

**City of Edmonds Parks, Recreation & Human Services Department  
Request For Proposals (RFP)**

**CONCESSIONS IN CITY PARKS**

**Food/Beverage Concessions and/or Recreational User Services**

**I. PURPOSE OF REQUEST**

The City of Edmonds Parks, Recreation & Human Services Department (hereafter “EPRHS” or the “Department”) is seeking proposals from concession contractors (“Contractors”) to provide food, beverage and/or recreational user services at specified parks in Edmonds. By way of illustration and not limitation, a concession may be for vending food, beverages, or merchandise; providing classes or other forms of instruction, such as outdoor preschool or learn to ride a bike classes, for a fee or other valuable consideration; renting bicycles, kayaks, roller skates, or fishing equipment; or other uses which are consistent with the public’s full use and enjoyment of these parks or enhance the general atmosphere of the community. See ECC 4.04.010.

This RFP represents a solicitation by EPRHS for services. This RFP is intended to encourage proposers 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 proposer must clearly identify their knowledge of, as applicable, mobile concession operations, food safety practices, recreation user services, and contract relations, as well as demonstrate financial stability. Requirements and EPRHS needs are outlined in this RFP.

**II. RFP SUBMITTAL AND SELECTION**

Proposals (“Proposals”) may be accepted throughout the year. Please submit your proposal by U.S. Mail or hand delivery to:

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

**RFP SELECTION**

Proposals will be evaluated after receipt. 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 Proposals:

1. To be evaluated, a Proposal must completely respond to each question in Sections VI. and VII. below.
2. The Proposal 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 two (2) business days for responses.
5. Mail or deliver your signed and completed Proposal to the address listed in Section II, above.
6. All Proposals become the property of the Department.

### IV. PROPOSED SITES and INFORMATION

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

Anway Park (near ferry terminal) – *produce and flower services preferred*

Brckett's Landing North – *concessions and recreation services preferred*

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

Brckett's Landing South – *recreation user services only. Power available at the SE corner of the park.*

Marina Beach/Off Leash Dog Park – *currently, the City has an agreement in place with a kayak rental vendor and two food trucks. If not renewed for 2024, this location would be available, concessions and recreation services preferred.*

Edmonds City Park – *currently, the City has an agreement in place with a shaved ice vendor. If not renewed this year, this location would be available.*

Yost Park – *recreation user services only (currently, the City has agreements in place for operating the pool and outdoor summer camps).*

Pine Ridge Park – *recreation user services*

Civic Center Playfields – *concessions and recreation services. Power available.*

Special Events – *providing concessions for the movie nights, concerts in the park and the like preferred.*

2. **Site Visits.** All proposers 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 a Contractor-provided facility. Concession Agreements are awarded annually and may be renewed at the City's discretion. Selected Contractors will be expected to abide by all City of Edmonds Ordinances, Park rules, business licensing, and Public Health food service requirements, and will be expected to keep their concessions area clean and provide daily clean-up. EPRHS 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.
3. **Health and Safety.** Proposers are advised to determine specific Snohomish County Health Department requirements for the proposed concession site(s). It is the responsibility of the proposer 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 selected Contractor, and will require advance written approval from Edmonds Parks, Recreation and Human Services staff.
4. **Concession Agreement.** The proposer understands and agrees that EPRHS will only grant concessions by concession agreement, and not by lease. Concession Agreement(s) will only confer permission to occupy and use the premises described for concession purposes. A selected Contractor'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. EPRHS will only grant selected Contractors an individual, revocable and non-transferable privilege of use in the premises for the concession granted.
5. **Compliance with Laws.** The proposer understands and agrees that performance under a Concession Agreement requires compliance with all applicable Federal, State and local laws and ordinances, including regulations for licensing of individuals and any other standards and criteria necessary to assure quality of services.

## **V. REQUIREMENTS AND FEES DUE FROM CONTRACTORS**

If your proposal is selected, 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 a Concession Agreement.
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. Proposers 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.** Selected Contractors may be required to pay a \$400 cleaning deposit for the concession area. Contractors will be required to clean their concession area daily. No items may be left on site unless it is outlined in the Concession Agreement.

The City's 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 EPRHS for any such cleaning/disposal expense incurred by the City. Further, EPRHS may retain the Contractor's cleaning deposit to offset any such expense.

4. **Insurance.** Selected Contractors shall obtain and maintain for the duration of their Concession 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 of Edmonds 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. The Certificate of Insurance shall be filed with the City prior to the Contractor providing services.
5. **Compliance with laws/City codes.** Selected Contractors shall comply with all applicable State, Federal and City laws, ordinances, regulations, and codes, including the applicable state and federal guidelines and requirements relating to the COVID-19 pandemic (see [www.coronavirus.wa.gov](http://www.coronavirus.wa.gov) and [www.cdc.gov](http://www.cdc.gov)). Contractors shall consult this information regularly during the course of their Concession Agreement to ensure that the latest guidelines and requirements are promptly implemented.

## **VI. RFP EVALUATION AND SUBMISSION PROCESS**

Qualified Proposals will be reviewed and scored. Final recommendations will be made to the Parks, Recreation and Human Services Director regarding selection.

The following criteria will be used to evaluate Proposals:

1. **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?
2. **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 or compostable.

**3. 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, email and nature of your relationship (former employer, supervisor, etc.).

**4. Remuneration for the City.**

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

## **VII. PROPOSAL**

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

**A. LEGAL NAME OF PROPOSER (organization, firm, individual).** 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.**

In your Proposal, please address the following:

1. What Park(s) are you submitting this Proposal for?
2. Please give us an example of menus and/or services you wish to provide.
3. Please give us an example of prices of the above items.
4. Please describe your food safety procedures.
5. Please describe your business in terms of efforts toward environmental sustainability.
6. If your business is for recreational user services, please provide a description of your services, types, and estimated number of users, and the benefits your service will provide to the community.
7. What type, if any, temporary site improvements will you need to do?
8. On an aerial map, indicate location, size and impact area (customer line queue, etc.) of proposed concession.
9. List anything you request to leave in the parks unattended (City cannot guarantee security of items).

**D. CLIENT REFERENCES.**

Provide information about three (3) similar clients for whom you currently or previously provide(d) off-site catering services or recreational user services.

**E. BUSINESS OR FINANCIAL REFERENCES.**

Please provide three (3) 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 proposer'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 the proposer 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% of gross revenue.
4. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable costs, and how costs are adjusted according to classification.