

**City of Edmonds Parks, Recreation & Cultural Services Department
Request For Proposal (RFP)**

CONCESSIONS IN PARKS

Food/Beverage Concessions and/or Recreational User Services

I. PURPOSE OF REQUEST

The City of Edmonds Parks, Recreation & Cultural Services Department (EPRCS) is seeking concession contractors to provide food, beverage and/or recreational user services at specified parks in Edmonds. This RFP represents a solicitation by EPRCS for services. This RFP is intended to encourage vendors to clearly show that they are qualified to provide food, beverage and/or recreational user services in a consistent and revenue positive manner for one (1) year. Each Bidder must clearly identify their knowledge of mobile concession operations, food safety practices, recreation user services, contract relations, and demonstrate financial stability. Requirements and EPRCS needs are outlined in this RFP.

II. RFP SUBMITTAL AND SELECTION

Proposals can be accepted throughout the year. Mail or deliver your RFP Submittal to:

City of Edmonds
Concessions
Parks, Recreation & Cultural Services
700 Main Street
Edmonds WA 98020

RFP SELECTION

Proposals will be evaluated after receipt. Vendors/contractors will be contacted for questions, concerns, or additional information and notified of selection.

III. GUIDELINES

Please note the following general requirements that apply to all RFP Submittals.

1. To be evaluated, an RFP Submittal must completely respond to each question in VI. and VII.
2. The RFP Submittal must be signed by an official who is legally authorized to bind the organization including his or her signature on the Financial Page.
3. Provide all references and materials required by the RFP instructions.

4. If clarification is required, submit questions by email to shannon.burley@edmondswa.gov. Please allow at least one business day for responses.
5. Mail or deliver your signed and completed RFP Submittal to the address under Submittal.
6. All RFP Submittals become the property of the Department.

IV. PROPOSED SITES and INFORMATION:

A. Park Sites *(power is not provided unless noted below)*

Amway Park (near ferry terminal) – *fruit and flower services preferred*

Brackett’s Landing North – *concessions and recreation services preferred*

Olympic Beach - *any concession at this site must not compete with the Waterfront Café*

Brackett’s Landing South - *recreation user services only .Power available at the SE Corner of the park.*

Marina Beach/Off Leash Dog Park – *concessions and recreation services preferred*

Edmonds City Park – *currently, we have an agreement in place with a shaved ice vendor. If they do not renew this year, this would be available.*

Yost Park – *recreation user services only (currently, we have an agreement in place operating nature summer camps).*

Special Event - *providing concessions for the movie nights and concerts in the park preferred*

- ##### **B.**
- All applicants are encouraged to visit the site prior to submitting a proposal. Sites vary in locations and in description. All vending concessions must be mobile or contractor provided facility. Contracts are awarded annually, and may be renewed.

The successful bidder will be expected to abide by all City of Edmonds Ordinances, Park rules, business licensing, and Public Health food service requirements. The successful bidder will also be expected to keep concessions area clean and provide daily clean-up. EPRCS will award exclusive agreements at the individual sites to contractors that best demonstrate the ability to provide a healthy, innovative, affordable, and full service menu; provide equipment rentals where the department notes as feasible, and provide reliable service(s) to park patrons while paying the highest and most reasonable return to the Department.

- ##### **C.**
- Bidders are advised to determine specific Snohomish County Health Department requirements for the proposed concession site(s). It is the responsibility of the bidder to verify that adequate water and electrical service is available to support the

equipment they intend to operate at a particular location. Any modifications or improvements to concession areas shall be at the sole expense of the successful bidder, and will require advance written approval from Edmonds Parks, Recreation and Cultural Services staff.

- D. The bidder understands and agrees that EPRCS will only grant concessions by the contract, and not lease. Concession contract(s) will only confer permission to occupy and use the premises described for concession purposes. A successful bidder's expenditure of capital and/or labor in the course of use and occupancy will not confer any interest or estate in the premises by virtue of said use, occupancy and/or expenditure of money thereon. EPRCS will only grant successful bidders ("Contractors") an individual, revocable and non-transferable privilege of use in the premises for the concession granted.

V. REQUIREMENTS AND FEES DUE FROM CONTRACTORS

If your proposal is accepted, the following fees will be due upon issuance of your concession agreement:

1. City of Edmonds Business License. Please be advised that you must present a current copy of a valid City of Edmonds Business license prior to being awarded agreement contract.
2. Leasehold excise tax: Please be aware that Washington State Leasehold Excise Taxes will be due over and above any and all concession fee payments made to the City. Bidders are advised to consult their financial advisors. At this time Washington State Leasehold Taxes are 12.84% of the net payments to the City. This tax is remitted to the Department along with each concession fee payment.
3. Cleaning deposit \$400: The contractor may be required to pay a \$400 cleaning deposit for the concession area. The contractor will be required to clean the concession area daily. No items may be left on site.

The concession supervisor will conduct an inspection of the area to determine compliance. Any cleaning/disposal deemed necessary will be at the contractor's sole expense. The contractor will be required to timely reimburse EPRCS for any such cleaning/disposal expense. Further, Edmonds Parks, Recreation & Cultural Services may retain the contractor's cleaning deposit to offset any such expense.

4. Insurance: Contractor shall obtain and maintain for the duration of this agreement, policies of comprehensive general liability with combined single limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate with an insurer having no less than a Best's rating of A VII and authorized to do business in the State of Washington. A \$2,000,000 products/completed operations aggregate is required for contractors that prepare food. The insurance policy shall be written on an occurrence basis. The City shall be named as an additional insured and a copy of the endorsement naming the City as an additional insured shall be attached to the

Certificate of Insurance. Certificate of Insurance shall be filed with the City prior to vendor providing services.

5. Compliance with laws/City codes: The Contractor shall comply with all applicable State, Federal and City laws, ordinances, regulations, and codes.

VI. RFP EVALUATION AND SUBMISSION PROCESS

Qualified proposals will be reviewed and scored. Final recommendations will be made to the Parks, Recreation and Cultural Services Director regarding the award.

The following criteria will be used to evaluate RFP Submittals:

A. Days and Hours of operation

How many days per week and during what hours do you intend to operate the concession? What date would you prefer to open and what date will you close?

B. Products/Services/Program to be offered for sale

What products/services/program do you intend to offer? What size(s)? What price(s)? What nutritional snacks do you intend to offer? Please list all proposed items and unit prices. In addition, we will assess each proposal in regard to environmental sustainability and packaging that is recyclable.

C. Concession Experience/Business References

Please list at least three (3) references that will support, document or verify your performance in providing concession services and/or operating a business. Include name, business name, address, phone number, fax number and nature of your relationship. (former employer, supervisor, etc.)

D. Remuneration for the City

What percentage of gross revenue will be paid to the City? Or, would you propose a flat rate?

VII. Proposal

Proposals should be prepared simply, providing straight forward concise descriptions of bidder's capabilities to satisfy the requirements of the request. All proposals must include the following:

A. Legal name of organization, firm, individual of those submitting the RFP.

Include address of principal place of business; phone numbers; primary person to contact.

B. Business experience:

How long has this organization been in business? Description of business. Number of employees.

C. Concessions proposal:

- a. In your proposal, please address the following:
 - i. What Park(s) are you submitting this proposal for?
 - ii. Please give us an example of menus and/or services you wish to provide.
 - iii. Please give us an example of prices of the above items.
 - iv. Please describe your food safety procedures.
 - v. Please describe your business in terms of efforts toward environmental sustainability.
 - vi. If your business is for recreational user services, please provide a description of your services, types and estimated number of users, and benefits your service will provide to the community).
 - vii. What type, if any, temporary site improvements will you need to do?

D. CLIENT REFERENCES. (PLEASE PROVIDE THREE.)

Provide information about three similar clients for whom you currently provide off site catering services or recreational user services.

E. BUSINESS OR FINANCIAL REFERENCES.

Please provide three financial or business references. These could include financial institutions, suppliers, insurance companies, clients, etc. Please do not use the same references for both Client References and Business References.

F. COMPENSATION.

1. Please present detailed information on the firm's proposed fee schedule for specifications proposed and any variation for non-routine services, inclusive of Washington State sales tax and any other applicable governmental charges.
2. Please provide a statement outlining how contractor will document and report revenues and expenditures.
3. Please detail the percentage of gross revenue to be paid to the City; this should be a minimum of 10%.
4. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to classification.