

**REQUEST FOR PROPOSAL  
MASON COUNTY RECREATION AREA CONCESSIONS**

**Mason County Parks and Trails Department  
411 N 5<sup>th</sup> Street  
Shelton, WA 98584  
(360) 427-9670, ext. 806**

**Purpose of Request**

Mason County Parks and Trails Department is requesting proposals for the furnishing of all staffing and equipment necessary to provide food concessions on a competitive level at Mason County Recreation Area for spring/summer of 2023. The food concession contract will be issued for the spring/summer of 2023, with an option at County's sole discretion, to extend this contract for up to three additional years. The concession operator and Mason County will review the concession arrangement annually, determining if the option will be exercised.

The County's needs are outlined in a Request for Proposal (RFP), available upon request, beginning immediately. Deadline for submittal of RFP's is Noon, April 4, 2023. Requests for a copy of the RFP should be made to:

John Taylor  
Mason County Parks and Trails Department  
411 N 5<sup>th</sup> Street  
Shelton, WA 98584  
(360) 427-9670, ext. 806  
[jtaylor@masoncountywa.gov](mailto:jtaylor@masoncountywa.gov)

**MASON COUNTY PARKS**  
**411 N 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 Mason County Recreation Area for the summer of 2023. The food concession contract will be issued for the spring/summer of 2023, with an option, at the County's sole discretion, to extend this contract for up to three additional years. The concession operator and 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 being chosen in March 2014.

<i>Issue RFP</i>	<i>March 2023</i>
<i>Deadline for Submittal of Proposal</i>	<i>April 4, 2023</i>

Proposers are invited to tour the concession area by contacting Mason County Parks at (360) 427-9670, ext. 535 and scheduling an appointment with Carl Olson.

**III All proposals should be sent to:**

John Taylor, Mason County Parks and Trails  
411 N 5th Street  
Shelton, WA 98584  
(360) 427-9670, ext. 806

- All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: **RFP-MCRA Concessions**. All proposals must be received by Noon, April 4, 2023 at which time they will be opened. 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 and their areas of responsibility.
- A narrative background of proposer's ability and experience in providing concessions.
- A minimum of three (3) references indicating recent experience pertaining to concessions; references to include company name, contact person and telephone number.
- A proposal of any temporary site improvements the proposer would recommend based on a one-year contract. (Note: MCRA Park presently does not have a concession building. The park does have a concrete pad, water, and electrical service for a concessionaire. The concession operator would need to provide a self- contained trailer or portable-temporary structure for the concession operations).
- 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:

- Sale Price of Products 25%  
Competitiveness of pricing for food and beverages of the same or superior quality as those offered by competing proposers.
- Quality of Products and Service 20%

- Experience/References 25%
  - Compensation
- Total Criteria Weight*** 100%

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.
- 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  
 East 2100 East Johns Prairie Road  
 Shelton, WA 98584

March 2023 through September 2023 (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 variable, and how costs are adjusted according to that classification.
- B. In the event of a contract award, proposers shall be required to submit an itemized statement in the form specified by the County and approved by the appropriate County representative, which shall specifically set forth the services performed and the gross monthly revenue. (The term Gross Monthly Revenue shall mean the total amount charged by concessionaire, its employees, agents or licensees, for all goods and merchandise sold or services performed, whether for cash or other consideration or on credit, and regardless of collections including, but not limited to, orders taken at the concession stand, but filled elsewhere and orders taken elsewhere but filled at the concession stands.)
- C. Leasehold excise tax payment (current rate of 12.84%).

*Attachments:*                    ***Acknowledgment***  
   ***Sample Contract Available Upon Request***

**Attachment A**

**ACKNOWLEDGMENT OF CERTAIN CONDITIONS OF  
MASON COUNTY RECREATION AREA 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 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**