



## REQUEST FOR PROPOSALS

### Mobile Sno-ball Operations

#### I. Introduction

City Park Conservancy (CPC) is issuing an Invitation to Quote/Request for Proposals for **Mobile Sno-ball Operations within City Park**. CPC is a 501(c)3 non-profit corporation that manages and oversees the day-to-day operations of New Orleans City Park ("City Park") a 1300-acre public park in New Orleans, Louisiana, founded 170 years ago.

CPC seeks proposals from qualified vendors to operate mobile sno-ball concessions within City Park in its public spaces, attractions, fields, and stadiums. The goal is to provide high-quality and efficient snoball service to guests in busy areas, while also participating in special events, athletic events, schools nights and Park programming.

This RFP is open to vendors with experience in mobile food service, strong customer service and the ability to operate independently and flexibly.

#### II. Timeline

- Solicitation Release – Tuesday, April 7, 2026
- Deadline for Questions – May 1, 2026
- Response to questions – May 4, 2026
- **Proposal Submission Deadline – May 8, 2026, 4:00pm CST**
- Anticipated Award Date – May 15, 2026



### III. Proposal Submission Requirements

Proposers must submit a complete Proposal that includes, at minimum, the following:

1. Signed acknowledgment of this Invitation
2. Overview of current business operations and relevant experience
3. Operating plan, schedule and staffing for City Park
4. Sample menu and pricing
5. Proposed percentage of gross revenue and minimum annual guarantee
6. References (minimum of two)

### IV. Submission Options

- a. Email: [procurement@nocp.org](mailto:procurement@nocp.org)
- b. Hand Delivery: Sealed envelope labeled with the proposal name.

Responding to this invitation does not guarantee a contract. CPC reserves the right to award the contract at its sole discretion. All terms in this invitation become binding on the selected vendor "Vendor".

Questions regarding this solicitation should be directed to:

**Courtney Charbonnet**

Manager of Purchasing & Contract Services

[procurement@nocp.org](mailto:procurement@nocp.org)

### V. Contract

The successful Vendor will enter into a formal agreement with CPC. The contract will be for one (1) year with two (2) one-year renewal options.

### VI. Scope of Work

CPC is looking for a vendor to provide a fully self-contained mobile snoball unit, supply all equipment, staffing and inventory. The Vendor would operate within public spaces around the Park (with the ability to move to high traffic areas) during the Peak seasons from March 1 – October 31.

CPC is seeking a Vendor that will operate a mobile snoball concession unit capable of relocating throughout City Park to serve guests in high-traffic public areas. The intent of this agreement is to provide active, visible service to Park patrons.



Vendor responsibilities include:

- Operating in high-traffic public areas including playgrounds, athletic facilities, open lawns, amusement areas, and other guest activity zones.
- Relocating throughout the Park as needed to maximize guest access and sales opportunities.
- Participating in Park-sponsored events, athletic events, school nights, festivals, and other programming as requested by City Park.
- Providing service during peak attendance periods including weekends, holidays, and event days.
- Coordinating weekly operating schedules and locations with Park management.

CPC would request a minimum of three (3) operating days per week, with the ability to add days depending on the time of the year. The Vendor must also be available for special events, school nights, athletic events and Park programming with reasonable notice.

The Vendor would maintain all necessary permits, accept cashless and electronic payments only, and maintain a clean and visually appealing service.

#### **VII. Financial Terms**

Vendor shall pay City Park a minimum of twenty percent (20%) of gross revenue, payable monthly. Proposals offering a higher percentage or minimum guarantee will receive additional consideration.

#### **VIII. Insurance Requirements**

Vendor must maintain general liability insurance of at least \$1,000,000 per occurrence and list City Park as Additional Insured.



**IX. Agreed and Approved**

By signing below, Proposer agrees to the terms and conditions in this Invitation, including all acknowledgements contained herein.

1. Acknowledge Net 30 payment terms:

Initials \_\_\_\_\_

2. Acknowledge that the selected Proposer shall be required to enter into a formal agreement with CPC

Initials \_\_\_\_\_

Business Name:	
Print Name & Title:	
Authorized Signature:	
Date:	

- Include corporate board resolution establishing authority to sign contracts, if needed.