

Request for Proposal



CITY OF SOUTH ST PAUL

DUE: FEBRUARY 27, 2026

City of South St. Paul
REQUEST FOR PROPOSAL
Disc Golf Admission and Retail Sales

REQUEST FOR PROPOSALS:

The City of South St. Paul is requesting proposals from interested and qualified vendors and their product representatives for the retail sale of disc golf admission, supplies, and concessions at Kaposia Park, 1028 Wilde Avenue, South St. Paul, MN 55075. Proposal should include a business plan outlining:

1. Physical retail temporary structure and location within Kaposia Park. (1 -2 unit/building)
2. Hours and season(s) of operation.
3. Staffing plan
4. Disc golf course admission services provided by the vendor.
5. List of specific products to be sold including intended retail pricing.
6. Revenue-sharing with the City of South St. Paul
7. Name, address, phone, email, and website address of responding vendor and their principal's contact information.

Vendors interested in purchasing the existing trailer and inventory should contact the prior Disc Golf Vendor Jason Wilder at 612-799-1031 or jasoncwilder@gmail.com If an agreement is reached for the reuse of the existing trailer and inventory, please include that information in the proposal.

RETAIL OPERATION AND SECURITY:

The City of South St. Paul bears no responsibility for deliveries, handling or storing of goods, providing retail services, staffing, or the monitoring and securing of the physical retail structure. Any structure placed on site must be portable and no larger than 160 square feet. All structures must be approved by the Parks and Recreation department prior to placement. Only 1-2 structures allowed on site. It will be the sole responsibility of the vendor to be on-site to receive deliveries and secure the physical retail structures (If new structures were needed). The vendor will be responsible for any losses due to theft, employee errors, vandalism, or power failures.

CITY PARTICIPATION:

The City of So. St. Paul will provide an on-site area for trash and recycling, routine disc golf course maintenance, and adjacent portable toilet facilities including regular servicing. Trash collection and deposit into City-provided containers and regular cleaning of any retail structure provided by the vendor and surrounding areas will be the sole responsibility of the vendor. The vendor shall pay for and provide its own voice and data service and is responsible for any initial start-up costs associated with the retail structure.

PREPARATION:

The City of South St. Paul will not be responsible for any costs incurred by those submitting a proposal.

ACCEPTANCE:

The City of South St. Paul reserves the right to cancel the Request for Proposal at any time or for any reason which serves the best interest of each individual City. The City of South St. Paul also reserves the right to reject proposals based on the evaluation of submitted materials.

DISCLOSURE:

All information in the proposal, except for fee analysis, is subject to disclosure under the provisions of Minnesota Statute Chapter 13 - Minnesota Government Data Practices Act. All proposals become the property of the City of South St. Paul and shall have the right to use all ideas, and/or adaptations of those ideas, contained in any proposal received in response to this RFP. Any parts of this proposal or any other material(s) submitted to the City with the proposal that are copyrighted or expressly marked as “confidential,” “proprietary,” or “trade secret,” will be exempted from the “open records disclosure requirements.”

CITY’S RIGHT TO REVISIONS:

The City of South St. Paul reserves the right to revise the scope of the proposal based on budget limitations and other considerations. The vendor will be expected to assist the City of South St. Paul in redesigning the proposal as warranted, based on these considerations. The City of South St. Paul also reserves the right to select all or part of a proposal as well as to select desirable aspects from any number of proposals.

EVALUATION CRITERIA:

Each proposal will be evaluated against the following criteria:

- 1) Overall admission and retail design and associated business plan.
- 2) Quality of and variety of goods sold and services provided.
- 3) Revenue sharing with the City of South St. Paul.
- 4) Retail operation physical structure, location in Kaposia Park, and structure design.
- 5) References and review of past and current retail operations.

SUBMISSION:

Please provide an emailed .pdf of the proposal for the evaluation process. Proposals will be accepted until **12:00 pm, (noon) on Friday, February 27, 2026.** Late submittals will not be accepted.

One PDF copy of the proposal should be emailed to Shannon Young, Parks & Recreation Director at syoung@sspmn.org

Contact:

Questions regarding the RFP should be directed to:

City of South St. Paul
Shannon Young, Parks and Recreation
125 – 3rd Avenue North, South St. Paul, MN 55075
(651) 366-6203
shannon.young@southstpaul.org