

**REQUEST FOR PROPOSAL (RFP)**

Procurement Services website

352-343-9839

315 West Main Street, Suite 441

Tavares, Florida 32778

Post Office Box 7800



**RFP Number:** 20-0702  
**Solicitation Title:** MOBILE CONCESSIONS AT NORTH LAKE REGIONAL PARK  
**Contracting Officer:** AMY MUNDAY  
**CLOSING DATE:** 09/20/2019  
**CLOSING TIME:** 3:00 P.M. Eastern

Vendors shall complete and return all information requested in Section 10.0. Failure to submit the solicitation response by the specified time and date will result in rejection of Proposal. Failure to sign the Proposal response may be cause for rejection of the Proposal.

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**1.0 PURPOSE OF SOLICITATION**

The purpose of this Request For Proposal (RFP) is to solicit competitive sealed Proposals to select a Vendor(s) to supply **MOBILE CONCESSIONS AT NORTH LAKE REGIONAL PARK** for Lake County, Florida.

**1.1 SCOPE OF WORK**

Refer to Exhibit A – Scope of Work for full details.

**1.2 EXHIBITS**

Exhibit A – Scope of Work

Exhibit B – Insurance Requirements

Exhibit C – Review the [Lake County General Terms and Conditions page](#) dated 2/26/2019.

Exhibit D – Park Map with Grilling and Non-Grilling Areas

**1.3 ATTACHMENTS**

Attachment 1 – Bid Submittal Form

Attachment 2 – References Form

Attachment 3 – Proposed Menu with Pricing

**2.0 POINT OF CONTACT**

Inquiries concerning any portion of this solicitation should be directed to the Contracting Officer below who will be the official point of contact for this solicitation.

AMY MUNDAY, Contracting Officer, II

Telephone: 352-343-9839

Fax : 352.343.9473

E-mail: [amunday@lakecountyfl.gov](mailto:amunday@lakecountyfl.gov)

**3.0 PROPOSED SCHEDULE**

08/20/2019..... Request for Proposal Available

09/13/2019..... Last Day to Receive Written Questions

09/20/2019..... Solicitation Closing Date

**4.0 MANDATORY SITE VISIT**

Vendors must schedule a mandatory visit to view the mobile concessions areas at the site (North Lake Regional Park, 40730 Roger Giles Road, Umatilla, Florida 32784) any time the park is open to the public. Contact the Office of Parks and Trails at 352-253-4950 for a site visitation appointment. Vendors must ensure that park personnel record the visit in association with this solicitation. Any response received from a vendor not completing a site visit may be rejected.

In accordance with the American Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing a special accommodation to participate in the site visit or other meeting, or an interpreter to participate in any site visit, should contact the Contracting Officer listed in Section 2.0 for assistance, at least two (2) business days before any meeting date; if you are hearing or voice impaired, call 711 or 352-253-1840.

**5.0 QUESTIONS, EXCEPTIONS, AND ADDENDA**

Vendors should carefully examine this solicitation package including the [Lake County General Terms and Conditions page](#). All communication, inquiries, or requests for exceptions are to be

directed to the Contracting Officer listed in Section 2.0. The last day for questions or requests for exceptions is 09/13/2019. An addendum may be issued in response to any inquiry received, which changes or clarifies the terms, provisions, or requirements of the solicitation. No answers given in response to questions submitted will be binding upon this solicitation unless released in writing as an addendum to the solicitation and posted on the [Lake County Formal Bid site](#) for this solicitation. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued will prevail.

It is the Vendor's responsibility to ensure receipt of all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent the proposal from being considered for award.

Clarification of process or procedure questions may be asked at any time to the Contracting Officer.

**6.0 TERM OF CONTRACT**

The Contract will be awarded for an initial one (1) year term with the option for four (4) subsequent one (1) year renewals. Renewals are contingent upon mutual written agreement.

The Contract will commence upon the date of the purchase order or related Notice to Proceed and remain in effect until completion of the expressed and implied warranty periods.

**7.0 METHOD OF PAYMENT**

The Contractor agrees to provide the County a daily rate fee of \$15.00 per concession via check made payable to the Lake County Board of County Commissioners, Office of Parks and Trails, P.O. Box 7800, 315 W. Main Street, Tavares, Florida 32778 for each activity at which the Contractor provides the required services with the date of event noted on the check. The date of the payment must be the day prior to the park event(s). Failure to submit payment in the prescribed manner will delay access to the park.

Payments will be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes. The County will remit full payment on all undisputed invoices within forty-five (45) days from receipt by the appropriate County using department. The County will pay interest not to exceed one percent (1%) per month on all undisputed invoices not paid within thirty (30) days after the due date.

**8.0 METHOD OF AWARD**

Each Proposal submittal will be evaluated for conformance as responsive and responsible using the following criteria:

- A. Proper submittal of ALL documentation as required by this Solicitation. (Responsive)
- B. Proposals will be evaluated based upon the greatest benefits to Lake County and the following criteria listed in order of descending importance: (Responsible)
  - 1. Experience and background of the vendor in the services to be provided;
  - 2. Proposed plans to accomplish task;
  - 3. Past Performance. In order to evaluate past performance, all Vendors are required to submit a list of three (3) verifiable references / relevant projects completed within

the last three (3) years that are the same or similar in magnitude to this RFP. The County may be listed as a reference. Use Attachment 2 – References Form;

4. Proposed costs for menu items; and
5. Financial Stability: A Dun and Bradstreet report may be used by the County to evaluate Vendor’s financial stability. All Vendors shall be prepared to supply a financial statement upon request, preferably a certified audit of the last available fiscal year.

Awards will be made to the most responsive, responsible, Vendor whose Proposal represents the best overall value to the County when considering all evaluation factors.

The County reserves the right to make awards to one or more Vendors and to reject any and all offers or waive any minor irregularity or technicality in Proposals received.

Proposals received before the date and time listed will be opened, recorded, and accepted for consideration. Vendors’ names will be read aloud and recorded. Proposals will be available for inspection during normal business hours in the Office of Procurement Services thirty (30) calendar days after the solicitation due date or after recommendation of award, whichever occurs first.

**9.0 DELIVERY OF PROPOSAL**

DO NOT RESPOND TO THIS SOLICITATION ON-LINE. All Proposals must be sealed and clearly marked with SOLICITATION: **20-0702, MOBILE CONCESSIONS AT NORTH LAKE REGIONAL PARK**, and firm name.

Proposals must be received by the Lake County Office of Procurement Services, Room 441, Fourth Floor, 315 W. Main Street, Tavares, FL 32778-7800, no later than 3:00 P.M., Eastern time on **09/20/2019**. Proposals received after this time, regardless of circumstance, will not be considered.

A response will not be accepted if received in the Office of Procurement Services after the official due date and time regardless of when or how it was received by the Lake County Clerk of Court Mail Receiving Center. Allow enough time for transportation and inspection.

All Proposals must be sealed and delivered to (faxes/e-mails will not be accepted):

Hand Delivery:

LAKE COUNTY PROCUREMENT SERVICES  
315 W. MAIN STREET  
4TH FLOOR, ROOM 441  
TAVARES, FLORIDA 32778

Sealed Proposals delivered by a third-party carrier (U.S. Postal Service, FedEx, UPS, etc.) are opened and inspected by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site controlled facility prior to delivery to the Office of Procurement Services.

United States Postal Service (USPS). Allow additional days for transportation and inspection:

LAKE COUNTY PROCUREMENT SERVICES  
PO BOX 7800

TAVARES, FL 32778-7800

Third Party Carrier (FedEx, UPS, etc.). Allow an additional day for transportation and inspection:

LAKE COUNTY PROCUREMENT SERVICES  
MAIL RECEIVING CENTER  
313 SOUTH BLOXHAM AVENUE  
TAVARES, FL 32778

**10.0 SUBMITTAL REQUIREMENTS**

Vendors must complete and return all information requested in this RFP document.

Proposal submission indicates a binding offer to the County and agreement of the terms and conditions referenced in this Request for Proposal.

Do not make any changes to the content or format of any form without County permission. All information must be legible. The person signing the Proposal must initial any corrections made. The Proposal must be signed by an official authorized to legally bind the firm to its provisions. Include a memorandum of authority signed by an officer of the company if the signor is not listed as a corporate officer on the firm’s SunBiz registration or corporate documents.

Vendor must submit one (1) signed original and one (1) complete electronic copy (on a CD or USB flash drive) in a sealed package marked **20-0702, MOBILE CONCESSIONS AT NORTH LAKE REGIONAL PARK** and delivered to the Office of Procurement Services no later than the official solicitation due date and time. Any Proposal received after this time will not be considered and will be returned unopened. The County is not liable or responsible for any costs incurred by any Vendor in responding to this RFP including, without limitation, costs for product or service demonstrations if requested.

**10.1 PRESENTATION**

Each Proposal must be a concise, accurate, complete, and clear description of the Vendor’s solution and capabilities to satisfy this RFP.

**10.2 PROPOSAL GUIDELINES**

Proposals must be in accordance with the instructions outlined in this Section. Failure to do so may result in the County rejecting the Proposal.

Page Size and Format – The preferred format is letter sized (not including foldouts), single-spaced, with 11 point or larger text, and numbered sequentially by section.

Legible tables, charts, graphs, or figures may be used as needed and should not exceed ledger size.

Binding and Labeling – Include a cover sheet containing the RFP title, solicitation number, and the Vendor name in each Proposal copy. All Sections of the Proposal should be identified by tabs.

**10.3 PROPOSAL SECTIONS AND CONTENT**

Proposals must be organized into the following major sections.

**TAB 1 – VENDOR PROFILE**

- Statement of Interest & Understanding of Project.
- Firm Profile / Firm History.

- Program Manager: List the name, business address, telephone number and e-mail address of the program manager for the project. Provide a resume of the individual's background and skills in managing similar projects.
- Include copies of any required licenses or permits.

**TAB 2 – FORMS**

- Complete Attachment 1 – Bid Submittal Form.
- Completed Addenda issued subsequent to the release of this solicitation must be signed and returned with the firm's Proposal. Failure to return signed addenda may be cause for Proposal to be considered non-responsive.
- Provide a completed W-9.
- Provide a Florida Department of State, Division of Corporations, Sunbiz report of the firm available from the [Sunbiz homepage](#).
- Complete Attachment 2 – Reference Form submitting at least three (3) verifiable references where the proposed solution of similar magnitude has been completed within the last three (3) years. The County may be listed as a reference.
- Proof of Insurability. Provide either an Acord form reflecting required insurance coverage or documentation from the firm's insurance agency stating insurability at the required insurance coverage.

**TAB 3 – PROPOSED SOLUTION**

- Provide a concise description of the approach and process to successfully complete the work to be performed including any specific staffing or equipment resources.

**TAB 4 – SUBCONTRACTORS / JOINT VENTURES**

- Provide a list of proposed subcontractors or joint venture arrangements that may be used on the project. Provide the same information required in the Pricing Proposal for each sub-vendor or joint venture participant.

**TAB 5 – COMPLETED PRICING SECTION**

- Complete Attachment 3 – Proposed Menu
- Provide supporting documentation for proposed pricing.

**TAB 6 – FINANCIAL STABILITY**

- Provide a financial stability statement indicating the firm has the necessary resources (human and financial) to provide the services at the level required by the County. The County reserves the right to request a financial statement, a certified audit, or a third party prepared financial statement. The County reserves the right to use a third-party company to verify financial information provided. Provide similar information for a subcontractor or joint venture arrangement.

**TAB 7 – LITIGATION**

- Provide information on the nature and outcome of litigation and proceedings for the previous three (3) years where the firm has been involved in any matter related to professional activities.

**10.4 PRESENTATIONS/ POST-DISCUSSIONS AFTER PROPOSAL RESPONSE**

- A. The County, at its sole discretion, may ask for an oral presentation or demonstration without charge to the County. The County reserves the right to require the Vendor to demonstrate to the satisfaction of the County that the Firm has the fiscal and technical ability to furnish the requirements of the RFP. The demonstration must satisfy the County and the County will be the sole judge of compliance.
- B. The County may commence contract negotiations in accordance with the method of award specified. The County reserves the right to conduct discussions with Vendors having a realistic possibility of contract award to include requests for additional information and requests for “best and final” offers.
- C. Vendors must not assume they will be asked to make a presentation or asked for a “best and final” offer and must include all pertinent and required information in their original Proposal.

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