



Concessions Stand Operations – Request for Offers (RFO)

Port Saint John Soccer Club (PSJSC), a 501c3 non-profit youth soccer organization, is seeking proposals from qualified, experienced, and licensed individuals or businesses to operate the concessions stand located at the PSJSC soccer fields located within Space Coast Communities Sports Complex. The concession stand serves players, families, coaches, referees, and spectators during training and game days as well as other special events on occasion. PSJSC is committed to selecting an operator who will provide quality food and beverage service, maintain a clean and professional operation, and enhance the overall experience of our extended soccer family.

Contract Term

- The initial agreement will be for one (1) year.
- At the sole discretion of the PSJSC Board of Directors, the agreement may be renewed for one additional one-year term without issuing a new RFO, provided the Board determines that the operator has satisfactorily fulfilled all contractual obligations. Renewal is not guaranteed and must be approved by the Board. Renewal will be agreed upon, in writing, by both parties no less than sixty (60) days prior to contract expiration, or season start date, whichever is sooner.
- Terms of revenue-sharing will be discussed, and agreed upon by all parties prior to contract award, and may be renegotiated upon renewal.

Scope of Services

- Operate the concession stand during scheduled soccer game weekends and during weekly evening training nights. Evening training nights can be negotiated with club within two (2) weeks after the beginning of each season, depending on number of customers present.
- Offer a variety of food and beverages suitable for youth sporting events
- Maintain sufficient (qualified) staffing during operating hours
- Maintain a clean, sanitary, and professional appearance
- Comply with all Brevard County Health Department regulations. Must obtain and maintain all required licenses and food service permits
- Follow all applicable federal, state, and local laws

Operator Responsibilities

- Purchasing of all necessary inventory
- Staffing
- Cleaning the concession stand after each operating day. This includes proper disposal of trash and grease and the routine cleaning of food preparation equipment and surfaces
- Maintaining insurance as required by law
- Securing all licenses and food service permits
- Paying agreed-upon revenue sharing to PSJSC
- Providing monthly status to PSJSC Board of Directors regarding availability, specials, and any communications needs
- Attendance of monthly PSJSC Board meetings
- Providing an end-of-the-season GROSS income report, cost breakdown, etc.
- Immediate reporting of maintenance or safety concerns directly to a PSJSC Board representative

PSJSC Responsibilities

- Provide exclusive use of the concession stand during the contract term given to the operator
- Access to electricity and water
- Communication of practices, games, and event schedules as available with no less than two (2) weeks' notice
- Direction of food-service solicitations (food trucks, etc.) to Operator representative for possible inclusion/alternatives during special events

Proposal Requirements

- Business name and contact information
- Business experience and relevant food service experience
- Proposed menu offerings, pricing, and customer payment options
- Staffing plan and hours of operation
- Proposed financial arrangement with PSJSC
- Proof of required licenses (or ability to obtain them)
- Any references that are desired to be shared

Evaluation Criteria

- Proposals will be evaluated on the following:
 - Experience in operation of relevant food service need
 - Financial benefit to PSJSC
 - Menu quality and affordability
 - Ability to staff operations
 - Overall professionalism of the proposal

General Terms

- PSJSC Board of Directors reserves the right to the following:
 - Ability to interview applicants prior to selection
 - Reject any or all proposals
 - Request additional information
 - Negotiate contract terms
 - Cancel this solicitation at any time prior to selection
 - Select the proposal determined to be in the best interest of PSJSC, which may not necessarily be the highest financial offer

Submission Instructions

Proposals must be submitted by August 8th, 2026 to support our Fall 2026 season estimated to start at the end of August.

Please submit electronically to psjunited.president@gmail.com and psjunited.vp@gmail.com

Questions regarding this RFO may be directed to the emails above.

The selected proposal will be notified following review and approval by the PSJSC Board of Directors.