



CITY OF  
**West  
Linn**

**REQUEST for PROPOSALS BEER GARDEN CONCESSION OPERATION  
WEST LINN OLD TIME FAIR**

The City of West Linn, Old Time Fair is looking for interested parties to run a beer garden concession July 7-9, 2023.

**Proposals Due: 4:00 pm, Friday March 3, 2023**

Submittal details and requirements may be reviewed at no cost through the City of West Linn's website at <http://bids.westlinnoregon.gov/> If you wish to receive any future addendums for this project please login to the City's bid management website and add your information to the plan holders list. Questions may also be submitted through the website.

Electronic submittals are to be sent to Tarra Wiencken, Recreation Supervisor at [twiencken@westlinnoregon.gov](mailto:twiencken@westlinnoregon.gov) on or before 4:00 pm on March 3, 2023. No late responses, incomplete responses, hardcopy, or faxed materials will be accepted. The City reserves the right to cancel or modify this RFP at any time.

## **Section I – GENERAL**

### **A. INVITATION**

The City of West Linn, (“City”) Old Time Fair is pleased to offer an exciting opportunity for a well-qualified individual or group of individuals ("Proposer") to operate a beer garden concession (hereinafter referred to as "Concession") under a multi-year agreement beginning at the 2023 Old Time Fair, July 7-9, 2023.

This Request for Proposals ("RFP") is an invitation for qualified vendors to submit proposals to operate a beer garden concession on an exclusive basis for the days of the Fair.

The Proposer shall demonstrate the ability to perform in this type of event and clearly articulate achievable plans for operation. The Old Time Fair goals are to:

- (1) Provide the public with the best and most satisfactory service from the Concession.
- (2) Ensure a legal, safe and responsible person or group to operate within the law.
- (3) Ensure that the Old Time Fair receives adequate and appropriate compensation from the operator in return for the opportunity.

### **B. DESCRIPTION OF THE CONCESSION**

Entering the 67<sup>th</sup> year of the Old Time Fair the beer garden has been a popular gathering spot during the City’s largest annual event. The successful Proposer will be responsible for all aspects of the concession to ensure the facilities are functioning in a manner compliant with appropriate laws and regulations. The Concession will be required to sell only Wine, Cider, Malt Beverages, water and soda and 2 substantial Food Items per OLCC Regulations, those can be found at [www.oregon.gov/olcc/lic/pages/special-event-licensing.aspx](http://www.oregon.gov/olcc/lic/pages/special-event-licensing.aspx) Food Concessions must be approved by staff. The Concession is expected to be open from Friday July 7<sup>th</sup> -Sunday July 9<sup>th</sup>. Hours are Friday 5 pm-11 pm, Saturday 11 am-11 pm and Sunday from 11 am-6 pm or at the time of the last event on Sunday. In subsequent years of the agreement, the event falls on the third full weekend of July.

The City is seeking a Proposer to plan, manage, and operate the Concession according to all the terms and conditions listed in this RFP. For the privilege operating the Concession, the Proposer will pay to the City as outlined by their proposal. The Beer Garden will be a family friendly space during the day until 8pm Friday and Saturday.

### **C. CONCESSION LOCATIONS UNDER CONSIDERATION**

The concession will be located at the site of the Old Time Fair, Willamette Park, in the fenced off area designated as the Beer Garden.

#### **D. RECEIPT OF PROPOSALS**

Each Proposer shall submit one (1) electronic copy of the proposal. Proposals will be accepted until 4:00 pm, local time, Friday March 3, 2023. Proposals must be submitted as an e-mail to [twiencken@westlinnoregon.gov](mailto:twiencken@westlinnoregon.gov) with "Proposal for the Operation of a Beer Garden Concession" in the subject line. No late responses, incomplete responses, hardcopy, or faxed materials will be accepted. The City reserves the right to cancel or modify this RFP at any time.

Proposals received after the above stated date and time shall not be considered. Partial or incomplete proposals will be rejected.

#### **E. QUESTIONS CONCERNING THE RFP**

Please provide any questions by email to: [twiencken@westlinnoregon.gov](mailto:twiencken@westlinnoregon.gov) these questions will be responded to in a timely manner.

### **Section II - PROPOSAL ITEMS, REQUIRED OPERATING RESPONSIBILITIES, AND CONTRACTUAL PROVISIONS**

All proposal submittals (Attachments A through C) shall be completed and returned with your proposal including any or all supporting documentation. Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP.

Proposers shall respond to all questions as thoroughly as possible. Responses shall fully describe the Proposer's operational capabilities, the proposed services, and any other pertinent information. Any omission or deviation can be cause for the rejection of the entire proposal. Additional supporting documentation must reference the section and paragraph of the question(s) for which the answer is being provided. Provide a separate attachment wherever indicated in the proposal submittals. All attachments shall be organized chronologically, labeled clearly and submitted in a fastened format.

#### **A. PROPOSER RESPONSIBILITIES**

The following are Proposer responsibilities which will be required of the successful Proposer. Any award of contract resulting in an Agreement between the City and a Proposer will be the "exclusive" beer garden at the Old Time Fair. The City reserves the right to award a contract with one or more additional vendors to provide food and non-alcoholic beverage and/or other concession items in other areas of the Fair.

#### **Proposer Requirements:**

1. Already have or be able to obtain an OLCC liquor license and all other required licenses, permits and certificates required by the State of Oregon, Clackamas County and the City of West Linn, for the sale and distribution of alcoholic beverages for consumption in public at the Fair.
2. Have a certified Department of Public Safety and Standards and Training (DPSST) person to perform private security services and control access to the premises at any entry to the

premises or any portion of the premises where minors are prohibited, as dictated by State of Oregon.

3. Have a method for identifying adults and minors (such as wristbands, hand stamping, etc.)
4. Employ or hire for the event experienced staff trained in responsible alcohol service program that is industry approved and/or an accredited program.
5. Have a sufficient amount of staff at all times to adequately monitor patrons.
6. Provide the City with a Certificate of Insurance Naming the City as Additionally Insured for the dates of the Old Time Fair as defined below in Section C Insurance.
7. Have adequate financial resources, or the ability to obtain such resources as required;
8. Be able to comply with the fair schedules and meetings (as necessary);
9. Have a satisfactory record of performance and business experience;
10. Be otherwise qualified and eligible to receive an award.
11. The proposer at their expense shall provide and have set up on Thursday, the day before the fair opens one 40 foot by 40 foot tent with lighting, round tables to accommodate 200 with chairs for patron use.
12. Proposer, at its own expense, shall see that all garbage or refuse is collected as often as necessary and placed in cans provided by the City. Full refuse bags will be removed by Proposer and relined with bags provided by the City. Full refuse bags shall be placed in designated area to be picked up by the City.

**The City Responsibilities:**

1. The beer garden site approved for use.
2. Entertainment for Friday & Saturday evenings and Sunday afternoon on the stage for the beer garden.
3. Provide electrical power necessary to operate lights and refrigeration for beer garden.
4. General lighting for the beer garden area around the border of the area.
5. Garbage receptacles and can liners for the beer garden.
6. Assist with security as necessary to keep a safe beer garden by onsite West Linn Police.
7. Assistance with the operation of a safe and secure beer garden.

**C. CONTRACTUAL PROVISIONS**

The following are selected contractual provisions which will be required.

**1. Term:**

The term of the Concession Agreement period of performance shall be for one (1) base year beginning with the 2023 Old Time Fair with three (3) option year extensions.

Base Year – 2023 Fair - July 7-9, 2023

Option Year 1 - 2024 Fair – July 2024\*

Option Year 2 - 2025 Fair – July 2025\*

Option Year 3 - 2026 Fair – July 2026\*

\*Exact Fair dates TBD

**2. Hours of Operation:**

The Concession is expected to be open from Friday from 5 pm-11 pm, Saturday from 11 am-11 pm and Sunday from 11 am-6 pm or the conclusion of fair events.

### **3. Insurance:**

Licensee shall obtain, at Licensee's expense, and keep in effect during the term of this contract:

- a. Commercial General Liability Insurance. Commercial General Liability insurance covering Bodily Injury and Property Damage on an "occurrence" form. This coverage shall include Contractual Liability Insurance for the indemnity provided under this Agreement and the Concession Activities. Such insurance shall be primary and non-contributory. Coverage shall be a minimum of \$2,000,000 per occurrence and \$3,000,000 aggregate.
- b. Automobile Insurance. Licensee shall also obtain, at Licensee's expense, and keep in effect during the term of this contract, Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than \$2,000,000.
- c. Professional Liability Insurance. If applicable, Licensee shall obtain, at Licensee's expense, and keep in effect during the term of this contract, Professional Liability Insurance covering any damages caused by an error, omission or any negligent acts. Combined single limit per occurrence shall not be less than \$2,000,000. Annual aggregate limit shall not be less than \$2,000,000.
- d. Liquor Liability Insurance. If applicable, Licensee shall obtain, at Licensee's expense, and keep in effect during the term of this contract, Liquor Liability Insurance. Coverage shall be a minimum of \$2,000,000 per occurrence and \$3,000,000 aggregate.

## **Section III - SUBMISSION REQUIREMENTS; EVALUATION; AWARD**

### **A. SUBMITTED PROPOSALS:**

Proposal must contain all of the following:

#### **1. Cover Letter**

Proposers are to include a cover letter indicating the contact information for the entity proposing. Include at a minimum:

- a. Key names, including title and position
- b. Complete mailing addresses
- c. Telephone and fax number (including office and cell numbers as appropriate)
- d. E-mail addresses, and any other information needed by City to contact Proposer
- e. A statement that the proposing entity confirms its acknowledgement and acceptance of the terms and conditions set forth herein, without exceptions

#### **2. Proposal Items**

Proposers are to submit complete, detailed responses to all of the Proposal Items in Attachments A through C.

#### **3. Important Notices**

Late proposals will not be considered for review.

All proposals submitted in response to this RFP become the property of the City

**B. EVALUATION AND AWARD:**

The City reserves the right to request additional information to clarify a submitted proposal. Responsive proposals will be scored in each of the criteria and ranked according to scores. Furthermore, the City reserves the right to conduct such investigations as it considers appropriate with respect to the qualifications of each Proposer and any information contained in its proposal.

**Organization of Proposal:**

To expedite the evaluation of proposals, each Proposer MUST organize its proposal as described below. Proposals, which do not follow the specified format outlined below, may be deemed unresponsive and disqualified from the selection process. In addition, failure on the part of the Proposer to provide the required documentation may be cause for rejection of the proposal.

- a. Cover Letter
- b. Business information and experience questionnaire (Attachment A)
- c. Financial Offer (Attachment B)
- d. Suggested Products for Sale and Proposed Pricing (Attachment C)

**C. EVALUATION CRITERIA:**

All properly completed proposals will be reviewed by a selection committee who shall make a recommendation to the City for award of contract.

In seeking the best and highest quality of services, the following criteria shall be considered in the proposal evaluations.

- a. Qualifications and experience of the Proposer in providing concessions.
- b. Percentage of revenue or lack of expense to The Old Time Fair.
- c. Quality of products and reasonableness of pricing.

The City reserves the right to waive any or all irregularities in the RFP process; to reject any or all proposals if it deems such to not be in the best interest of the Fair and the general public; to cancel this RFP at any time for any reason without making an award if it deems such to be in the best interest of City and the general public.

**D. CONFLICT OF INTEREST:**

The City will ensure that conflict of interest guidelines are will be followed throughout selection process.

**E. REGULATIONS:**

The proposed services shall meet all current, pending and future regulatory requirements of all authorities having jurisdiction over its design, construction and operation, including the Federal, State and local laws and statutes in which the service is located.

The Proposer shall fully comply with all applicable laws, regulations, and building codes as required by law.

No contract shall be awarded to any person, firm, joint venture, or corporation that is in



**ATTACHMENT C**

SUGGESTED BEVERAGE & FOOD ITEMS 1. List below the products you envision selling at the Concession, including suggested retail price. Please include size and weight of products in ounces (For Example: 12 Ounce Coors Light Draft \$6.00)

Item Description	Retail Price
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____