

REQUEST FOR PROPOSALS

FOR

Contractor to operate OHV Landing Kitchen

FOR

MORROW COUNTY – PUBLIC WORKS PROJECTS

MORROW COUNTY

365 W Hwy 74
P.O. Box 428
Lexington, Oregon 97839
(541) 989-9500

August 2021

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INTRODUCTION

Morrow County, hereinafter known as the County, is seeking the services of a qualified contractor to provide food preparation services for the Morrow County Off-Highway Vehicle Park Landing Lodge kitchen (approximately 33 miles southwest of Heppner, Oregon, on Highway 207) to provide service for the season. The contract is anticipated to start September 1, 2021 and end around November 15, 2021. The contract may be extended by agreement of both parties at the end of each season. The County reserves the right to amend this contract for additional time if it is in the best interest of the County.

Section 1: RFP Submittal and Closing Date

Six copies of the RFP must be received no later than 4:00 p.m. local time on Thursday, August 25, 2021 may not exceed 25 pages. Neither late nor faxed submittals will be acceptable. Contractors submitting RFPs not in compliance with Section 4 will be considered non-responsive. RFPs must be addressed to the following:

Morrow County
Attn: Sandi Pointer
P.O. Box 428
365 W Hwy 74
Lexington, OR 97839
(541) 989-9500

Section 2: Inquiries

- 2.1 Questions that arise prior to the RFP deadline shall be addressed to the following:

Morrow County
Attn: Sandi Pointer
P.O. Box 428
365 W Hwy 74
Lexington, OR 97839
(541) 989-9500

- 2.2 Contractors shall submit questions in writing to Sandi Pointer no later than TWO days prior to the submittal date. Substantive questions and answers will be provided to all RFP recipients.

Section 3: The Landing Kitchen Policy Scope of Work

Mission Statement for The Landing at Morrow/Grant County OHV Park

The purpose of The Landing is to provide a welcoming environment for the OHV Park guests. The Landing is a place where patrons may gather to relax, visit or to enjoy a meal offered with top service. This experience should enhance the visit for guests staying at the Park.

The Landing Kitchen Policy Scope of Work

- 1) The contractor is required to provide food service to the public as per the agreement. The contractor will be identified as the Park's food service provider and shall follow all food sanitation rules and regulations, including providing all necessary permits and licenses. One full hook-up (power, water, sewer) RV campsite will be provided if necessary.
- 2) At a minimum, proposals must provide a menu for four (4) days per week (must include food service on Thursday, Friday, Saturday, and Sunday) and all holidays during the season.
- 3) The contractor will be required to provide a business plan that will include hours of operation, months of operation and a menu. This plan must be mutually agreed on by the Park's manager, the Public Works Director and the contractor.
- 4) The contractor will provide proof of insurance listing The County as additional insured with a minimum of General Liability of \$1,000,000 and a Workers Compensation policy with a minimum of \$1,000,000.
- 5) The contractor will submit a monthly statement showing the gross income of the services provided through this contract. Statement must show a detailed list of all sales.
- 6) As part of this agreement and based on the above monthly statements, the contractor will pay the County 10% of the monthly gross income. Payment shall be made out to Morrow County OHV Park, paid by the 15th of the following month, and delivered to the Morrow County Public Works Department.
- 7) The County may renew this contract every year without seeking outside proposals. This will occur if both parties are satisfied with the existing conditions of the agreement. The contractor and the County will review the agreement on or before August 31st each year to aid in effective changes prior to seeking other proposals.

Other duties of the contractor include but are not limited to:

- Be knowledgeable regarding Park rules and regulations.
- Be observant and responsible for conditions or situations occurring in The Landing that would require immediate attention.
- Be aware that you are a visible representative of the County and the Park, even though you are not a County employee and are acting solely as a contractor. Contractor and employees shall be neat and clean in appearance and shall conduct themselves in a

manner which is appropriate for persons in public service. They shall also be courteous, efficient and helpful to everyone in their work and shall do the best job possible on every assignment.

- Be responsible for the cleanliness of the facility. Maintain a sanitary environment by daily cleaning of the kitchen, dining hall and restrooms, checking that dispensers are full of paper products and/or soap.

Additional Notes/Requirements:

- All social media, electronic or digital content and or advertisement used by Contractor during Contractor's performance of the work that utilizes trademarks, name or names (in particular the name "The Landing" and "The Landing Lodge") owned or associated with County shall be conducted in a good faith manner, and shall at all times represent The Landing in a professional manner. Administrative rights to any and all social media, electronic or digital content and or advertisement that utilize trademarks, name or names (in particular the name "The Landing" and "The Landing Lodge") owned or associated to County shall be provided to the Morrow County Public Works Department by Contractor. At termination of contract, all social media or digital media must be discontinued and turned over to County with all exclusive administrative rights. Social media as described in this section includes, but is not limited to, the Facebook page "The Landing Lodge."
- County has sole ownership of facility names: The Landing Lodge and The Landing. Upon termination of this contract, Contractor shall cease use of the name and terms "The Landing Lodge" and "The Landing."
- Contractor shall defend, save, hold harmless, and indemnify the State of Oregon and County, their officers, employees, agents, from and against all claims, suits, or actions, losses, damages, liabilities costs and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities of Contractor or its officers, employees, subcontractors, or agents under this Contract. All advertising will be done at Contractor's expense. All use of trademarks, name or names owned or associated to Morrow County and/or Grant County in any form of advertisement, social media and/or digital media must have written permission from County.
- Contractor shall maintain all fiscal records relating to this Contract in accordance with generally accepted accounting principles. In addition, Contractor shall maintain any other records pertinent to this Contract in such a manner as to clearly document Contractor's performance. Contractor shall retain and keep accessible all fiscal records, books, documents, papers, and writings for such a time and in such a manner as to comply with all federal, state, and local laws. Contractor acknowledges and agrees that County shall have access to sale records and documents related to calculation of the fee paid to Contractor.

Section 4: RFP Content Requirements

4.0 Contractors Capabilities/Experience/References

Outline the Contractor's capabilities and experience with regard to the requested services. The response shall address the following:

- A. Experience with similar services. Provide references.
- B. Equipment available if any.
- C. Operating hours. Minimum four (4) days per week
 - 1. Days of operation to include Thursday, Friday, Saturday, Sunday and all holidays and special events during the season.
- D. Menu: Provide a detailed menu of items to be offered
 - 1. Menu shall include service times for each selection being offered in menu

4.1 Project Team

Outline the contractor's personnel who would work with the contractor. The response shall address the following:

- A. Identify primary contact person for the duration of the contract.
 - 1. Extent of principal involvement
- B. Names of key members who will be performing the work and their responsibilities. Unless otherwise agreed, the successful respondent shall be responsible for the performance of any subcontractor. The contractor will ensure that any subcontractors abide by all terms and condition/s of the contract.
- C. Certificate of Insurance: Commercial liability insurance of a minimum of \$1,000,000 and Workers' Compensation Insurance with a minimum of \$1,000,000 will need to be presented when the contract is awarded.
- D. Must have or obtain safety and food handlers licenses that will apply to the food sanitation rules and regulations.

4.2 Method of Approach

Outline the contractor's approach to working with the Parks Manager and the Public Works Director.

- A. The response shall include primary contact for communications, scheduling and/or issues that may arise during this contract.

Section 5: Proposal Evaluation and Contractor Selection

5.1 Evaluation Process

Statements of Proposals submitted on time will be reviewed against the Pass/Fail criteria. RFPs meeting those criteria will be forwarded to an evaluation committee for scoring against the evaluation criteria (listed below) and ranking. The outcome of the evaluations may, at the County's sole discretion, result in (A) Notice to a Proposer(s) of selection for tentative contract negotiation and possible award; or (B) further steps to gather more information for further evaluation. The selection process may be canceled if the County determines it is in the public interest to do so.

5.2 Evaluation Criteria

Each proposal will be judged as a demonstration of the contractor's capabilities and understanding of the services requested. Evaluation factors and maximum points will be as follows:

Criteria	Maximum Score
A. Section 4.0: Contractor's Capabilities/Experience/References (Experiences/References, Equipment availability, Operating hours, Menu)	40
B. Section 4.1: Project Team	30
C. Section 4.2: Method of Approach	30
Total Maximum Score:	100

Section 6: General Information

- 6.1 The County may require any clarification or change it needs to understand submitted proposals.
- 6.2 The successful contractor must provide proof of Workers' Compensation Insurance covering work in Oregon. The successful contractor must also submit documents addressing insurance, non-collusion, tax law, debarment, and conflict of interest as part of the personal services contract.
- 6.3 The County reserves the right to reject any or all proposals, and is not liable for any costs the contractor incurs while preparing or presenting the proposal.
- 6.4 The County reserves the right to cancel this RFP upon a good cause finding.
- 6.5 The County may award a contract to the contractor whose proposal, in the opinion of the County, would be most advantageous to the County.
- 6.6 The selected general contractor will be required to assume responsibility for all services outlined in the RFP, whether the contractor or a subcontractor produces them.

— ADVERTISEMENT —

REQUEST FOR PROPOSALS FOR
Contractor to operate OHV Landing Kitchen

Morrow-Grant County OHV Park - Morrow County, Oregon

Morrow County, Oregon, requests proposals for a qualified Contractor to operate OHV Landing Kitchen to provide food handling and preparation services for various events and regular season. Janitorial supplies and equipment are furnished. Contractor will need food inventory and appropriate food handlers' licenses. Contractors submitting proposals shall be considered based upon the following general evaluation criteria:

1. Contractor's Capabilities/References, Equipment Availability, Operating Hours, Menu
2. Project Team
3. Method of Approach

Copies of the Request for Proposals may be obtained from Morrow County Public Works, P.O. Box 428, 365 W Hwy 74, Lexington, Oregon 97839, (541) 989-9500. Complete proposals will be accepted at the same address no later than 4:00 p.m., **Thursday August 25, 2021**. Any questions or concerns may be addressed to Sandi Pointer, spointer@co.morrow.or.us.