Re-Issued Request for Proposal

Food/Beverage Vendor
Lakeside Golf Course

2024 Golf Season

Summary & Background

West Bountiful City (City) is pleased to offer the exciting opportunity to operate concession services at Lakeside Golf Course (Course) to a qualified food service vendor (Vendor).

Lakeside Golf Course is located one mile west of I-15 and two miles east of Legacy Parkway in southern Davis County, just twenty minutes from Salt Lake International Airport and fifteen minutes from downtown Salt Lake City. Golfers played an estimated 55,000 rounds during the 2023 season and the Course featured almost weekly tournaments, events and a vibrant daily League play. The Course's concessions are the only available food services in the area west of I-15. While the course is open year-round (weather permitting), the primary golf season runs March-November

A successful Vendor will enhance the golfer's experience at the Course by tailoring their services to a golfer's schedule and consistently providing quality food and beverages at reasonable prices.

Description of Services

The Course's food/beverage concession is a stand-alone operation that is an integral part of the Course. Located inside the clubhouse/pro-shop, the café area includes a cooking area, ordering counter, 1,200 sq. ft. dining area, and 800 sq. ft. covered patio that looks out over Utah's premier driving range (see Exhibit A for a site layout and Exhibit B for a list of equipment available from the City, including a beverage cart).

The Vendor will be expected to provide some level of food/beverage services 7 days a week during the golf season to patrons and the general public. These services should include breakfast, lunch, dinner, snacks, coffee, beer and other beverage services, including beverage cart services on the course itself. Catering services are required.

Proposals

Food service vendors ready for a successful business opportunity at Lakeside Golf Course are requested to submit a proposal to the City with the following elements.

1. *Business Plan* – Please provide the following:
    a. A brief description of your creative ideas to provide first-rate concessions. What will draw patrons to your services? What will keep them coming back? What will be your specialty?

b. A staffing plan. How will staffing be covered during golf course operating hours? How will you maintain services if your employees become unavailable due to illness, holidays, etc.?
c. A proposed menu with prices for all items and services.
d. A plan for maintaining the golf course speed of play while providing services.
e. A statement regarding your interest and ability in providing catering for large tournaments/events.
f. A beverage cart plan.
g. A detailed schedule of maintenance of both the premises and equipment. What will be maintained by the Vendor and what will be maintained by the City?
h. How will you monitor customer satisfaction? How will you take care of complaints or unsatisfied customers?

2. *Qualifications and Experience*
   a. Please tell us what experience you and your team have in providing concession services at golf courses or other similar venues. Be specific in terms of length of experience (years, seasons) and roles (owner, supervisor, cook, etc.).
   b. Please tell us about your experience and current relationships with food and beverage suppliers.
   c. Please provide a minimum of 3 references, preferably others with whom you have contracted in the last 5 years.

3. *Contract Term and Compensation*

   The City is not currently setting specific requirements for length of term or level of compensation. Please submit the most productive proposal possible in these areas. We expect your proposal to be negotiable as we reach a final agreement.

4. *Background Information*
   a. Name and address of legal entity submitting the proposal.
   b. Name and address of principal officers and all owners of proposing organization.
   c. Legal status of proposing organization (i.e., corporation, partnership, sole proprietorship).
   d. Describe the proposing organization in terms of size, longevity, areas of specialization, and any other information that the City can use to come to an opinion about the stability and fiscal strength of the organization.

Important Details

The following items are important details related to the submission of proposals and Vendor requirements.

1. *Site Visit*

   Prior to submitting a proposal, potential Vendors are encouraged schedule a site visit/walkthrough of concession area. To schedule a visit, please contact Dallas Green, Director of Golf, at 801-295-1019.

2. *Inquiries*

   Any questions or clarifications of any material within this RFP or otherwise related to the City's desire to provide food/beverage concession services at Lakeside Golf Course should be directed to the individual listed below. No other employee or elected official of West Bountiful City should be contacted.

   Dallas Green
   Director of Golf
   801-295-1019
   dgreen@wbcity.org

3. *Proposals Due*

   Proposals will be reviewed immediately, but must be submitted no later than **3:00 P.M.** on **March 6, 2024** delivered by e-mail to:

   Duane Huffman
   City Administrator
   dhuffman@wbcity.orrg

4. *Multiple Proposals*

   Vendors may submit multiple proposals, but each one must be submitted separately and clearly labeled (e.g., Proposal #1, Proposal #2, etc).

5. *Vendor Requirements*

   a. Proprietary information: Any restrictions on the use of information contained within a proposal must be clearly stated in the proposal itself. The City shall incur no liability due to release of information from proposer labeled "proprietary" or "confidential" by the City pursuant to a court order. Separate proposer documentation submitted in support of proposals will be treated as proprietary and confidential, if properly labeled as such.

   b. Insurance: Upon selection, a Vendor will be required to carry insurance in a form acceptable to the City, including (a) general liability insurance with combined single limits of not less than $1,000,000 per occurrence and in the aggregate, with the City being named as an additional insured; and (b) workers' compensation insurance.

   c. Compliance with Laws: At the Vendor's cost, the Vendor will be required to comply with all federal, state, county and municipal laws, ordinances or regulations that are applicable to the area of operation. Specifically, the Vendor and employees will conform to Health Department regulations regarding Food Handler Permits,

and with licensing for alcohol (Beer License), and City business license requirements, together with all other Public Health and Safety requirements.

6. *RFP Process Details*
   a. The City currently intends to have a Vendor contract awarded and in place as soon as possible.
   b. Issuance of this RFP in no way constitutes a commitment by West Bountiful City to award a contract. If it is deemed in the best interest of the City to do so, West Bountiful City reserves the right to reject any or all proposals and to waive any informalities and minor irregularities in proposals received or to accept any portion of a proposal or all items proposed, or to reject any and all proposals received in response to this RFP, or to cancel the RFP.
   c. All material submitted regarding and in response to this RFP becomes the property of West Bountiful City and will only be returned to the proposer at the City's option. Any person may review responses after final selection has been made. West Bountiful City has the right to use any or all ideas presented in reply to this request, subject to limitations outlined above in "Proprietary Information." Disqualification of a proposer does not eliminate this right.
   d. West Bountiful City is not liable for any costs incurred by proposers prior to issuance of an agreement, contract or purchase order. Costs of developing the proposals, oral presentations or any other such expenses incurred by the proposer in responding to the RFP are entirely the responsibility of the proposer and shall not be reimbursed in any manner by West Bountiful City.
   e. Any contract awarded will be to that proposer whose proposal, conforming to the RFP, will be the most advantageous to West Bountiful City, all other factors considered. The City reserves the right to negotiate with the proposer selected in the evaluation process for this RFP to acquire the level of service that best meets its needs.

Exhibit A: Site Layout

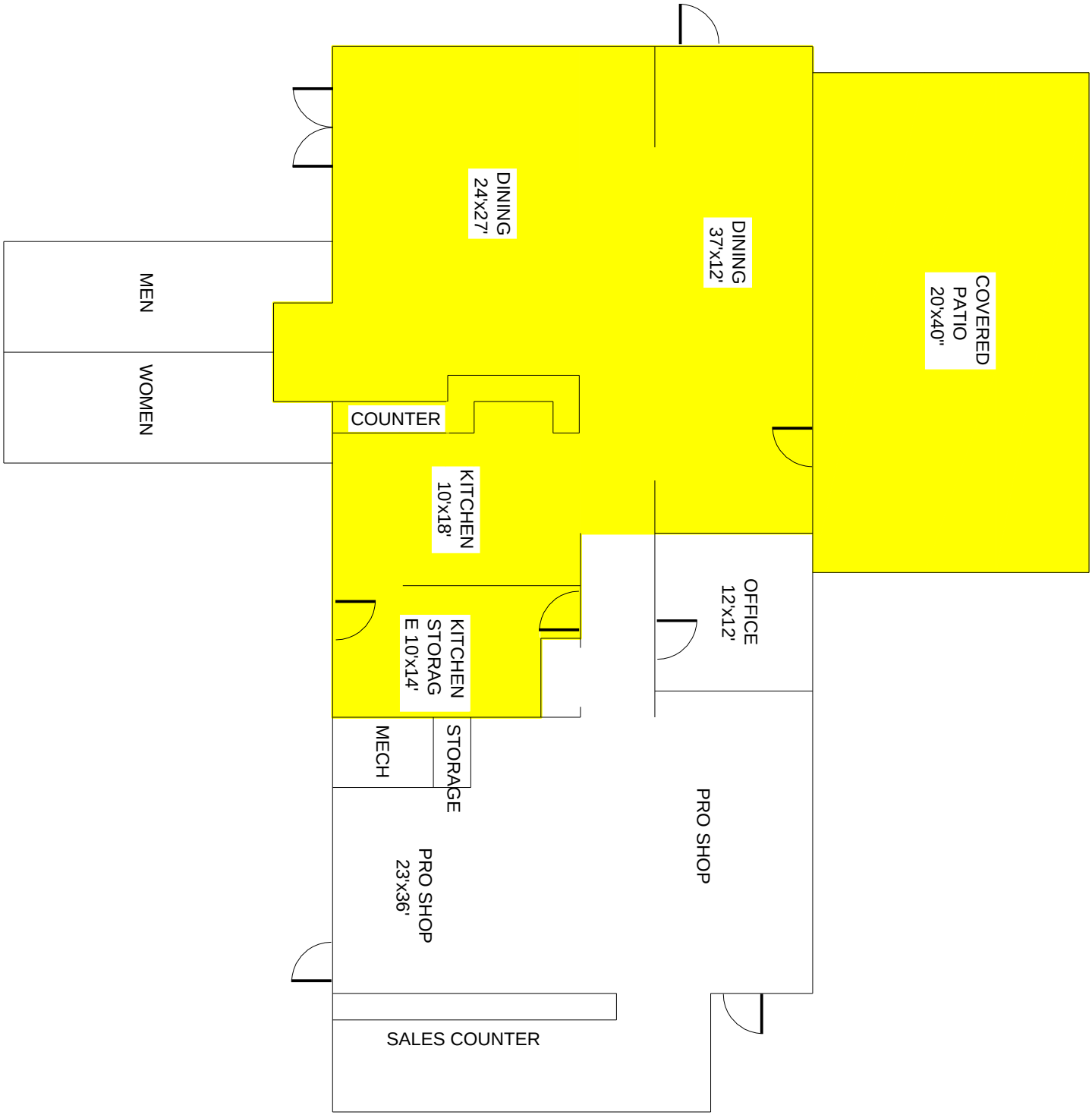


Exhibit B: Equipment List

Item	Manufacturer
Stove Top / Oven	Avantco
Reach In Refrigerator	Artic Aire
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Prep Table Refrigerator	Everest
Reach In Freezer	MaxxCold
Chest Freezer	Avantco
Deep Fryer	Anets
Grill	Champion
Hood/Vent	Ansul System
Microwave	Farberware
Cash Register	Sharp
6 Round Tables, Inside	
11 Small Tables, Inside	
52 Chairs, Inside	
4 Tables, Patio	
36 Chairs, Patio	
Drink Golf Cart	