

MASON COUNTY PARKS
411 North 5th Street
Shelton, WA 98584

REQUEST FOR PROPOSAL
MCRA Park Concessions

I Purpose of Request

Mason County Parks is requesting proposals for the furnishing of all staffing and equipment necessary to provide food concessions on a competitive level at MCRA Park for the summer of 2010. The food concession contract will be issued for the summer of 2010, with a one-year option. The concession operator and the Mason County will review the concession arrangement at the conclusion of the first year to determine if the option will be exercised. The County's needs are outlined in the following Request for Proposal (RFP).

II Time Schedule

The County will adhere to the following timetable, which should result in selection of a firm:

<i>Issue RFP</i>	<i>December, 2010</i>
<i>Deadline for Submittal of Proposal</i>	<i>January 29, 2010</i>

Proposers are invited to tour the facility by contacting Mason County Parks at (360) 427-9670, ext. 669 and scheduling an appointment with John Keates.

III All proposals should be sent to:

John Keates, Parks and Trails Director
Mason County Parks and Trails Department
P.O. Box 2286
Shelton, WA 98584
(360) 427-9670, ext. 669

- All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: **RFP-MCRA Park Concessions**. All proposals must be received by January 29. Two (2) copies of the RFP must be presented. No faxed or telephone proposals will be accepted.
- Proposals should be prepared simply and economically, providing a straightforward, 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.

All proposals must include the following information.

- The names of individuals from the firm who will be working on the project and their areas of responsibility.
- A proposal of any temporary site improvements the proposer would recommend based on a one-year contract.
- A list and explanation of the equipment the proposer will be providing at the site.
- A sample menu and prices for the items listed on the menu.
- A short narrative of how the proposer intends to promote customer service and quality, including but not limited to, a list of equipment to be installed at the site and a description of employee training program.
- An explanation of routine cleaning and preventative maintenance schedules (interior and exterior) intended to assure an attractive appearance for equipment and preventative operating problems.
- Proposer to submit Attachment “A” Acknowledgment with proposal.

IV Selection Criteria

The ultimate objective of this RFP is to provide dependable services with a reasonable percentage or rental paid to the Mason County Parks Department. Accordingly, the County will select the successful proposer after evaluation of the following RFP elements:

- | | |
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| • <u>Sale Price of Products</u> | 25% |
| Competitiveness of pricing for food and beverages of the same or superior quality as those offered by competing proposers. | |
| • <u>Quality of Products and Service</u> | 20% |
| • <u>Experience/operations plan</u> | 25% |
| • <u>Compensation</u> | 30% |
| <i>Total Criteria Weight</i> | <i>100%</i> |

Each proposal will be independently evaluated on factors 1-4.

V. Terms and Conditions

- The County reserves the right to reject any and all proposals and to waive minor irregularities

in any proposal.

- The County reserves the right to request clarification of information submitted and to request additional information from any proposer.
- The County reserves the right to award any contract to the next most qualified contractor if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- Any proposal may be withdrawn, up until the date and time set for opening of the RFP's. Any RFP not so timely withdrawn, shall constitute an irrevocable offer for a period of ninety (90) days, to sell to the County the services described in the attached specification, or until one or more of the proposals have been approved by the County Commissioners, whichever occurs first.
- The contract resulting from acceptance of a RFP by the County, shall be in a form supplied or approved by the County and shall reflect the specifications in this RFP. The County reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by Mason County.
- The County shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
- Failure to submit all required items in response to this RFP shall result in rejection of any proposal not so complying.

VI Scope of Services

The proposer shall provide services of the highest quality and dependability, during the days and hours listed below:

Mason County Recreation Area – MCRA Park
East 2100 Johns Prairie Road
Shelton, WA 98584

March, 2010 through September, 2010 (dates are negotiable), hours of operation are weekday evenings (league play) and weekends (tournament play or league play).

VII Compensation

- A. Please present detailed information on the firm's proposed fee schedule for the specifications proposed and for any variation for non-routine services, inclusive of Washington State sales tax and any other applicable governmental charges. In addition, please provide a statement outlining how the concessionaire will document and report revenues and expenditures. Detail the proposed rent to be paid to Mason County (Monthly lease is preferred). Provide specifics as to definitions of routine versus non-routine tasks, what is fixed, as opposed to

Attachment A

**ACKNOWLEDGMENT OF CERTAIN CONDITIONS OF
MCRA PARK CONCESSIONS RFP**

In the event of a successful award of contract, proposer acknowledges that:

- He/She will be able to comply with the insurance provisions of MCRA Park Concessionaire Contract and to provide in a timely manner, a certificate of insurance.
- He/She will have in their possession, or will obtain prior to contract commencement, a valid business registration, as well as all other required permits or licenses required by the State of Washington, Mason County or any other lawful authority.

Proposer:

Signature

Date

Name (please print)

Company Name

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411 North 5th Street
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(360) 427-9670, ext. 669**

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The County's needs are outlined in a Request for Proposal (RFP), available upon request, beginning immediately. Deadline for submittal of RFP's, Noon, Friday, January 29, 2010. Requests for a copy of the RFP should be made to:

John Keates, Director
Mason County Parks and Trails Department
411 North 5th Street
Shelton, WA 98584
(360) 427-9670, #669
johnk@co.mason.wa.us