal is to provide improved services for the public and guests of our facilities.

### II. SCOPE OF SERVICES

The Vendor will staff, manage, and operate the concession operations noted. Hours of operation should match the hours that the facilities are open based upon traffic patterns and facility use. It is the responsibility of the Vendor to provide all labor, insurance, and materials to operate the food service operations in an efficient and friendly manner. The Park District will retain control of any exterior vending machines.

#### Centennial Ice Rinks

This operation is open year-round. General hours of operation are 9 a.m. to 10 p.m., seven days a week. Actual hours of operation may be later or earlier based on programming and activities at the ice rinks. Current vending within the facility is operated by a separate vendor. There are tables and chairs adjacent to the counter.

Operation of concession services during non-peak times is at the discretion of the vendor.

#### Related Considerations

All equipment is the property of the Wilmette Park District. It is the responsibility of the Vendor to maintain the equipment and rental spaces in clean and operational condition. The Park District is responsible for building repairs. Monthly rent paid will include utility charges. All food products must be removed from storage at the location at the end of the season, if applicable, and all locations must be deep cleaned annually. Electronic payment for all goods and services is expected. The Wilmette Park District is a cashless operation.

Contractual and general liability insurance is to be provided by all Vendors retained for the work. The firm will provide the Park District with proof of liability insurance as it relates to the operation of the facilities, including Workers' Compensation Insurance. The firm shall name the Wilmette Park District as additional insured on the Certificates of Insurance. An endorsement to their policy noting the same will also be provided.

In addition, the firm will provide the Park District with sample menus including pricing. The firm will submit gross revenue for the Centennial Ice Rinks food service operations twice annually. The first is due at the end of December 2026 and the second is due at the end of July 2027.

### III. SELECTION PROCEDURE

The selection of the firm to provide the required services will be made in accordance with all relative statutes of the State of Illinois.

#### A. Evaluation of Written Submissions

Selected Park District staff (the "Staff Committee") will review and evaluate all submissions properly made in response to this Request in accordance with the general evaluation criteria set forth in Schedule A and based on such other information and matters as they deem necessary or desirable to determine the qualifications and suitability of the firm(s) with respect to the work. After review and evaluation, the Staff Committee shall select no more than three (3) qualified firms to proceed to the oral interview stage of the selection process (the "Finalists").

## B. Oral Interview

If deemed necessary, an oral interview may be conducted by the Staff Committee. At the interview, each Finalist shall explain its submission in detail, including full discussion of how its approach to the operations satisfies the general evaluation criteria set forth in Schedule A. Finalists shall also answer questions posed by the Selection Committee. Upon completion, review, and consideration of the oral interviews, the Selection Committee may request additional information from one or more Finalists if deemed necessary or desirable.

## C. Ranking

Based upon the written submissions, oral interviews, any supplementary information submitted, and such independent investigation as the Selection Committee determines necessary or desirable, the Selection Committee will rank the Finalists in order of their qualifications for the Operations.

## D. Negotiations

Following such ranking, the Park District will contact the highest-ranking firm and attempt to negotiate a contract for the operations, including compensation to the Park District, taking into consideration the estimated value, scope, complexity, and nature of the services to be rendered. If fewer than three (3) submissions are received and the Park District determines that the firm(s) submitting letters of interest are qualified, it may negotiate a contract with any such firm(s). The Committee will select and make a recommendation to the Park Board of Commissioners for approval.

## IV. REVIEW OF REQUEST DOCUMENTS AND SITE VISITS

All interested Vendors are encouraged to carefully evaluate the project description, evaluation criteria, and other relevant data contained in the Request, and to visit the project site to enhance their understanding of the existing conditions and requirements for the project services.

## V. SUBMISSION INSTRUCTIONS

Questions should be directed to Mike Carosielli, General Manager of Ice and Aquatics.

Firms who wish to be qualified by the Park District may submit one original and two copies of their proposal by 5:00 p.m. Friday, July 10, 2026, at the following address:

Wilmette Park District

1200 Wilmette Avenue

Wilmette, Illinois 60091

Attention: Dave Merrill, Superintendent of Recreation and Facilities

Electronic submissions are also accepted by emailing [dmerrill@wilpark.org](mailto:dmerrill@wilpark.org)

Email confirmation will be sent to each submitter upon receipt.

All submissions become the property of the Park District and will not be returned to the submitting firm. All costs associated with submission preparation will be borne by the submitting firm.

## VI. ATTACHMENTS

- Schedule A: General Evaluation Criteria
- Schedule B: Request Timeline
- Schedule C: Company Profile
- Schedule D: Equipment List

## SCHEDULE A

### General Evaluation Criteria

The following general criteria will be used to evaluate the written submissions of Food Service Provider qualifications, along with interviews with previous clients, the responses of the submitting Company during the final selection process, and such other information as the Park District deems necessary or desirable. These are not ranked in order of importance.

### Project Implementation

- Clear assignment of responsibilities for various project tasks to specific individuals.
- Ability to oversee operations, ordering, staffing, and emergencies effectively.
- Comprehensiveness of management and monitoring services provided.
- Timeliness in review and response to Vendor or Park District requests for clarifications or decisions.
- Ability to complete the work on schedule.
- Responsiveness to the specific user goals identified in the request.

- Quality of communication skills and effectiveness of the onsite representative.
- Ability to coordinate all facets of the operation with Park District personnel.
- Post-season completion of follow-up and responsiveness to problems.
- Attitude and approach to serving the public in providing courteous and fast service.
- Insurance coverage.
- Sustainability philosophy and practices.

**Technical Approach**

- Understanding of the existing conditions, systems, operations, and schedules.
- Qualifications and experience of staff and supervising personnel proposed for use on this work.
- Number of past projects that include similar operations and were completed by the person(s) responsible for the work and implementation.
- Reliability of performance of Food Service Providers on past projects.

The establishment, application, and interpretation of the above and other criteria shall be solely within the discretion of the Wilmette Park District.

**SCHEDULE B**

**Request Timeline**

Activity	Date(s)
Issue request	June 22, 2026
Written responses due no later than 5:00 p.m.	July 10, 2026
Written responses investigated and evaluated by staff committee	July 17, 2026
Company selected (Finalists) and notified of oral interview	July 20, 2026
Final selection made	July 27, 2026

The above schedule is subject to change as circumstances dictate or as determined necessary by or in the best interests of the Park District.

**SCHEDULE C**

**Company Profile Form**

NOTE: All questions must be addressed and information supplied by the Company in order for this submission to be properly completed. Failure to answer questions, provide requested information, or otherwise comply with any directive contained in this form may disqualify the submission. If any question or directive does not pertain to your company, indicate N/A. For additional space, attach 8-1/2" x 11" sheets and indicate the reference number to correspond with each question.

Submit one original and two (2) copies to:

Wilmette Park District  
 1200 Wilmette Avenue  
 Wilmette, Illinois 60091  
 Attention: Dave Merrill, Superintendent of Recreation and Facilities  
 RE: Response to Request - Concession Food Services  
 Or Email submission to [dmerrill@wilpark.org](mailto:dmerrill@wilpark.org)

1. Firm Name
2. Business Address
3. Principals (title, phone, email, address)

## 7. Minority Owned Business

Indicate if this business is identified as a minority owned business and under which category

## 8. Business information

States in which the firm is legally qualified to do business. Years in business under the current name.

## 9. Personnel Information

Provide bios or resumes of principals responsible for this project. Indicate any other relevant individuals identified as key personnel in the implementation of this endeavor. Include any Health/Sanitation license numbers and expiration dates.

## 10. Experience/Supervisory Responsibilities

Provide years of experience, supervisory responsibilities, and project list for the last three (3) years including type of project and annual revenues.

## 11. Project Contact Person

## 12. Project History References

Briefly describe any relevant operations similar in scope completed in the last three (3) years. Operations for park districts and recreation agencies are most desirable. Include the following for each reference:

- Project
- Location with address
- Client agency, contact person, address, and phone
- Annual gross revenue dollar amount
- Supervising person on the project
- Start and end dates of operations
- Whether work was completed on time and facilities operated within required times
- Number of changes implemented during a year's operation
- Any disputes and how each dispute was resolved

By submission of the requested information, you authorize the Wilmette Park District to contact references submitted.

## 13. Claims / Litigation History

Summarize all claims made against your firm or any of its principals within the last five (5) years, whether or not a lawsuit was filed or settled out of court. Include the nature of the claim, amount of the claim, type of project and services involved, and resolution of the claim.

## 14. Project Summary

Summarize the scope of services, including management, supervision, scheduling, and a preliminary assessment of the operations.

## 15. Supervision Approach

Summarize your firm’s philosophy and commitment to supervision of project implementation, site visits, frequency of contact, payment, Park District certification procedures, and post-season services.

#### 16. Dispute Resolution Approach

Summarize your firm’s philosophy and commitment to resolution of disputes between the Park District and Vendors.

#### 17. Insurance Coverage

Describe insurance coverage maintained during the performance period. Include a current certificate showing general liability, product liability, and Workers’ Compensation coverage.

#### 18. Rental Fee

The rental fee paid to the Wilmette Park District will total \$24,000 for a one-year agreement. The payment schedule for this arrangement is negotiable and should be proposed in this response.

#### 19. Agreement Period

This agreement shall cover the months of September 2026 through August 2027. Start and end dates should be proposed.

#### 20. Sustainability

Describe your firm’s philosophy and practices regarding sustainability. Please draw references to the current WPD Sustainability plan. <https://wilmettepark.org/sustainability-green-initiatives/>

## SCHEDULE D

Equipment List - Centennial Ice Rinks

Qty	Equipment	Brand	Model
1	Upright Freezer	Hoshizaki	F1A-FS
1	Upright Fridge	Pepsi/Hisense	FL-49WC1HB
1	Microwave	Emerson	MW8992SB
1	Countertop Grill	Globe	GG24TG
1	Ice Maker	Manitowoc	UYF0310A-161B
1	Work Solution Fridge	Turbo Air	MST-28-N
1	Grill	APW	GCB-24H
1	Deep Fryer	Supra	LCF3T-N6-1
1	Conveyor	Baker	TS-7000 (11387)
1	Freezer	AHT Good Humor	RIO-S-125
1	Freezer	AHT Good Humor	RIO-S-125
1	Upright Freezer	True	T-19F