

CITY OF SPRINGFIELD

REQUEST FOR PROPOSALS (RFP)

Exclusive Liquor Catering Services

Springfield Area Community Center

Issue Date: 7/22/2026

Proposal Due:

August 5th at 2 p.m.

Submit Proposals To:

City of Springfield
Liquor Catering
Attn: Heidi Wersal
2 East Central Avenue
Springfield, MN 56087

1. PURPOSE

The City of Springfield is requesting proposals from qualified on-sale liquor license holders interested in providing liquor catering services at the Springfield Area Community Center.

The successful proposer will receive the exclusive right to provide alcohol service for qualifying events held at the Community Center under the terms and conditions established by the City.

The City intends to enter into an agreement with the proposer whose proposal is determined to be in the best interest of the City.

2. CONTRACT TERM

The agreement will consist of two phases.

Phase I

October 1, 2026 – December 31, 2026

Because there is currently only one event scheduled during this period, the successful proposer shall pay:

\$100 per event

Only liquor events actually held during this period shall be subject to the event fee.

Phase II

Beginning January 1, 2027

Beginning January 1, 2027, the successful proposer shall pay the City:

\$_____ per year rent

Rent shall be paid biannually (First half due July 1st and 2nd half due December 31st) and is intended to offset the City's costs associated with:

- Water, sewer, and electric utilities
- Rental of cooler space
- Rental of bar and storage space
- Cleaning and maintenance of beer tap lines as required
- Exclusive use of the liquor service area
- The exclusive right to sell alcoholic beverages at the Springfield Area Community Center
- Use of ice machine, carts, equipment at the Community Center

****The contract will automatically renew for the following year unless either party gives at least 90 days' notice prior to January 1st of the next year.****

3. SCOPE OF SERVICES

The successful proposer shall provide exclusive liquor catering services in accordance with the City's Liquor Catering Agreement, including but not limited to:

- Exclusive liquor service for qualifying events.
- Compliance with all federal, state, and local liquor laws.

- Maintaining all required liquor licenses.
- Maintaining liquor liability insurance naming the City as an additional insured.
- Providing all alcohol, mixers, supplies, and equipment necessary for service.
- Employing adequate event staff based upon attendance.
- Providing monthly sales reports and copies of invoices to the Community Center.
- Paying all applicable sales taxes.
- Cleaning the bar area after each event.
- Disposing of trash and recycling.
- Keeping guest tables free of empty glasses during events.
- Arranging for cleaning of beer tap lines every six months.
- Executing liquor contracts with event sponsors.
- Coordinating deliveries with Community Center staff.
- Maintaining the leased area in a clean and safe condition.
- Proposer will supply their own bar supplies such as pitchers, glasses, cups, pop machine, Point Of Sale devices, etc.

The successful proposer shall comply with all requirements contained in the City's Liquor Catering Agreement.

4. ANTICIPATED EVENT SCHEDULE

The following events were currently scheduled. This schedule is provided for informational purposes only and does not guarantee the number of events or revenues.

2026

- December 31, **2025** – SJLH Gala
- February 9 – Sparkle n-Dine
- March 14 – Dueling Pianos – Lions Event
- March 28 – Cattlemen's Steak Fry
- April 13 – SW Men's Choir Concert

- May 3 – Chamber Business of the Year Banquet
- June 6 – Lothert Wedding
- June 20 – Dauer/Barnes Wedding
- July 25 – Hoffbeck/Blomgren Wedding
- August 15 – Kaleih Velasco Quinceañera
- August 22 – Vogel/Lothert Wedding
- August 28 – McCone/Rummel Wedding
- September 5 – Christensen/Romsdahl Wedding
- September 12 – Schroepfer/McKay Wedding
- September 19 – Gerken/Sargent Wedding
- September 26 – Baumann/Lewandowski Wedding
- October 17 – Weelborg Wedding

2027

- January 2 – Regan/Schmitz Wedding
- January 16 – Cattlemen's Annual Meeting
- June 19 – Sandberg Wedding
- June 26 – Mathiowetz/Weilage Wedding
- July 17 – Hovland Wedding
- August 7 – Larsen Wedding
- August 21 – Peterson Wedding
- October 9 – Anna & Drew Myrick Wedding

The City reserves the right to add, remove, or reschedule events at any time.

5. PROPOSAL REQUIREMENTS

Proposals shall include:

A. Business Information

- Business name
- Owner
- Address
- Telephone
- Email

B. Qualifications

Provide a description of:

- Experience providing liquor catering services
- Years in business
- Number of events liquor catered annually (if any)
- Staffing plan

C. Licensing

Provide copies of:

- Current On-Sale Liquor License
- Proof of Liquor Liability Insurance

D. References

Provide three references for similar services.

E. Proposed Rent

Annual Rent Beginning January 1, 2027:

\$_____ per year (Payable biannually.)

F. Alcohol Pricing

Attach complete alcohol pricing schedules for:

- 2026
- 2027

The Community Facilities Board must approve all drink pricing prior to implementation.

6. EVALUATION OF PROPOSALS

Proposals will be evaluated on, including but not limited to:

- Qualifications and experience
- Ability to provide quality customer service
- Financial proposal
- Proposed alcohol pricing
- References
- Responsiveness to the RFP
- Ability to meet all contract requirements

*****The City is not required to accept the highest rent proposal. The City reserves the right to award the contract based on overall qualifications, experience, responsiveness, proposed pricing, and what is determined to be in the best interest of the City. The City also reserves the right to reject any or all proposals and to waive informalities or irregularities in the proposal process.*****

7. GENERAL CONDITIONS

The successful proposer shall execute the City's Liquor Catering Agreement prior to providing services.

The successful proposer shall comply with all provisions of the Liquor Catering Agreement, including future amendments approved by the City Council.

Failure to comply with contract requirements may constitute grounds for termination.

8. OWNER CERTIFICATION

I certify that I have read this Request for Proposals and the City's Liquor Catering Agreement.

I understand and agree to comply with all terms and conditions contained therein if selected by the City of Springfield.

I further certify that the proposed rental amount submitted below is my firm's offer to provide exclusive liquor catering services at the Springfield Area Community Center.

Proposed Annual Rent (Beginning January 1, 2027)

\$_____ per year (Payable biannually 1st half by July 1st and 2nd half by December 31st)

Business Legal Name:

Owner/Authorized Representative (Printed):

Signature:

Date:
