



INVITATION TO BID

DATE: March 15, 2022
TO: All Interested Bidders
FROM: Emil Pierson, Centralia Community Development Director
TELE/EMAIL: (360) 330-7662; epierson@cityofcentralia.com
RE: INVITATION TO BID – CONCESSIONAIRE FOR THE BORST PARK SOFTBALL COMPLEX
BID DUE: Bids must be received and dated no later than **3:00 PM, MARCH 31, 2022**

PURPOSE

The City seeks a concessionaire to operate the Borst Park Softball concession stand and/or set up their mobile food unit/Food Cart within the softball complex. If desired a mobile food unit could also be moved to the Lewis County Sports Complex (Quad) or its parking lot.

The use of a self-contained mobile food unit truck/trailer/cart:

- Mobile Food Unit - is a food and beverage service establishment that is a vehicle-mounted unit, either motorized or on a trailer, and readily movable without disassembling for transport to another location.
- Food Cart - a food cart is a food and beverage service establishment that is a non-motorized vehicle self-propelled by the operator.
- Must comply with Lewis County Health Department requirements.

BID REQUIREMENTS AND LIMITATIONS

Concession operations are a key component of the overall character of the park. The selected proposer will be required to satisfy the following conditions as a part of the concession operations:

- **Minimum Bid Amount:** The City will not accept any bids less than 3% of the net revenues up to \$500.00 per month, whichever is less. The net revenue is the gross revenue minus the cost of goods sold.
- **Facility Location:** Borst Park Softball Complex concession stand.
 - Potentially a mobile unit in the parking lot adjacent to the Quad (a.k.a. Lewis County Sports Complex). If approved by Centralia School District, the mobile unit could be in the middle of the Quad.
- **Contract Terms:** The contract terms shall be a 5-year timeframe from April 1, 2022, through December 31, 2027. With an option for one two-year extension period from 2028-2030 pending approval by the City.
- **Timeframe:** The concession stand in the Borst Park Softball Complex is usually open from April 1st to August 31st depending on games and tournaments. Concessionaire can ask for contract to be extended from March-October timeframe.
- **Hours of Operation:** Concessionaire shall not be open earlier than 7:00 am and close no later than 10:00 pm meeting CMC 10.33.

- The concession stand is required to be open during all tournaments games held at the Borst Park Softball Complex.
- The concessionaire has the option to be open for league games (Monday-Friday) at the Borst Park Softball Complex, Centralia College, and high school fastpitch games.
- **Personnel:** The operator will be responsible for hiring the necessary personnel to conduct the daily operation of the concessions.
 - The operator must comply with all Federal, State, and local laws. Including but not limited to: minimum wage, social security, nondiscrimination, ADA, unemployment compensation, and workers' compensation.
 - The City recommends that concession employees wear a uniform (matching t-shirts, hats, identification badge, etc.) for identification.
 - National background check will be required for all workers at the concession stand.
 - Washington State minimum wage rates compliance is required.
- **Equipment:** The City-owned concession stand is 12' x 20'. The City will provide sinks, counters, and storage space. The concessionaire is responsible for providing ALL equipment and appliances, to operate a successful concession stand this includes: grill, hot dog roller, sneeze guard, refrigerator, popcorn machine, snowcone machine, coffee pot, deep fryer, chest freezer, cooler, microwaves, or any other items.
- **Mobile Unit:** Concessionaire has the option of using their own truck/trailer and/or the City's concession facilities.
 - Interested Parties should include a photo of the inside and outside of their mobile concession. The condition of mobile concession shall be in very good to excellent condition. Damaged or unkempt vehicles or trailers will not be accepted.
 - Bidder must include VIN number. Successful bidder permits the City to run a criminal and motor vehicle background check. Mobile concessions shall meet all municipal, county, state, and federal laws and regulations, including but not limited to motor vehicles, health, and safety, business, and taxation.
 - The City reserves the right to reject or close the mobile unit based on the number or severity of health violations.
 - The City reserves the right to terminate the contract for any health and/or public safety code violations.
 - The successful bidder shall comply with Lewis County Health Department requirements.
 - All utilities must be included in mobile unit (100% self-contained)
- **Liability of Insurance:** Insurance is required to meet Centralia's contract requirements. The concessionaire shall maintain a policy of general liability insurance in the amount of \$1,000,000.00 each occurrence and \$2,000,000 general aggregate naming the City of Centralia as ADDITIONAL INSURED, it being understood that the concessionaire shall pay the entire premium on the said policy of insurance. Insurance is required to meet Centralia's contract requirements.
- **Property Damage Insurance:** Insurance is required to meet Centralia's contract requirements.
 - The concessionaire shall also carry damage insurance or Bond: in the sum of One Hundred Thousand Dollars (\$100,000.00) for property damage with the City of Centralia as ADDITIONAL INSURED, it being understood that the concessionaire shall pay the entire premium on the said policy of insurance.
 - Lessee shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the premises as referenced in Exhibit B attached hereto and incorporated by this reference.

- Lessee shall accept sole responsibility for insuring any Lessee's personal property located on Lessor's property during the term of this lease and hereby releases Lessor from any responsibility for such property.
- **Indemnification:** The Concession Operator shall defend, indemnify and hold harmless the City of Centralia, its officers, agents, and employees from and against all claims, liability, damages, expenses, causes of action, suits, or judgments, by or on behalf of any person, firm or corporation arising from the Concession Operator's possession, use or occupancy of the leased premises.
- **Licenses and Taxes:** The concessionaire shall obtain, maintain, and pay all permits, taxes, and license fees that shall accrue or become due under the laws of the United States or the State of Washington or Centralia Municipal Code. This includes but is not limited to health inspection and any other required permits by city, county, and state. Obtain and maintain a current health permit and food handlers permit.
- **Business License:** A 2022 City of Centralia business license is required and provided to the City.
- **Quality of Service:** the operator and staff are expected to be helpful, friendly, courteous, and clean. This responsibility reflects upon the City and how we treat park patrons and guests.
- **Quality of Merchandise:** All foods, drinks, beverages, confections, refreshments and the like, sold or kept for sale, shall be of first quality, wholesome and pure, and shall conform in all respects to the Federal, State, Lewis County, and Municipal Laws, Ordinances, and Regulations.
- **Merchandise:** T-shirts and other non-food items may be sold with the written consent of the City of Centralia.
- **Prohibited Merchandise:** Items that utilize glass containers, alcoholic beverages (sell or distribute), and sunflower seeds and/or nuts with shells are all prohibited.
- **Prices of items:** Prices of all items shall be posted in full and open view of the public. All menu items with prices shall be presented with the bid. Menu Boards with correct pricing should be hung and visible to all. There should be no "Homemade Signs" posted on windows or on the premises.
- **Signs:** Selected concessionaire shall not place any signage in the park unless approved by the City in writing. No signage is permitted in the right-of-way.
- **Food into the Borst Park sports facilities:** Please be aware the City of Centralia DOES NOT RESTRICT park patrons from bringing in outside food and beverages into the Borst Park Softball Complex/LC Sports Complex (Quad).
- **Additional Food/Beverage Vendors:** The City of Centralia will not allow any other concessionaire or organizations to sell food or beverages in the Borst Park Softball Complex without the consent of the lessee. The City does reserve the right to have other food/beverage vendors within Borst Park, examples include but are not limited to special events like the 4th of July Summerfest, or games/tournaments held by Little League, Babe Ruth, or American Legion, etc.
- **Maintenance:** Maintenance and upkeep daily of the concession stand (12' x 20') is the responsibility of the concessionaire. Maintenance of the building (structure) itself and over 50-feet of the surrounding area will be the responsibility of the City of Centralia.
- **Trash:** Concessionaire is responsible for all their trash and transporting it to the dumpsters nightly and for cleanup within 50-feet from the concession sales building/trailer/truck. Concessionaire shall be responsible for removing all such litter and shall be responsible for removing all refuse and waste generated by concessionaire's operation and placed in a City-owned refuse container.

- **Utilities:** If the concessionaire uses the existing concession stand all utilities will be paid by the City of Centralia and are not the responsibility of the bidder (water, wastewater, and electric only).
 - Concessionaire may be able to connect to city utility with a trailer/truck (which can be considered during contract discussion).
 - The concessionaire is responsible to cover all costs to connect to utilities. Natural gas or propane will not be provided by the City and all costs to connect will need to be covered by the concessionaire.
- **Parking:** The City will not provide any designated parking for staff. A mobile concessionaire will be provided a location within the Borst Softball Complex to park their unit.
- **Non-assignability:** Concession Operator shall not sublet, assign or transfer any of lessee's rights hereunder without the express written consent of the City of Centralia.
- **Park Rules and Regulations:** Concessionaire shall abide by all park rules and regulations in CMC 10.33.
- **Damage to City Facilities:** Any damage to city facilities will be replaced or repaired by the concessionaire acceptable to the City.

Award of Contract:

The award of contract will be made based on the following criteria:

- Highest TOTAL BID per the five (5)-year time frame;
- Quality of service, food, and a menu selection; and
- The provisions of these bid specifications

The selection of the Vendor is at the discretion of the City. Award of the contract will be made by the Centralia City Council.

BIDS

Bids must be received and dated no later than **3:00 PM, MARCH 31, 2022** and MUST be submitted on a completed Bid Response Form.

Bids should be clearly marked on the required Bid Response Form and mailed, emailed, or hand-delivered to:

Centralia Community Development Department
 c/o Emil Pierson, Community Development Director
 118 West Maple Street
 P.O. Box 609
 Centralia, WA 98531-0609
epierson@cityofcentralia.com

BID RESPONSE FORM.

Name:		Date:
Address:	Mobile #:	
Email:		

Respondent understands and agrees as follows:

- Total Bid Amount: (The City will not accept any bids less than 3% of the net revenues up to \$500.00 per month, whichever is less. The net revenue is the gross revenue minus the cost of goods sold.).

Monthly: \$

Yearly: \$

5-year timeframe: \$

- If selected what will you use to provide concessions (mark all that will apply):

Borst Softball Complex Stand

Mobile Food Unit/Food Cart

- Interest in setting up March – September/October?

Yes

No

- Interest in setting up also at the Lewis County Sports Complex (Quad)?

Yes

No

- I have attached a draft menu?

Yes

No

- I read and agree to meet the requirements of this bid document?

Yes

No