



**VASHON PARK DISTRICT  
REQUEST FOR PROPOSALS  
FOOD AND BEVERAGE CONCESSIONS**

The Vashon Park District (VPD) invites all qualified businesses, organizations or individuals to submit a proposal to provide food and beverage services to the public. This Request for Proposal (RFP) represents a solicitation by VPD to encourage vendors to clearly show that they are qualified to provide food and beverage service in a consistent manner. Each concessionaire must clearly identify their knowledge of mobile concession operations, food safety practices, contract relations, and demonstrate financial stability. Requirements and VPD needs are outlined in this RFP.

VPD will not respond to telephone inquiries about the RFP.

Submissions must be received at the District office by 4:00pm on Thursday, April 30, 2020.

- By Mail: Vashon Park District, P.O. Box 1608, Vashon, WA 98070
- By Delivery: Vashon Park District, 17130 Vashon Hwy SW, Vashon, WA 98070. By Email: [ewyatt@vashonparks.org](mailto:ewyatt@vashonparks.org)

Any submittal received after this specified time will be rejected. Contracts will be awarded annually.

**SUGGESTED PARK SITES OR EVENTS: Please specify which events/locations you are interested in serving. Placement is at the discretion of Vashon Park District. Not all vendors may be approved for each specific site.**

- Concerts in the Park (Thursday evenings in August) – Ober Park
- Low Tide Celebration (TBD, 11 am – 4 pm) – Point Robinson Park
- Vashon Pool Special Events (water and power available)
- Point Robinson Park (no utilities)
- Agren (water and power available)
- VES Fields (water and power available)



## PROPOSAL CONTENT

Interested concessionaires shall provide the following information in their proposals. It shall be organized in the order listed below to facilitate fair and equal evaluation of the responses:

A. OWNERSHIP AND MANAGEMENT: Please name the business owner and the manager of the operation to include contact address, email, and phone number. Proposal must be signed by an official who is legally authorized to bind the organization to the proposal.

B. PRODUCTS/SERVICES TO BE OFFERED: What product(s) do you intend to offer? What price(s)? What nutritional snacks do you intend to offer?

C. EQUIPMENT: Describe your mobile unit, providing details about refrigeration and cooking capacities. Also describe set up and peripheral requirements. Include details regarding trash handling and recycling.

D. SCHEDULE: Please provide a realistic account of how many hours per day or event you can provide service. Detail a schedule of activity, including shift and menu changes.

E. QUALIFICATIONS OF KEY PERSONNEL: Submit summarized resumes of the manager of the concession in addition to all those whom will be involved in completing the scope of services. Please include their experience in performing the required and necessary services or functions.

F. REFERENCES: Please provide three professional references that indicate your experience and ability to successfully provide concession services.

## SELECTION PROCESS

VPD will review all proposals and rank the submittals with points being assigned in increments of 5:

<b>Selection Criteria</b>	<b>Assigned Points</b>
1) Responsiveness and clarity of the proposal	5
2) Products/Services to be offered	5
3) Schedule	5



4) Staff qualifications	5
5) Feedback from references	5

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Total Possible Points: 25

VPD reserves the right to select one, several, or all qualified responses. Selection may include being invited for an interview with the District Executive Director for final selection.

Following final selection, the parties shall execute a contract based on this RFP. Project work under this proposal may not begin until the District and the selected Concessionaire(s) execute a Contract. The District reserves the right to reject all proposals and to waive any irregularities or informalities. This RFP does not commit the District to award or contract nor pay any costs incurred in the preparation and submission of proposals in the anticipation of a contract. All submissions become the property of the District and will not be returned to the applicant.

## **GENERAL CONDITIONS AND REQUIREMENTS**

- A. The selected Concessionaire(s) shall provide the District with a Form W-9, Request for Taxpayer Identification Number and Certification;
- B. The selected Concessionaire(s) must present a current copy of a valid business license and food handling permit prior to being awarded an agreement.
- C. The selected Concessionaire(s) shall provide a Certificate of Liability Insurance acceptable to the VPD naming the Vashon Park District as an additional insured prior to concessionaire providing services.
- D. The selected Concessionaire(s) will be expected to keep concessions areas clean and provide daily clean-up.
- E. The selected Concessionaire shall agree to indemnify and hold the District harmless from claims, demands, suits, causes of action and judgments arising from the Concessionaire's performance, including claims of professional malpractice or negligence.



The successful applicant shall comply with and perform the services in accordance with all applicable Federal, State, County and local laws including, without limitation, all codes, ordinances, standards and policies, as now existing or hereafter adopted or amended, including but not limited to the following:

- Federal, State, and local health, safety and licensing laws relating to the sale of concession goods;
- Requirement of any person or entity doing business on Vashon Island to obtain a vending permit; and
- Park District rules and policies

It is the responsibility of the Concessionaire 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 concessionaire and will require advance written approval from VPD.