



Mile Creek Park

757 Keowee Baptist Church Rd

Six Mile, SC 29682

864-868-2196

### **Request for Proposal (RFP)**

#### **Livery and Concession Services at Mile Creek County Park (RFP 2018-04)**

#### **Services Being Sought (One Year; Multi-Year Will Be Considered)**

Pickens County Parks and Recreation is seeking proposals from vendors to provide the following recreational and concession services to the public at Mile Creek Park, at 757 Keowee Baptist Church Rd. located in Six Mile, South Carolina within Pickens County.

- Kayak rentals
- Standup paddleboard rentals (SUPs)
- Minimal concession sales such as water, sports drinks, snacks, with the possibility for expanding concessions products, to be approved by Director of the Parks and Recreation Department before sales commence

#### **Why Services Are Being Sought**

Services are being sought to:

- Give patrons enhanced recreational access to Lake Keowee
- To increase revenue generated for Parks and Recreation through a rental agreement with vendor

## **Vendor Requirements**

- **Evaluation**
  - At the end of the contract term:
    - Provide the Parks and Recreation Department with a written report of operations at Mile Creek Park, including number of participants served, items sold, and level of customer satisfaction with services being provided
    - Meet with the Parks and Recreation Department Director to discuss operations at Mile Creek Park
  
- **Facilities, Equipment, Expectations**
  - Use signage to be approved by Parks and Recreation Director at the entrance of the park within 50 feet of park sign, compliant with local ordinances.
  - A trailer or shelter may be used on property, if approved by the Parks and Recreation Director.
  - Be mindful of and monitor launch area for signs of erosion and immediately report such to the Parks and Recreation Director.
  - Be solely responsible for all equipment used in providing the services previously described.
  
- **Assumption of Risk and Insurance**
  - Assume all risk in performing work and services, and be solely responsible for any and all damages arising out of injuries to persons or property.
  - Maintain, at own expense, liability insurance coverage for all operations, products use, and/or occupancy of the property, covering all aspects of personal liability, bodily injury, property damage, and death. Minimum limit of liability is \$2,000,000 per occurrence, and aggregate.
  - Provide satisfactory certificates of all insurance policies to the Pickens County Risk Manager prior to commencing any use or occupancy of the premises.
  - Provide proof of Workman's Compensation Insurance for all employees. All employees who work at Mile Creek Park must be at least 16 years of age.

### **Non-exclusivity**

Parks and Recreation cannot guarantee exclusive rights to sell concessions on the Mile Creek Park property. Director will do his/her best to have any group or vendor with permission to sell food meet with chosen vendor to provide livery services to make any dual sales be as compatible as possible. Any group/vendor wishing to set up food concessions of any type as part of an event will be directed to meet with the primary vendor (the vendor selected through this request for proposal process to provide services at Mile Creek Park) and the Parks Director within thirty (30) days in advance of event to make a formal request and proposal. Director is authorized to approve/decline such a request.

## **Qualifications of Vendor**

Provide three written references/testimonials from other organizations that have used vendor's services.

## **Requirements for Proposal Preparation**

The proposal submission will include:

- Letter of intent explaining why you would like to be awarded the contract and what you will bring as the primary vendor
- Organizational structure, indicating the qualifications to provide services
- Proposal with a complete description of services to be provided, hours of operation, staffing, time frames, costs
- Proposed rental fee per season to rent the space at the park
- Description of how an end-of-season evaluation and operations report will be provided
- Proposed term of agreement (such as one year; one-year, renewable, subject to negotiation; or multi-year)
- Three testimonial statements from previous clients using your services
- Proof of insurance, as stated above

## **Contract and Award Process and Criteria**

Proposals will be evaluated and reviewed by Pickens County based upon the criteria required in this RFP and how well the response to the criteria meet or exceed the services required.

## **Proposal Submission**

Proposals must be submitted to the County no later than August 4<sup>th</sup> 2017 at 5:00 pm. The address for the submittal is 222 McDaniel Avenue B-3 Pickens SC 29671. The proposal must be marked on the outside of the package with the proposal number (**RFP #2018-04**).