



**REQUEST FOR PROPOSAL
Boise Creek Park Concessions**

I Purpose of Request

The City of Enumclaw (City) is requesting proposals to provide food concessions (Concessionaire) on a competitive level at Boise Creek Park for 2017 season. Upon selection, the City and Concessionaire shall enter into a Concessionaire Agreement (Agreement) expiring December 31, 2017. The City may extend the Agreement on a year to year basis for a total of not more than five years as specified in the Agreement. The City's requirements for consideration are outlined in the following Request for Proposal (RFP).

II Time Schedule

The City will follow the following timetable, which should result in selection of a concessionaire by February 28, 2017.

<i>Issue RFP</i>	<i>January 30, 2017</i>
<i>Tour of Concession Booth (1:00pm)</i>	<i>February 13, 2017</i>
<i>Deadline for Submittal of Proposal</i>	<i>February 22, 2017</i>
<i>Preliminary Selection of Concessionaire</i>	<i>February 27, 2017</i>
<i>Notify Chosen Firm</i>	<i>February 28, 2017</i>

Candidates are invited to ask questions in advance of submitting a proposal to Michelle Larson, Director, Enumclaw Parks, Recreation and Cultural Services at (360) 802-0235.

III RFP Submittal

- A. All proposals should be delivered to:
Michelle Larson, Director
City of Enumclaw Parks, Recreation and Cultural Services
1309 Myrtle Ave.
Enumclaw, WA 98022
(360)802-0235

- B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: **ARFP-Boise Creek Park Concessions.** No faxed or telephone proposals will be accepted. All proposals must be received by:
3pm Wednesday, February 22, 2017.
- C. Proposals should be prepared in a simple straight-forward manor with concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content.
- D. Submit "Attachment A," completed Proposal Form, and all accompanying documentation. Use additional sheets as necessary.

IV Selection Criteria

The ultimate objective of this RFP is to provide consistent and dependable services with a reasonable percentage paid to the City of Enumclaw Parks, Recreation and Cultural Services. Accordingly, a successful proposal will be determined by the City after evaluation of the following RFP elements:

- A. Price and Quality of Products 25%
- B. Quality of Service 25%
 - a. Ability to provide concessions for all scheduled games and tournaments during the season
- C. Experience/References 25%
- D. Ability to meet the requirements of the Agreement 25%
 - i. Insurance, licenses, permits, and monthly compensation.

Total Criteria Weight 100%

V. Terms and Conditions

- A. The City reserves the right to reject any and all proposals with or without cause.
- B. The City reserves the right to request clarification of information submitted and to request additional information regarding any or all proposals.
- C. The City reserves the right to award any Agreement to the next most qualified

concessionaire if the successful Concessionaire does not execute a contract or any terms of the contract within thirty (30) days after the award of the proposal.

- D. Proposals may be withdrawn, up until the date and time set for opening. (3pm February 22, 2017) RFP not so timely withdrawn, shall constitute an irrevocable offer for a period of thirty (30) days.
- E. The Agreement shall be in a form supplied or approved by the City and shall reflect the specifications in this RFP. A copy of the Agreement is available for review.
- F. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

VI Scope of Services

The Concessionaire shall provide services of the highest quality and dependability, as more specifically set forth in the attached proposed contract, during the days and hours listed below:

Boise Creek Park
1330 SE 469th St.
Enumclaw, WA 98022

April 1 to September 31, of each season identified in the Agreement. Dates and hours of operation are negotiable with the understanding that the City desires maximum availability of concessions to include weekday evenings (league play) and weekends (tournament play) if more than 2 fields are scheduled.

VII Lease Requirements

- A. Lease - The City requires a signed lease agreement and monthly compensation in the amount of \$500 per month payable on or before the 5th of each month per the terms of the Agreement. This is based on 20 or more scheduled days per month. In the event that the fields are not playable, there are less than 20 days of scheduled play, and/or play is cancelled, the rental amount shall be reduced to reflect the period of time that the Concessionaire could not financially operate. The amount of reduction shall be in proportion to the number of times there was no play. As an example, if 20 days are scheduled for a month and only 10 are played, the rent would be 50%, or \$250.00 for that month. Failure to pay rent on time will result in termination of contract and/or other damages as allowed by the Agreement.

- B. Damage and Performance Deposit – The City requires that a deposit of \$1,000 be posted with the commencement of the contract. All or a portion of the deposit shall be refunded at the expiration of the season per the terms of the Agreement.
- C. Leasehold excise tax – The City is required to collect a lease hold tax for each monthly lease payment (12.84%).
- D. Insurance – The City requires the Concessionaire to obtain General Liability Insurance of \$2 Million and name the City as “additional insured.”

VIII Publication

Enumclaw Courier - Herald

For publication:

February 1, 2017

February 8, 2017

February 15, 2017

Attachment >A=

**Proposal form
BOISE CREEK PARK CONCESSIONS RFP**

Business/Organization

Name(s)_____

Tax ID No._____

Operator Name(s):_____

Address:_____

Phone:_____ Phone:_____

E-mail:_____

Experience and Qualifications:

Describe related experience of all individuals who will be involved in the delivery of proposed concessions. Attach additional sheets as required.

Name_____

Name_____

By submittal of a proposal, you understand and agree to meet to terms and requirements of the Boise Creek Park - Concessionaire Contract, and certify as follows:

I certify that all the information provided in this proposal is true and can be verified through the references provided. I understand the risks, responsibilities and obligations associated with operating concessions and these are taken into account in this proposal.

I certify that I am able to comply with the insurance provisions of Boise Creek Park - Concessionaire Contract and to provide in a timely manner, a certificate of insurance.

I certify that I have in my possession, or am able to obtain a valid City of Enumclaw business license, as well as all other required permit or licenses required by the State of Washington, King County or any other lawful authority.

Submitted by:

Signature

Date

Name (please print)

Deadline for submittal of RFP's, 3pm, Friday, February 22, 2017
All inquiries made to:

Michelle Larson, Director
Parks, Recreation and Cultural Services
1309 Myrtle Ave.
Enumclaw, WA 98022
(360) 802-0235
mlarson@ci.enumclaw.wa.us



REQUEST FOR PROPOSALS

Concessionaire at Boise Creek Park

The City of Enumclaw is currently requesting proposals from food operators or non-profit groups who meet minimum qualifications to operate concessions at Boise Creek Park – Athletic Complex. All proposals must be submitted in the form provided by the City of Enumclaw by 3pm - February 22, 2017. To receive a copy of the complete request for proposals please contact the City of Enumclaw Parks, Recreation and Cultural Services Department at (360) 825-3594 or visit the City's website at www.cityofenumclaw.net.

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February 1, 2017
February 8, 2017
February 15, 2017