

Request for Qualifications

Concession Services

Desert Canyon Golf Course Concession

Proposal Due: September 19, 2024, by 3 P.M. local time

August 28, 2024

Dear Respondent:

The City of Mountain Home, Idaho, is seeking proposals for qualified business enterprises for a vendor to lease and operate a restaurant/snack bar with full bar concession located in the Desert Canyon Golf Course Clubhouse at 1880 East 8th North, Mountain Home, Idaho.

This City-owned Golf Course has a snack bar/restaurant with a full bar area, which features a full kitchen, a dining area adjacent to the bar that seats up to approximately 53, a covered patio for outdoor dining seating approximately 53, and an additional separate indoor dining area seating up to approximately 48, with a large-screen TV. In season, the Golf Course is open to the public seven days a week. Minimum hours will be required and set by the City Council.

This RFQ provides basic guidelines for the respondent; however, those interested should feel free to use creative approaches and suggest ways of making this venture successful for the City of Mountain Home, the public, and the operator.

Statements of Qualifications (SOQ) must be submitted electronically prior to 3 p.m. local time on September 19, 2024, at this email address: bids@mountain-home.us. Submittals will be evaluated based on qualifications as specified in this Request for Qualifications (RFQ). A selection committee will evaluate each of the submittals and may choose to conduct interviews with one or more of the candidates.

The City of Mountain Home reserves the right to reject any and all submittals, to waive any irregularities in the submittals received, and to accept the submittal that is in the best interest of the agency and the public. The issuance of this RFQ and the receipt and evaluation of submittals does not obligate The City of Mountain Home to award a contract. The City of Mountain Home will pay no costs incurred by Respondents in responding to this RFQ. The City of Mountain Home, in its discretion, may cancel this process at any time prior to the execution of a contract without liability.

The City of Mountain Home appreciates your interest in meeting the needs of the agency and the citizens of Mountain Home.

Tiffany Belt
City Clerk

INSTRUCTION TO RESPONDENTS

1.1 Submittal Information

Please follow these instructions for submitting an SOQ.

SUBMITTAL DEADLINE is 3:00 p.m. local time, September 19, 2024

SOQ must be submitted electronically by email to: bids@mountain-home.us

Please include this subject line in the email:

“RFQ SUBMITTAL: CONCESSION SERVICES – Desert Canyon Golf Course ”

All required submittal documents must be signed and dated and must be submitted by email either in one PDF or a separate PDF of each required document. Late or incomplete submittals will not be accepted; The City of Mountain Home takes no responsibility for submittals received after the submittal deadline or incomplete in any way. Respondent assumes full responsibility for the timely submission of all documents via email.

1.2 Minimum Requirements

Certain minimum requirements have been established to qualify business enterprises for consideration for the contract described in this Request for Proposal (RFP):

Business enterprises must be professionally and legally organized to operate in the State of Idaho and hold all pertinent health licenses and certificates required in Idaho. If the business operation is newly formed, the concessionaire must have access to professional accounting and business operation advisory services. Though not required, it is preferred that one or more years of experience provide the basis for sound operation.

After the operator is selected, the City reserves the right, in its sole discretion, to negotiate a contract with the vendor.

PROJECT INFORMATION

2.0 Background

Desert Canyon Golf Course is a single-branch operation that obtains operational funding from the City of Mountain Home’s property tax base and has a legal service area population of nearly 16,000. The facility is located within walking distance from residential areas and is close to Exit 95 off of Interstate 84, approximately situated between Boise and Twin Falls, near the junction to the Ketchum/Sun Valley area.

2.1 Scope

The scope of services consists of operating the Restaurant/Snack Bar and a full Bar.

2.2 Concept

The City has provided a finished snack bar/restaurant with a full bar area, which features a full kitchen, bar area, and dining areas equipped with countertops, refrigerators and freezers, stove, grill with hood and fryers, utensils, dishes, glasses, sink/plumbing, electrical outlets, and other equipment, and inventory pertinent to the preparation, serving and cleanup of the concession. The concession space lies within the Desert Canyon Golf Course Clubhouse and has tables and chairs. Golf Course customers will also have access to the furnished covered patio. Customers have direct access to the concession from East 8th North Street and from the parking area through the outdoor patio.

Our vision is to provide a community gathering place, a forum for golfers and non-golfers, and a venue that supports and promotes golf at the Desert Canyon Golf Course for the City of Mountain Home. Through booking, the vendor may make the dining area and patio available for after-hours events such as banquets, class reunions, or other social gatherings.

Public restrooms located in the Clubhouse facility will be available to restaurant customers, and cleaning and stocking will be the vendor's responsibility.

The Pro-Shop, also located within the Clubhouse, will be separate and run by another independent City of Mountain Home contractor. The Pro-Shop may be opened or closed and secured at a time before the opening or closing hours of the balance of the Clubhouse, which includes the restaurant. The vendor will be responsible for ensuring the security of the Clubhouse at the time of closing the restaurant, including ensuring the alarm system is set and operational.

The City desires a comfortable, inviting atmosphere that reflects the general ambiance and inherent quality of the Desert Canyon Golf Course. The food and beverage items served will be left up to the discretion of the vendor.

2.3 Development Requirements

The City will provide the following:

- Restaurant/Snack Bar with full Bar area and interior and exterior seating;
- Finished walls, ceiling, and floor covering;
- Hot and cold domestic water service connections;
- Basic sewer service (no grease trap);
- Public restroom facilities;

- Utilities (explained in the attached draft concession agreement);
- Equipment and inventory pertinent to the preparation, servicing, and cleanup of the concession;
- Handicapped accessibility;

The Vendor will provide the following:

- Equipment for concession operations not already provided and any specialized storage shelving as necessary;
- Menu boards, signage, advertising/promotional materials with design/fabrication/printing approved by the City's administration;
- Onsite supervisor;
- Adequate staffing to maintain service during stated hours of operation;
- Adequate concession inventory, paper supplies, maintenance & janitorial supplies, retail sales materials, etc.

2.4 Insurance

The City will carry building insurance. The vendor will carry liability insurance with the City named as additional insured. The vendor will also carry business personal property insurance covering any of their equipment/ inventory and workers' compensation insurance as required by law. The City will not be responsible for theft, damage, or loss of personal property.

2.5 Licensing

The vendor will be responsible for securing, maintaining in full force, and displaying, when applicable, all licenses required by the City of Mountain Home, the State of Idaho, and/or other applicable authorities to operate this concession. The vendor will also be responsible for the total cost and renewal of such licenses during the course of the lease.

Because this is a Golf Course, the State of Idaho has granted it a liquor license. The vendor is responsible for the payment and renewal of the State Liquor License yearly, as well as the payment and renewal of the County and City Licenses. The vendor is also responsible for following any laws pertaining to the storage, serving, and consumption of alcohol and training their employees on such laws.

If the vendor terminates the contract with the City, the liquor license remains the city's property, and the vendor will transfer it back into the city's name.

2.6 Maintenance:

The vendor is responsible for keeping the area, including the restrooms, neat, clean, and orderly. All concession equipment is to be kept in good repair and cleaned routinely. The vendor is also responsible for regularly bussing both the indoor and outdoor seating areas and immediately cleaning up spills and messes in those areas. The vendor will ensure that refuse receptacles do not become overfilled during public hours and is responsible for removing all concession trash to the dumpster daily. The vendor will sweep and/or mop the public areas nightly and will also clean all interior and patio tabletops, pick up trash, and maintain the patio area in season; the vendor is responsible for maintenance of the concession not covered by the City maintenance plan. The vendor will have access to the outdoor storage areas for paper, cleaning, or other supplies. The vendor will not allow boxes, cartons, barrels, or other similar items to remain in view in public areas.

2.7 Employee Standards:

The vendor will employ an on-site supervisor for all hours of operation. Service should be timely, attentive, and friendly. Food and beverage orders should be taken promptly and in a courteous manner. The vendor is to recruit, train, supervise, and direct the optimum number of employees to match the work requirements of the concession. Each employee is required to be clean and well-groomed; be professional, courteous, and friendly to the public; satisfy all health code requirements; pass background screening before employment at the concession to ensure the safety of golf course patrons and staff; and meet or exceed general standards required of a City employee. Concession employees will be required to wear appropriate identification during their shift hours.

2.8 Menu and Pricing:

The vendor should be willing to experiment with various menu items to determine what works best in this venue. The vendor should charge reasonable prices for all food and beverages.

2.9 Food Quality:

The vendor will make efforts to ensure that only the highest quality food is sold in the Golf Course concession.

2.10 Deliveries:

Deliveries are to be made and accepted by the on-site manager or designated employees before 9:00 a.m. through the shipping and receiving area on the side of the building adjacent to the parking area. There is no raised loading dock. Deliveries need to be carried or hand-trucked into the building through the staff areas and directly into the concession area. Golf Course staff will not accept concession deliveries or assume any responsibility for products left unattended.

3.0 Basic Requirements of the Proposal

The successful respondent will address all the issues outlined below:

- Describe background and experience;
- List proposed menu items (include a sample menu layout) and recommended prices;
- Describe the off-premises food preparation process (i.e., will preprocessed food items be purchased from another vendor, prepared in another facility, how will items be transported to the concession, etc.);
- Show recommended staffing schedule for one month;
- Explain standards for maintaining a quality-run operation (i.e., indicate quality and freshness standards of food products);
- Provide contact information for two business references;
- Explain, in narrative form, what qualities are possessed to enable the establishment of a successful operation that complements its unique setting in the Desert Canyon Golf Course;

Please include any photos or sample menus from other food service operations, as well as any other information that will assist the City in determining your ability and suitability to provide this service.

Upon selection, the Vendor must supply all of the items listed below:

- Describe your employee selection process;
- Provide a financial plan for the operation, including the source of funding to be used for start-up;
- State the lease arrangement that you propose to the City;
- Provide contact information for at least three credit references, including at least one banking reference;

3.1 Selection Process

The City may establish a standing Concession Selection Committee to rank the responses received and determine the three best proposals. Attention will be given to the following:

- Adherence to the specifications outlined in the RFP;
- Vision of the operation;

- Recommendations;

At the City's discretion, a Selection Committee may interview the three top candidates and may make site visits, as appropriate, to other operations run by these vendors. Prospective vendors should be prepared to make a presentation outlining the business plan, the philosophy of service, and the criteria for evaluation of performance.

The Selection Committee will make a recommendation for the award of a contract to the City Council on or before November 12th. The matter will be placed on a City Council Meeting agenda on a date that is still to be determined at the City Council Chambers, City Hall, 160 South 3rd East, Mountain Home, Idaho.

4.0 Modification or Withdrawal of Submittal

A proposal may be modified or withdrawn by the Respondent prior to the submission deadline set forth in this RFQ. After the submission deadline, the submittal shall remain in effect for a minimum of 90 days for evaluation and contracting purposes.

QUESTIONS

Direct questions to Mayor Rich Sykes

(208) 587-2104 or mayor@mountain-home.us

or

Tiffany Belt, City Clerk

(208) 587-2104 or tbelt@mountain-home.us

EXHIBITS TO THIS RFQ:

A: RFQ Submittal Cover Sheet – *Required for Submission*

B: RFQ Waiver and Release - *Required for Submission*

C: Supplemental Questionnaire for Respondents - *Required for Submission*

EXHIBIT A
RFQ: CONCESSION SERVICES – Desert Canyon Golf Course
SUBMITTAL COVER SHEET
(REQUIRED FOR SUBMISSION)

TO: City of Mountain Home
Attn: Tiffany Belt, | City Clerk
P.O. Box 10
Mountain Home, ID 83647

FROM:

Company Name: _____

Mailing Address: _____

Physical Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Company officer responsible to the City of Mountain Home for Concession services contemplated by this RFQ:

SIGNATURE: X _____

Print Name and Title: _____

License Information: State of Idaho EIN # _____

EXHIBIT B
REQUIRED WAIVER & RELEASE
(REQUIRED FOR SUBMISSION)

The undersigned has read this waiver and release and fully accepts the City of Mountain Home's discretion and non-liability as stipulated herein, and expressly for, but not limited to, the City of Mountain Home's decision to proceed with a qualification-based selection process in response to the Request for Qualifications (RFQ) to select a company to supply concession service at Desert Canyon Golf Course for the City of Mountain Home.

- A. Discretion of the City of Mountain Home: The Proposer submitting a response to this Concession services RFQ agrees that the City of Mountain Home has the right to, unless contrary to applicable state law:
 - a. Modify or suspend any and all aspects of the process seeking proposals and making any decisions concerning the Concession services RFQ;
 - b. Obtain further information from any person, entity, or group regarding the Proposer, and to ascertain the depth of the Proposer's capability and experience for supplying Concession services and in any and all other respects to meet with and consult with any Proposer or any other person, entity, or group;
 - c. Waive any formalities or defects as to form, procedure, or content with respect to the City of Mountain Home's RFQ to select a Concessionaire and any response by any Proposer thereto;
 - d. Accept or reject any sealed proposal received in response to the RFQ, including any sealed proposal submitted by the undersigned; or select any one proposal over another in accordance with the selection criteria; and
 - e. Accept or reject all or any part of any materials or statements, including, but not limited to, the nature and type of proposal.

- B. Non-Liability of the City of Mountain Home:
 - a. The undersigned agrees that the City of Mountain Home shall have no liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of the City of Mountain Home as identified above.
 - b. The undersigned, including all team members, have carefully and thoroughly reviewed the RFQ and have found it to be complete and free from ambiguities and sufficient for their intended purpose.

Proposer's Signature: **X** _____
Print Name: _____
Print Title: _____
Name of Business: _____
Date: _____

EXHIBIT C

Supplemental Questionnaire for Respondents

(REQUIRED FOR SUBMISSION)

Please complete the following questionnaire and return with the other required information and related materials.

Organizational Identification:

1. Legal name: _____
2. Operating name(s) (dba): _____
3. Address: _____
4. Telephone: _____ Mobile: _____
5. Fax: _____ 6. Federal ID: _____
6. Ownership (check one) Corporation Partnership Sole Proprietor Other
 - a. List parent company if applicable: _____
 - b. Year the business was established: _____
7. If a corporation, please answer the following: _____
 - a. List of principal shareholders and percentage of stock held: _____
8. List all officers and directors of the corporation: _____

9. If a partnership, list the general and limited partners and, if applicable, officers: _____

10. Current number of employees: Full time _____ Part time _____ Total _____

11. Name and contact info for current liability insurer: _____

12. Are you or your business currently meeting all state, federal, local, sales and payroll taxes?

___Yes ___No If no, please explain: _____

13. Are you or your business currently involved in any lawsuits?

___Yes ___No If yes, please explain: _____

Current Operations:

List names, locations, and years of consecutive operation (under your ownership) for your current café, coffee shop, restaurant, and operations:

Name	Location	Years in Operation

Provide a general breakdown of your expected capital investment for the Golf Course concession: _____
