



*One Community Around the Lake
Parks and Recreation Department*

**Request for Proposals
Recreation and Concession for Lundeen Park**

Proposal Due Date: February 14, 2024

Background

The City of Lake Stevens is a rapidly growing community in Snohomish County situated west of the Cascade foothills. Lake Stevens has been taking bold steps to improve its parks and open spaces throughout the city and provide opportunities for quality community activities. The City would like to contract with a recreation and concession provider at the concession area at Lundeen Park. If you or an organization that you represent have an idea for a recreational rental, please submit your idea.

Location

Lundeen Park – located at 10108 Lundeen Parkway – this waterfront park has a playground, great lawn and basketball hoops. The concession area is located at the shoreline and includes two roll up doors to provide access to customers, electricity, sink with water availability, refrigerator/freezer space and heat.

Instructions to Bidders

Thank you for your interest in providing recreation and concessions in Lake Stevens. Lake Stevens is committed to providing high-quality diverse activities to our citizens and park users. Lake Stevens is leaving the type, size and offerings to the bidder to be included in their proposal.

To submit a proposal, please provide the required information to Lake Stevens City Hall no later than **12:00 pm, February 14, 2024.**

MAILING and Street ADDRESS: Lake Stevens City Hall is located at 1812 Main Street, Lake Stevens Washington 98258-0257. The City's mailing address is Post Office Box 257, Lake Stevens, WA 98258-0257. Please sign and date your proposal and include your telephone number and email address.

Proposals must be complete to be accepted. If you have any questions, please call 425-622-9431 or send email to jmeis@lakestevenswa.gov.

General Specifications

Lake Stevens Parks and Recreation is soliciting proposals from individuals or organizations interested in providing recreational rentals and/or concessions in Lundeen Park. Examples of recreational rentals include paddleboard, kayak and canoe rentals. Examples of concessions include non-alcoholic refreshments such as candy, soda, ice cream, chips and other pre-packaged items.

To arrange a visit or to request additional information for Lundeen, please call 425-622-9431 or send an email to jmeis@lakestevenswa.gov.

It is the responsibility of the Bidder to verify that the space is adequate to support their operation. No modifications or improvements will be allowed by the successful Bidder without advance written approval from City of Lake Stevens, Parks and Recreation Director.

Statement of Proposals

The submitter shall prepare a statement of proposal which identifies:

1. An identification of the size, stability, and capacity of Bidder or Bidder's organization including (1) total number of years in operation, (2) any experience in the given recreational rental to be offered.

2. A minimum of three references for Bidder.
3. Submitter shall prepare a document identifying a description of rentals and concessions to be provided under the Concession Agreement between the City of Lake Stevens and Bidder which will become Exhibit A to the agreement, including:
4. Specifically outline a proposed business plan including fees to the public for participation and payment to the City for use of space. Examples include percentage of sales or flat rate on a monthly basis.
5. Identify Submitter's ability to comply with the City's insurance requirements.
6. A proposed list of the dates and times of operations. Include any anticipated dates the rentals will not operate, such as holidays. A list of subcontractors and/or partners, if any, and their specific roles regarding the operations.

Please date your proposal, and provide your name, address, and your company or organization name.

Selection of Successful Bidder

Proposals will be reviewed for compatibility with the site, allowable uses, payment to the city and offerings to the public.

Terms of Proposed Concession Agreement if Proposal is Successful

The successful bidder will be asked to complete the attached Concession Agreement.

Cleaning

The Contractor will be required to clean the area daily, including within 50 feet of area, from impact of customers. If the area is not cleaned regularly, the City may at its option clean the area and invoice contractor or offset payment under contract to recoup its costs of cleanup or cancel additional scheduled events.

License

If your proposal is accepted, the Licensee shall obtain a City of Lake Stevens business license in accordance with the requirements of LSMC 4.04.030 prior to opening operations and maintain it for the duration of the agreement.

Insurance

Contractor is required to furnish proof of *Commercial General Liability* insurance 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 an AM Best 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 policies shall be written on an occurrence basis. City 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 Certificates of Insurance. Vendor shall provide a Certificate of Insurance with applicable Additional insured endorsements for both CGL coverage and products/completed operations with the City prior to Vendor using the Park and/or providing services. Claims-made Commercial General Liability insurance will not be accepted.

If the scope of services includes activities involving the use of automobile for transport of individuals, *Automobile Liability* insurance for ANY AUTO with a minimum limit of \$1,000,000 combined single limit is required.

All proposals submitted become the property of the City and are subject to the Public Records Act, RCW 42.56

The City of Lake Stevens reserves the right to reject all proposals, to waive any informality in proposals, and to negotiate changes in the scope of services to be provided.