



## REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)

### Recreational Equipment Rental/Concession In Columbia Park

**2007**

**(Example - but not limited to:  
Bicycles, In-line Skates, Fishing Equipment, Pony Rides,  
Marine Supplies and Services, Carriage Rides)**

The City of Kennewick is seeking proposals from qualified service providers/concessionaires to provide recreational equipment rental services/concessions such as those listed above in Columbia Park, Kennewick, Washington.

Interested parties shall submit a statement of qualification and service approach no later than **October 9, 2006 by 4:00 p.m.**

The City reserves the right in it's sole and absolute discretion to reject any and all proposals, to waive any irregularities in any proposal or to accept any proposal, which will best serve the interest of the City.

The complete RFQ is attached or may be downloaded at:

[http://www.ci.kennewick.wa.us/support\\_services/biddingopportunities.asp](http://www.ci.kennewick.wa.us/support_services/biddingopportunities.asp)

It is the responsibility of interested parties to check this web listing prior to submittal due date for all addenda related to the respective RFQ opportunity. To be added to the bidders list for a current opportunity, please contact the appropriate person listed in the request. Failure to make yourself aware of changes to requirements may disqualify your RFQ from consideration.

For more information please contact:  
Maxine Whattam  
City of Kennewick Special Events Team  
(509) 585-4362  
E-mail: [Maxine-whattam@ci.kennewick.wa.us](mailto:Maxine-whattam@ci.kennewick.wa.us)

## REQUEST FOR STATEMENT OF QUALIFICATIONS

### Recreational Equipment Rental/Concession In Columbia Park For 2007

The City of Kennewick is seeking proposals from qualified service providers/concessionaires to provide equipment rental services, such as bicycle, skate, carriage rides, sports equipment rentals in Columbia Park, Kennewick, Washington. The concession/rental service will operate from April 30, 2007 to October 1, 2007.

### **SCHEDULE**

The preliminary schedule for the RFQ process is:

(Please Note - this is subject to change and modification):

September 11	RFQ issued
October 9	Deadline for submittal of proposals by 4pm
October 10-16	Review of proposals
October 23-27	Interview(s) conducted with preferred applicant(s)
October 20-Nov. 2	Initial selection of preferred applicant(s)
November 9	Presentations by preferred applicants to the Kennewick Parks and Recreation Commission
November 16	Final selection of preferred applicants, negotiate Agreement. Applicant(s) to provide all requested documents as stated in the "Business Requirements" section of the RFQ.
November 27	Finalize agreement(s) and business requirements with applicant(s).
December 4	Review of Agreement by the Army Corps of Engineers (please note - The typical review timeline is 90 days).
March 5	Finalize set up and location walk through
April 30	Concession opens
October 1	Concession to close
October 2	Removal of all items pertaining to the Concession from Columbia Park

**All submissions shall contain the following minimum information and in the order listed below.**

**1. LETTER OF INTEREST AND INTRODUCTION**

**2. CERTIFICATION OF PROPOSER-** complete and sign the form (exhibit A).

**3. EXPERIENCE:** List experience in the concession/rental service business that is being proposed. Concession/Rental Service Management: provide detailed information, including references on how the service provider manages their operation, types of equipment available for rental, cost to the user, maintenance of equipment, staffing level, and safety management.

**4. PROPOSED STAFF:** List key members of the business and years of experience, certifications and licenses held for the particular concession service being offered (for example certified kayak instructor through a governing body.)

Please Outline:

What type of background checks will be conducted before staff is hired?

What is the type and nature of training that employees receive?

**5. BUSINESS PROPOSAL:** Provide an outline of the business plan to include, but not limited to the business needs and general expectations:

• **Business Financials:**

- i. Provide an estimate of income and expenses for the first year of operation.
- ii. Provide a current statement of financial condition of the business.
- iii. State how long the business has been in operation?
- iv. Has the business or business owners been involved with any bankruptcy proceedings in the past 5 years? If "yes", please provide details.
- v. Is the business and business owner up to date on payment of taxes? Please

provide documentation.

- vi. Has the company been audited in the past two years? If yes, please explain.
- Space or area size required for concession proposed
- Location – the area of availability in Columbia Park is between the East End Boat Launch and the Edison Street Interchange (please note the area immediately adjacent to the Playground of Dreams and the Audubon Trail are **not** a locations that can be used for Recreational Equipment Rental Concessions.) (exhibit B)
- Utility requirements (water, power etc)
- Hours of Operation
- Parking
- Accessibility

Explain how you plan to accomplish the above, assuming there is not any owner provided site improvement.

**6. BUSINESS REQUIREMENTS:** Selected service providers/ concessionaires will be required to provide the City of Kennewick with the following documents:

- A Certificate of Insurance in the amount of \$1 million in commercial general liability insurance with an aggregate of \$2 million, with a policy endorsement which names the City of Kennewick and the U.S. Army Corps of Engineers as additional insured. **Please Note** - Certain services/concession types may require higher liability limits and/or additional insurance coverages which will be determined during the review period by the City's Risk Management Coordinator.
- Valid City of Kennewick Business License
- A Hold Harmless Agreement signed by the applicant and notarized (exhibit C).
- A completed Authority For Release of Information Form (exhibit D).
- A completed Washington State Patrol Request For Criminal History Information Form (exhibit E)
- A completed Agreement and Authorization Form (exhibit F)
- Concessionaire is required to comply with all Federal, State and City laws and regulations with regards to construction, licenses, or permits to do business and all other matters and provide all documentation as required.
- The Concessionaire is required to comply with standards and recommendations of the State and local health departments in all matters concerning health and sanitation, and provide documentation as required.
- Provide a minimum of three references indicating recent experience pertaining to the concession. The references must include the company or business name, contact person and telephone number.

The intent of this Request for Qualification is to gather information upon which the City shall base the selection of a service provider/concessionaire to provide recreational equipment rentals in Columbia Park, Kennewick, WA.

The Review Committee will review the submissions to develop a "short list" of service providers to be interviewed. Please refer to the Preliminary schedule.

The Review Committee shall determine which of the service provider(s) are most qualified to provide the services required based upon the criteria listed herein and demonstrated in the submissions and the interviews:

1. Total overall impression of the proposal submitted
2. Experience in the service being proposed to be offered
3. Financial condition of the business
4. Experience of the staff
5. Meets all the business requirements stated
6. References
7. Background check completion

The Review Committee reserves the right to reject any and all proposals, to waive irregularities and informalities in any proposal, to request clarification of information submitted, to request additional information from any proposer and to make the final decision as to the best proposal. No responsibility will attach to the owner or any official or employee thereof for the pre-opening of, postponing, or the failure to open a proposal not properly addressed or identified.

The City shall not be responsible for any costs incurred by the applicant in preparing, submitting or presenting its response to the RFQ.

To be considered six (6) copies of the RFQ Proposal shall be delivered in a sealed envelope, no later than **Monday, October 9, 2006 by 4:00 p.m.** to:

The City Kennewick Special Events Team

**P.O Box 6108**

Kennewick, WA 99336

Or in person at:

The City of Kennewick Special Events Team

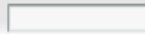
500 South Auburn

Kennewick, WA 99336

Questions should be addressed to Maxine Whattam at (509) 585-4362

Or e-mail at [maxine-whattam@ci.kennewick.wa.us](mailto:maxine-whattam@ci.kennewick.wa.us)

Listed below is a flashpaper document, a total of six pages. The arrow will navigate you to each page. The typewriter icon allows you to print.



**Exhibit A**

**CITY OF KENNEWICK  
CERTIFICATION OF PROPOSER –RFQ Recreation/Equipment Concessions 2007**

PROPOSAL SUBMITTED BY:

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (If different): \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_

I certify that I am affiliated with the above noted company or individual and authorized to enter into a contract for with the City of Kennewick for Recreational Equipment Rental/ Concession in Columbia Park as set forth in the Request for Statement of Qualifications and the attached submission in response to such request. I further certify that the proposer will be able to comply with the insurance provisions of the City, and that the proposer will obtain all necessary licenses and permits as required by the State of Washington, Benton County, the City of Kennewick or any other lawful authority.

The undersigned, an authorized representative of the firm submitting this RFQ hereby certify that the proposal submitted is a genuine and not a sham or collusive proposal, or made in the interest or on behalf of any person not therein named; and I further state that the said firm, association or corporation (hereinafter referred to as "Firm") has not directly or indirectly induced or solicited any bidder on the above work or supplies to put in a sham bid, or any other person or corporation to refrain from bidding; and that said Firm, has not in any manner sought by collusion to secure to the Firm, an advantage over other bidder or bidders.

I further certify that, except as noted below, the Firm or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years; does not have a proposed debarment pending; and has not been indicted, convicted or had a civil judgment rendered against said person or Firm, by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

Bidder further certifies that they are not on the Comptroller General's list of ineligible contractors/vendors.

Exceptions noted:

Proposer:

\_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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