

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

#6664

CATERING AND

MANAGEMENT SERVICES

FOR

SHARON MILLS COUNTY PARK

Washtenaw County, Michigan

Prepared by:

Washtenaw County
Purchasing Division
Administration Building
P.O. Box 8645
220 N. Main B-35
Ann Arbor, MI 48107

Angela O. Perry
Purchasing Manager
(734-222-6760)





WASHTENAW COUNTY FINANCE DEPARTMENT

Purchasing Division

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL #6664

January 31, 2012

Washtenaw County Purchasing Division on behalf of the Washtenaw County Parks and Recreation Commission is issuing a Sealed Request For Proposal (RFP) # 6664 for Catering and Management Services for Sharon Mills County Park.

Sealed Proposals: Contractor will deliver one (1) original (clearly marked) and **four (4)** copies to the following address, with the Pricing Page Flagged:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
P.O. Box 8645
Ann Arbor, MI 48107**

by 2:00 p.m. on Wednesday, February 22, 2012.

Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.

A MANDATORY **pre-proposal meeting** will be held on Friday February 10, 2012 at 11:00 am at **Sharon Mills County Park**, 5701 Sharon Hollow Road, Sharon Township, MI.

- Please use the attached self-addressed label or the envelope should be clearly marked "**SEALED RFP # 6664**".

Please direct purchasing and procedural questions regarding this RFP to Angela O. Perry, Purchasing Manager, at **734-222-6768** or perrya@ewashtenaw.org.

- Please direct technical questions regarding this RFP to Richard Kent, Park Planner at **734-971-6337, ext 319** or kentr@ewashtenaw.org

Thank you for your interest.

I. PROPOSAL SPECIFICATIONS

Definitions:	"County"	is Washtenaw County in Michigan.
	"Bidder"	an individual or business submitting a bid to Washtenaw County.
	"Contractor"	One who contracts to perform work or furnish materials in accordance with a contract.
	"WCPARC"	Washtenaw County Parks and Recreation Commission

Proposal Terms:

- A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Contractors qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.
- B. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award. See Appendix B "Standard Provision For Contracts", for Washtenaw County contract requirements.
- C. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. The **entire** proposal document with any amendments should be returned. To be considered, **original** proposal and **four (4) copies** must be at the County Purchasing Office on or before the date and time specified.
- D. Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.
- E. The compensation requirements stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the County Purchasing Office to the mutually agreed-to date of contract.
- F. The WCPARC reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the WCPARC's sole judgment, the best interests of Washtenaw County will be so served.

II. PROPOSAL SPECIFICATIONS

I. Facility Location

Sharon Mills County Park is located at 5701 Sharon Hollow Road, one-quarter mile south of Bethel Church Road in Sharon Township, Washtenaw County.

II. Description and Purpose

Since the original purchase in 1999, the Washtenaw County Parks and Recreation Commission has restored the 19th century Sharon Mill on the River Raisin and developed the surrounding 26 acres into Sharon Mills County Park. The park offers a museum, meeting room, and facilities for picnicking, fishing, and related park purposes. The mill consists of a Greek Revival stone and wooden structure, with a dam and hydroelectric generator built by Henry Ford. Sharon Mills is a National Register Site and is included in the Ford Heritage Trail System.

The mill has been a popular place for weddings since the 1990's. Since 2003 the Commission has made the facility open to the public for uses of this type in collaboration with a private caterer. The purpose of this RFP is to obtain proposals from caterers wishing to provide these services to the County during the 2012 – 2016 calendar years, with a possible extension of up to two more years.

The mill and site have available for use (see site plan and floor plan):

- modern electrical service and lighting
- two handicapped accessible restrooms
- 35'x24' museum room (normally closed during the evening)
- 42'x23' meeting/reception room (the main area for events with a capacity limited to 50 persons)
- 9'x10' coffee bar with sink and counter space (adjacent to meeting room)
- parking lot for 20 cars
- 25'x40' picnic pavilion with large grill
- paved patio on the south side of the mill addition
- brick terrace and pergola north of the mill
- open lawn areas (suitable for picnics and outdoor gatherings)
(see attached drawings)

III. Scope of Services

The grounds of Sharon Mills County Park are open from dawn to dusk from Memorial Day weekend to Labor Day and the mill building is open by appointment or reservation. The Commission wishes to enter into an agreement with a firm or individual, "Contractor", to manage the rental of this facility for special events like weddings, anniversaries, graduations, parties, corporate retreats, etc. The building is potentially

RFP #6664 Catering and Management Services

available most evenings and weekends from April to November. The Contractor would assume complete responsibility to publicize, schedule, stage and staff the events. The

Commission intends to grant exclusive rights to the management of the facility to a single Contractor. The Commission expects to receive a fair percentage of the rental charges paid to the Contractor by the renters to defray operating expenses (periodic maintenance, heating, electricity, etc.).

The Commission will work with the Contractor to develop specific policies and rules of operation for the facility consistent with current policies established by the Commission. The Contractor needs to understand that the facility is located in a park that is open to the public and that this function will continue when the park is open, even when an event is scheduled. WCPARC will maintain its responsibility for opening and closing of the parking lot gate and cleaning of the restrooms. The Commission is willing to place limits on the hours of operation to facilitate the special events described in this proposal. The Contractor will be allowed to post approved, promotional material for activities at the mill on the county website.

Specific Tasks

The Contractor would be responsible for providing services similar to the following (depending on the proposed uses):

1. Publicize the availability of the facility (i.e., place ads in local newspapers, list on company website, etc.).
2. Accept and respond to public enquiries regarding availability of the facility.
3. Accept reservations, deposits and payments from renters.
4. Be responsible for the opening and closing of the facility (mill and parking lot), prior to and subsequent to events.
5. Arrange additional parking for events that exceed the capacity of the existing parking lot and valet service to and from the off-site parking area to Sharon Mill.
6. Supply and setup the equipment required for the events: tables and chairs, china, silverware, glassware, etc. – whatever the function requires.
7. Provide food and beverages to be consumed at the events and equipment needed for heating and or food preparation.
8. Provide properly trained and adequate staff for events and supervise their work.
9. Cleanup after the event and remove all trash generated by the events from the site, including the pavilion and outdoor areas used by guests. Clean and restock the restrooms with paper products. Sweep and mop the floors and wash the windows in the meeting room (principal event area).
10. Return picnic tables to their original positions after an event.
11. Establish operating procedures to reduce the likelihood of damage to County property.
12. Notify the event attendees that the park will be closed to all patrons in the event of a severe weather warning.

RFP #6664 Catering and Management Services

13. Provide regular financial statements and payment to the County of agreed upon revenue share.
14. Perform any other duties that are required to ensure the safe, sanitary and legal operation of the facility in the public interest.

The vendor may elect to have some of these services (e.g., cleaning) performed by a subcontractor. If so said subcontractor must be approved by the County.

IV. Proposal Requirements

Proposals are sought from firms with recognized expertise in catering and/or event planning. Submittals should include the following:

1. Contractor's name, address, and name of primary contact person
2. Statement of qualifications and experience
3. Resumes of key personnel
4. List of client references
5. Completion of Contractor Questionnaire (Appendix A)

V. Contractor Selection

Consultants are requested to visit the site and inspect the Mill prior to submitting their proposal. A Mandatory preproposal meeting will be held at the Mill on Friday, February 10, 2012 at 11:00 am.

WCPARC staff will review the submitted proposals and will select firms to meet with, in an interview format, to discuss the project and consultant qualifications, in greater detail. Those firms selected will be scheduled for interview on Tuesday, March 7, 2012. Final selection will be made by March 12, 2012. The selected Contractor will meet with the County to negotiate a contractual agreement as soon after the final selection as is reasonable.

The proposal should be submitted by:

Wednesday, February 22, 2012 at 2:00 pm

Proposals should be submitted to:

Washtenaw County Purchasing Division
Administration Building
PO Box 8645
Ann Arbor, Michigan 48107
Angela O. Perry, Purchasing Manager
(734) 222-6760

Please provide **5 (five)** copies in total of the proposal, notating the original clearly marked and the Pricing Page Flagged.

PLEASE NOTE:

The proposal must be submitted in hard copy form. Facsimile transmissions will not be accepted.

RFP #6664 Catering and Management Services

Please direct purchasing and procedural questions regarding this RFP to Angela O. Perry, Purchasing Manager, at (734) 222-6768.

Please direct technical questions regarding this RFP to Richard Kent, Park Planner

Washtenaw County Parks and Recreation Commission
2230 Platt Road
PO Box 8645
Ann Arbor, Michigan 48107
(734) 971 6337 extension 319, or kentr@ewashtenaw.org

VI. Preliminary Timetable/Schedule

RFP issued	January 31, 2012
Pre-proposal meeting at Sharon Mills	Friday, February 10, 2012 at 11:00 am
Proposal submittal deadline	Wednesday, February 22, 2012 at 2:00 pm
Candidate interviews	Wednesday, March 7, 2012
Selection recommendation	Monday, March 12, 2012
Contract award	Tuesday, March 13, 2012
Facility available for rental	Tuesday, May 15, 2012

Appendix A

Contractor Questionnaire (must be completed)

1. Describe the experience you/your organization has in businesses related to catering and/or event planning.

2. Describe your marketing, advertising and sales promotion plans.

3. List the major equipment you own to equip the mill for functions you would manage. List the other major equipment you would hire.

4. In what other businesses are you financially interested?

5. Provide a financial statement, in accordance with generally accepted accounting procedures, for your most recent financial year demonstrating an ability to manage the mill.

RFP #6664 Catering and Management Services

6. Projected Use and Revenue (complete chart)

SAMPLE EVENT	CHARGE	CONTRACTOR SHARE	COUNTY SHARE
Weekend wedding/party			
Monday-Thursday wedding/party			
Retreat/business meeting			
Outdoor only event			
Other (specify)			
Other (specify)			

If awarded this contract by Washtenaw County the Contractor expects to:

Rent out the facility _____ times per year

Charge an average fee of \$_____ per use

Pay the County a commission of _____% of the fees collected
(range of values is acceptable, e.g., 25-35%).

We estimate that the County will receive \$_____ annually from this contract.

NOTE:

The Contractor will be required to provide an insurance certificate and sign a standard Washtenaw County Revenue Contract (Appendix B). The initial contract term will be from March 2012 until December 31, 2016. Upon mutual agreement of both parties, the contract may be extended for an additional two years.

Appendix B

STANDARD PROVISIONS FOR CONTRACTS

REVENUE CONTRACT
(NAME OF OTHER PARTY)

AGREEMENT is made this _____ day of _____, 2012, by the (NAME OF OTHER PARTY) located at (OTHER PARTY'S ADDRESS) and the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107("County").

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The COUNTY will (SPELL OUT SCOPE OF SERVICE)

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the (NAME OF OTHER PARTY) will pay the COUNTY an amount not to exceed (SPELL OUT DOLLAR AMOUNT).

ARTICLE III - TERM

This contract begins on (MONTH, DAY, YEAR) and ends on (MONTH, DAY, YEAR).

ARTICLE IV - EQUAL EMPLOYMENT OPPORTUNITY

The County will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The County will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The County agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the County, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE V - EQUAL ACCESS

The County shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE VI - ASSIGNS AND SUCCESSORS

This contract is binding on the **(NAME OF OTHER PARTY)** and the County, their successors and assigns. Neither the County nor the **(NAME OF OTHER PARTY)** will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE VII - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE VIII - CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the **(NAME OF OTHER PARTY)** and the County, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE IX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE X - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ARTICLE XI – ELECTRONIC SIGNATURES

All parties to this contract agree that either electronic or handwritten signatures are acceptable to execute this agreement.

ATTESTED TO:

WASHTENAW COUNTY

By: _____
Lawrence Kestenbaum (DATE)
County Clerk/Register

By: _____
Robert L. Tetens (DATE)
Director, Parks & Recreation

APPROVED AS TO FORM BY:

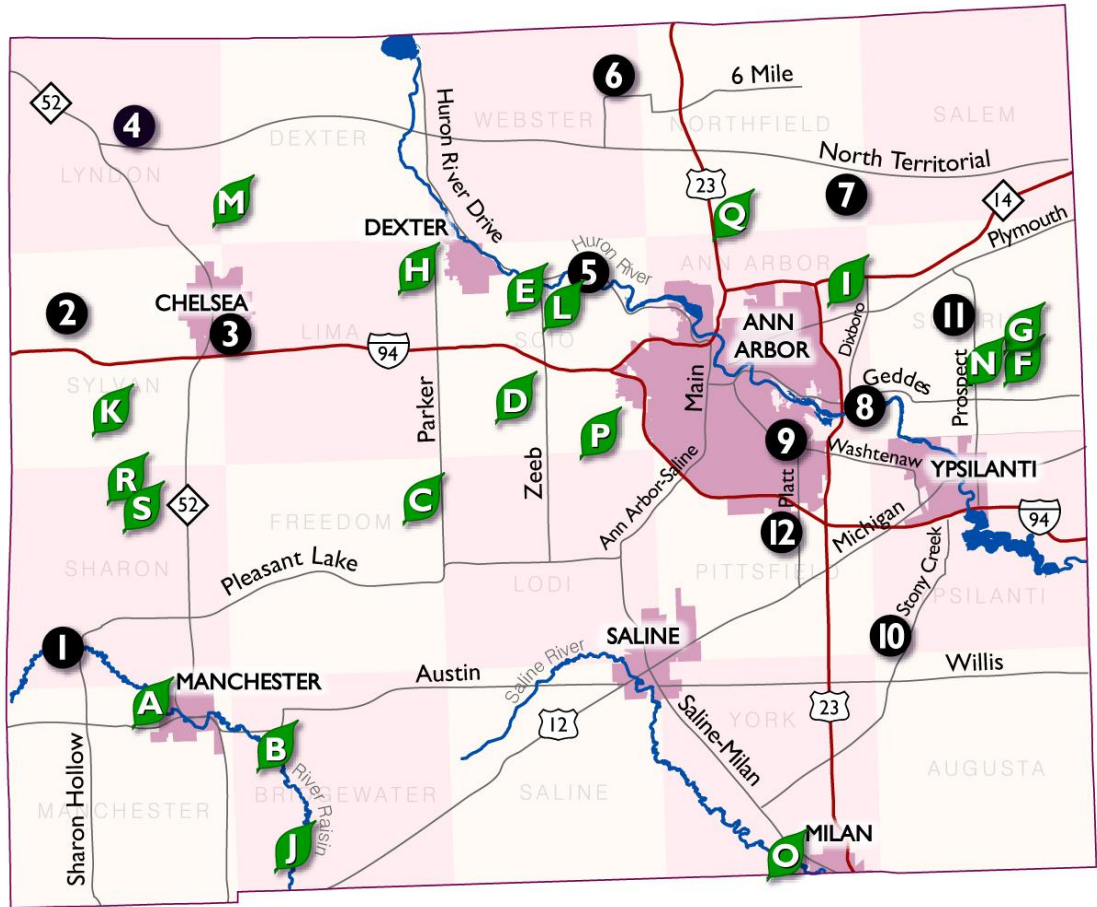
CONTRACTOR

By: _____
Curtis N. Hedger (DATE)
Office of Corporation Counsel

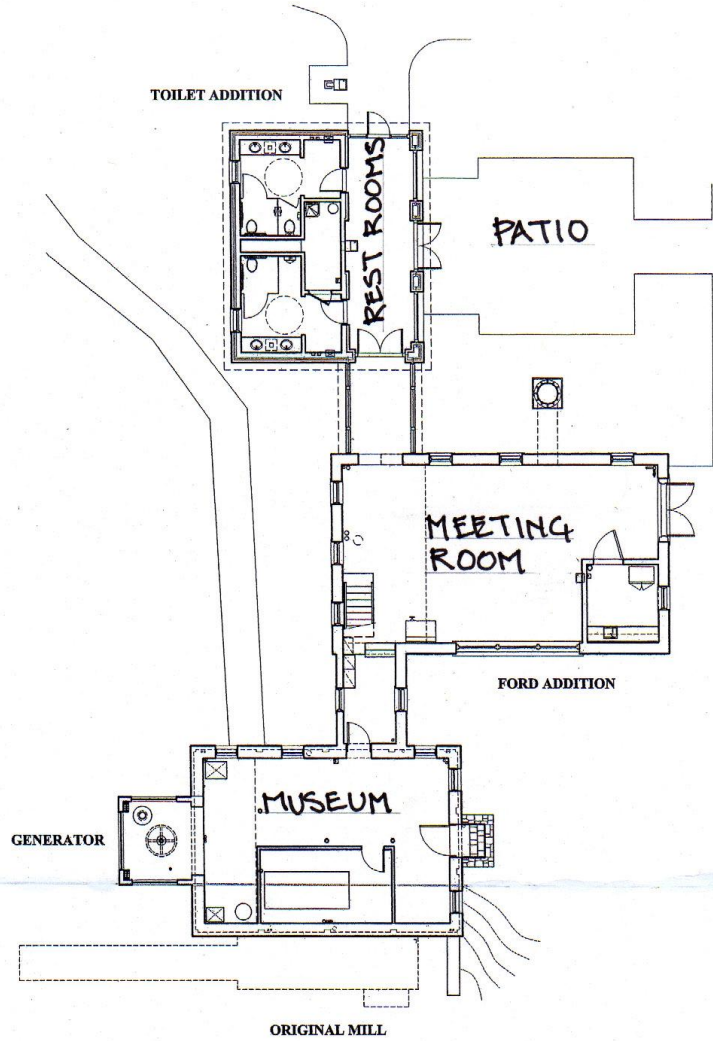
By: _____
Contractor (DATE)

LOCATION MAP

SHARON MILLS COUNTY PARK is **Number 1** (lower left) on the map below:



SHARON MILLS
HISTORIC MILL BUILDING
Washtenaw County Parks and Recreation Commission



LOWER LEVEL PLAN



Sharon Mills North Elevation



Sharon Mills South Elevation