



**CITY OF LA CENTER
419 E CEDAR AVE, SUITE A201
LA CENTER, WA 98629
Ph: 360-263-7665 Fax: 360-263-5700**

REQUEST FOR PROPOSALS FOR A LA CENTER CONCESSIONAIRE

The City of La Center is requesting proposals from qualified organizations/individuals for the operation, marketing and overall management of concessions during City sponsored movie and concert nights. The primary purpose of the concessions stand will be to offer community members an opportunity to purchase snacks and refreshments while supporting a local non-profit organization.

Time and Location

The concession stand will be located in Sternwheeler Park, 100 E 4th Street, La Center, WA. The dates and hours of operation will be as follows:

- **Movie Night (Brave)** July 25th, 2013 Dusk (Approx. 8:30pm – 11:00pm)
- **Concert in the Park (5 Guys Named Moe)** August 1st, 2013 6:00pm – 8:00pm
- **Movie Night (Here Comes the Boom)** Dusk (Approx. 8:30pm – 11:00pm)
- **Concert in the Park (Hit Machine)** August 22nd, 2013 6:00pm – 8:00pm
- **Movie Night (Escape from Planet Earth)** August 23rd, 2013 Dusk (Approx. 8:30pm – 11:00pm)

The Concessionaire will be responsible for selling concessions at each of the events listed above.

Concession Management Responsibilities

- The concessionaire will be responsible for maintaining the area including garbage removal and other related cleaning responsibilities.
- The concessionaire will insure that all facilities meet or exceed public health standards, and cleanliness standards established by the La Center Public Works Department as well as the Clark County Department of Health.
- The concessionaire is responsible for obtaining all permits, certificates and licenses necessary to operate a concession stand.
- The concessionaire will work with the La Center Public Works Department to address issues including times of operation, power needs and attendance when appropriate.
- The concessionaire will be responsible for all operation and management duties including but not limited to the following:
 - Setting-up and closing the concession stand.
 - Purchasing and selling concession snacks and refreshments.

- Managing volunteers.
- Enforcing guidelines.
- Health Department Regulations as they apply.

City of La Center's Responsibilities

- The City agrees to provide electricity.
- Provide access for one vehicle to transport supplies for setup and tear down of equipment.
- Removal of collected and contained garbage up to four bags per event.
- Advertise concession sales benefiting local non-profit.

Minimum Qualifications

To qualify for consideration in the awarding of this contract, the respondent must:

- Be a local 501(c)(4) non-profit organization serving the La Center community.
- Prior experience in concession sales.
- Demonstrate the necessary financial resources to operate.
- Ability to maintain appropriate level of general or professional liability insurance listing the City of La Center as an additional insured certificate holder.

Proposals

Proposals should contain as a minimum the following items:

- Describe experience in operating other concessions or related experience.
- Provide proof of 501(c)(4) non-profit status and how the organization serves the La Center community.

Selection Criteria

All proposals will be evaluated based upon qualifications, performance and level of service. Qualified organizations will be entered into a raffle drawing for final selection. It is anticipated that one vendor will be selected for the 2013 season.

Independent Contractor

The Contractor and the City agree that the Contractor is an independent contractor with respect to the services provided pursuant to this request and any subsequent agreement. Nothing in this request or subsequent agreement shall be considered to create the relationship of employer and employee between the parties hereto.

Neither Concessionaire nor any employee of Concessionaire shall be entitled to any benefits accorded City employees by virtue of the services provided under any subsequent agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to Concessionaire, or any employee of Concessionaire.

Information

Please direct inquiries, Monday – Friday, 8:00 a.m. to 5:00 p.m. to, Jeff Sarvis, Public Works Director at 360-263-7665.

Submittals

The City of La Center is an Equal Opportunity Employer. The City of La Center reserves its rights under applicable law to reject any or all proposals and to waive procedural irregularities upon determining in the City's sole opinion it is in the public's best interest to do so. Proposals will be accepted until **4 PM on June 24th, 2013**. Any proposal received after this date and time will not be reviewed.

Submit Proposals Clearly Labeled "La Center Concessionaire RFP" in a Sealed Envelope, to the Attention of: Jeff Sarvis, Public Works Director

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La Center, Washington 98629**