



CITY OF EPHRATA

REQUEST FOR PROPOSALS

PARKS & RECREATION BEVERAGE CONTRACT

EPHRATA CITY COUNCIL

CHRIS JACOBSON, MAYOR

BRUCE REIM, MAYOR PRO-TEM
KATHLEEN ALLSTOT, BEN DAVIS, STEVE LOVITT,
TOM MIDDLETON, MARK WANKE, CHRISTINE YOUNGBERG

WES CRAGO, CITY ADMINISTRATOR

CONTACT INFORMATION:

PLEASE DIRECT ANY QUESTIONS AND ALL CORRESPONDENCE
REGARDING THIS RFP TO:

RAY TOWRY, RECREATION/TOURISM DIRECTOR
EPHRATA CITY HALL
121 ALDER STREET SW
EPHRATA, WA 98823
509-754-4426 PH
509-754-0912 FAX
RTOWRY@EPHRATA.ORG

PROPOSAL DUE DATE:

ALL PROPOSALS MUST BE *RECEIVED* AT EPHRATA CITY HALL BY
3:00 PM MARCH 30, 2006.

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SECTION ONE: INSTRUCTIONS

General Expectations

All proposals shall be legibly typed and comply in all regards with the requirements of this RFP.

All proposals must be signed in ink in the blank spaces provided herein. If a firm or partnership makes the proposal, the name and address of the firm or partnership shall be shown together with the names and addresses of the members. If a corporation makes the proposal, an authorized official must sign it in the name of said corporation.

Sealed proposals must be submitted, bearing on the outside the name and address of the proposing party, the name of the project for which the proposal is submitted and the time and date of the proposal opening. If the proposal is forwarded by mail, the proposal must be enclosed in a sealed package addressed to:

*City of Ephrata
Attn: Beverage Contract
121 Alder Street Southwest
Ephrata, WA, 98823.*

The City of Ephrata reserves the right to solicit additional information or proposal clarification from vendors, or any one vendor, should the City deem such information necessary.

The City of Ephrata reserves the right to reject any and all proposals, to waive informalities or irregularities in the proposal submission process, and to negotiate further with any proposing parties. Any disputes, or interpretations, will be resolved by the City of Ephrata and will be final.

Any material supplied by a Proposing Party that may be considered confidential, to the extent it is allowed under Public Disclosure Law, must be so marked with statutory exemption asserted.

Terms of Contract

The successful proposing party of this process will do all work; furnish all materials, tools, and equipment, to provide beverage/concessions products for the City of Ephrata. Based upon the City's review of the proposals received, the City will select its preferred proposal and proceed to contract negotiations. If negotiations are not successful with the party who submitted the preferred proposal, the City may negotiate with the next party regarding their proposal, or decide to make no selection.

Possible locations are listed in Section Four. The City reserves the right to exclude any location from any proposal if it is deemed to be not in the best interest of the City specifically, but not limited to, areas not available for public use. The City reserves the right to reject any and all proposals which are inconsistent with regards to service, experience and compliance to specifications. The City accepts no responsibility for expenses incurred in the proposal preparation and presentation. Such expense is to be borne exclusively by the proposing party.

Proposals should outline both three (3) and five (5) year proposals.

Schedule

Requests for Proposals opening will be at **3:00 pm on March 30, 2006**. All submitted packets must arrive at Ephrata City Hall prior to this time in order to be considered. Proposals must arrive in a sealed and clearly labeled enclosure.

A committee will review all validly submitted proposals March 30, 2006, and make a recommendation to the Ephrata City Council as to which proposing party to begin negotiations with.

Copies Required

Each proposal must include one (1) signed original and ten (10) copies, for a total of eleven (11), for submission.

Official Contact

Proposals are due no later than 3:00 pm on March 30, 2006. Each proposal should be sealed and addressed to:

*City of Ephrata
Attn: Beverage Contract
121 Alder Street Southwest
Ephrata, WA, 98823.*

Any questions should be directed to:

Ray Towry
Recreation/Tourism Director
Ephrata City Hall
121 Alder Street SW
Ephrata, WA 98823
509-754-4426 ph
509-754-0912 fax
rtowry@ephrata.org

SECTION TWO: SELECTION PROCESS

Selection Committee

The review and selection of valid and on-time proposals will be done by a committee consisting of a Parks and Recreation Commission Member, Recreation/P.R. Director, City Administrator and Mayor. The City Attorney may be included if specific questions of legality arise in the selection committee. The committee will make a recommendation indicating their preferred proposal to City Council who will then approve City Staff to commence contract negotiations. Upon verbal approval of the contract from the chosen party's proposal, the contract will be forwarded for City Council approval.

General Criteria

The City of Ephrata is intent on entering into a contract with a beverage/concessions supplier to obtain beverage/concessions related products and services and to receive products, cash and services. The City seeks a vendor who will maintain our excellent standards of professional service to the community. The City seeks a proposal from an individual/corporation or otherwise qualified entity that is staffed with well-trained, experienced personnel. The successful proposal will be the one found by the Committee to be most beneficial to the City of Ephrata and its residents. All beverages should be in bottles or cans. Fountain machinery with pre or post mix is not desirable. The proposing party should address all criteria as listed in Section Three (3) of this RFP.

Withdrawal

A proposal already received may be withdrawn from consideration by the City of Ephrata only if the proposing party furnishes the City with a written notice that the proposal is withdrawn prior to the time stated for the opening of the proposals.

SECTION THREE: REQUEST FOR PROPOSALS

PROPOSAL RESPONSE

Submitted By:

Contact:

Address:

Daytime Phone: ()

Fax: ()

Date:

The undersigned, through the formal submittal of this proposal response, declares that they have examined all related proposal documents and read the instruction and conditions, and hereby proposes to supply materials and services for **Beverage/Concessions** as specified, in accordance with the proposal documents herein.

The Proposing party, by their signature below, hereby represents as follows:

(a) That no Councilmember, officer, agency or employee of the City of Ephrata is personally interested directly or indirectly in this proposal or the compensation to be paid hereunder, and that no representation, statement or statements, oral or in writing, of the City, its Council, officers, agents, or employees had induced them to enter into this proposal and the papers made a part hereof by its terms;

(b) That this proposal is made without connection with any person, firm or corporation submitting a proposal for the same service, and is in all respects, fair and without collusion or fraud.

The names of the principal officers of the organization submitting this proposal, or of the partnership, or of all persons interested in this proposal as principals are as follows:

Name

Title

Name

Title

Name

Title

(IF SOLE PROPRIETOR OR PARTNERSHIP)

In witness hereto, the undersigned has set his (its) hand this ___ day of _____, 20__.

Name of Firm

Authorized Signature of Proposing Party

(IF CORPORATION)

In witness whereof the undersigned corporation has caused this instrument to be executed by its duly authorized officers this __ day of _____, 20__.

Name of Corporation

By

Title

Please answer the following questions regarding your organization and proposal. Please be as specific as possible.

1. Credentials:

- a. In one page or less, describe and explain your organization.
- b. Please list three (3) references and their contact information, that you have similar contracts with or have served and include dates of service. Additionally, please ensure that of those, two (2) references are from government, public or nonprofit organizations. The City of Ephrata reserves the right to contact any and all references listed as well as any other entities that your organization does business with.

2. Guaranteed Cash Support: Please list the amount of Guaranteed Cash Support that your organization is willing to pledge. Please specify the amount for each year and note any increases/decreases.

3. Donations/Contributions: Please list any and all donations your organization is willing to pledge, list their cash value, specify if the donation/contribution is repetitive in nature and for which years of the contract.

4. Co-op Funding of Equipment: Please describe any equipment your organization is willing to co-operatively fund with the City (logo cups, logo umbrellas, etc.)

5. Marketing/Advertising Support: Please indicate the amount and nature of marketing/advertising support your organization is willing to provide to aid in increasing product sales and volume (radio, print, banners, etc.)

6. Vending Machines/Equipment Use and Placement: Please indicate the number of vending machines and equipment your proposal would require the City/City Staff to utilize, the type, locations and the expected cost to the City. Include which parks and how many in each park.

7. Promotional Product: How much product would your organization be willing to donate for use of events conducted by the City of Ephrata each year? These events include the Beezley Burn Mountain Bike Race, Basin Summer Sounds Kids Activities and after school programs, etc.

8. Pricing Information: Please enclose a pricing list of those items pertinent to your proposal as well as the manner in which price increases would be calculated on a yearly basis, such as utilizing a particular C.P.I.

9. Expectations the Proposing Party would have for the City of Ephrata: Please outline any and all expectations, being as specific as possible, your organization would have for the City of Ephrata should your proposal be chosen.

10. Any additional information in which the proposing party could enhance their efforts to be the successful vendor: Indicate any additional areas, offers or services that would prove to be of benefit to the City of Ephrata and enhance your proposal. This may include additional products or services your organization offers.

SECTION FOUR: CITY OF EPHRATA INFO

1. Potential Vending Sites. The City of Ephrata has several potential sites of interest for vending machines. Certain sites are not open to the public. These locations are noted. As initially noted in Section One, the City reserves the right to exclude any location from any proposal if not deemed by the City to be in the best interest of the City. Not all City owned parks and properties are listed. The proposing party may include additional locations at their discretion.

- A. Ephrata Sports Complex. 780 A Street SE. The Ephrata Sports Complex is a 14.9-acre facility that is home to several soccer fields and four softball fields. Ephrata Youth Soccer schedules several games each Saturday during two seasons: March through May and August through October. Traditionally there is also a large soccer tournament hosted each spring in April, drawing teams from throughout Eastern Washington. There are also several teams practicing each weekday during the seasons. City Adult Flag Football league on Sunday afternoons each fall. During this time, many of the participants bring their entire family to watch.
- B. Splash Zone Aquatic Center. 780 A St. SE. Three-acre family oriented seasonal Aquatic Center. This facility is programmed seven days a week, June through September, with swimming lessons, swim team, free open swim and other programming. 2006 will mark the first year that we will host mid-week concerts at the facility. Total concessions revenue for 2005 summer season was over \$24,000 with 28,000 guests utilizing the facility.
- C. Ephrata Recreation Center. 112 Basin St SW. Utilized seven days per week. Public Recreation programs for Youth through Adults are held Monday through Thursday.
 - a. Mondays: Sage Brushers painting group, Clogging (three classes), Gymnastics (three classes).
 - b. Tuesdays: Preschool Indoor Playground, Ballet (five classes), Ballroom Dancing, Lion's Club meeting 1st and 3rd weeks.
 - c. Wednesdays: American Red Cross Blood drive third week every other month, Yoga.
 - d. Thursdays: Ballet (four classes).
 - e. Fridays, Saturdays and Sundays reserved for wedding receptions, quinciniettas, fund raisers, etc. Rented approximately 45 of 52 weekends each year.
- D. Ephrata City Hall. 121 Alder St. SW. Currently one vending machine sits in the back of City Hall near the Police Department. It currently vends both snack foods and cold beverages.
- E. Ephrata Public Works Complex. 900 A St. SE. Currently houses three vending machines. Two beverage machines and one snack/food machine. Not open to the public.
- F. Ephrata Fire Department. 800 A St. SE. One pop machine currently owned and operated by the Ephrata Firefighter Volunteer Association. Not available to the public. All revenue is used to purchase additional fire equipment for the department. Location would have to be guaranteed in price as is, with revenue continuing to go to the Volunteer Association's fund.

SECTION SIX: RFP ADVERTISEMENT

Direct Mailed to:

Pepsi-Cola, Weinstein Beverage Company
Attn: Dave Fishbourne & Steve Hitzroth
920 Wenatchee Ave.
Wenatchee, WA 98807

Coca-Cola Bottling Company of Washington
Attn: Brett Pruett
6819 22nd Avenue
Moses Lake, WA 98837

Basin Vending
Attn: Steve or Janissa Boswell
4739 Rd O SW
Quincy, WA 98848

Newspaper Advertisements

Grant County Journal
Columbia Basin Herald
Wenatchee World

City of Ephrata is Seeking RFP's for a Beverage/Concessions Supplier.

The City of Ephrata is currently accepting proposals for a beverage/concessions contract. The contract is to provide product only, not to provide services. The City is seeking proposals for three (3) and five (5) years. The City of Ephrata has several parks, a Family Aquatic Center, a Recreation Center and municipal buildings such as City Hall and Public Works Complex available to be included in the proposal.

All bids submitted on time and meeting all criteria set forth in the RFP instructions will be considered. The City reserves the right to reject any and all proposals that are inconsistent with regards to service, experience and compliance to specifications. The City accepts no responsibility for expenses incurred in the proposal preparation and presentation. Such expense is to be borne exclusively by the proposing party.

Bids are due March 30, 2006, received no later than 3:00 PM at Ephrata City Hall. Interested parties can attain information from Ephrata City Hall by calling 509-754-4601 ext. 151 or emailing recreation@ephrata.org.