

LINN COUNTY PARKS & RECREATION
3010 FERRY STREET SW, ALBANY, OREGON, 97321
TELEPHONE: (541) 967-3917 FAX: (541) 924-6915



Opportunity

Linn County Parks invites organizations, agencies, non-profit groups, for-profit groups, and other interested parties to submit proposals to provide food/beverages and/or equipment rentals for select Parks facilities within the Linn County Parks System. The County is seeking vendors that best demonstrate the ability to provide innovative, affordable, safe, and reliable services to the parks visitors. The annual cost for a concessions operating permit is \$250. The fee must be paid prior to receiving the operating permit. Applicants are encouraged to offer recreation equipment rentals and food and beverage services that would be complementary to the existing use of the parks, their facilities, and events. The parks locations to offer concession opportunities are:

Lewis Creek County Park

Edgewater Park (on Foster Reservoir near marina)

Sunnyside County Park

Waterloo County Park

(All applicants are encouraged to visit desired locations prior to submitting a proposal.)

Overview

Linn County Parks wishes to establish multiple non-exclusive one (1) year contracts, with an option of an additional one year renewal, with qualified vendors to provide, operate, and manage food/beverages and/or equipment rentals concession operations at one or more parks within select Linn County Parks.

It is the intent of Linn County Parks that the successful applicant will have the responsibility to provide concession services based on a mutually agreed upon schedule of operations, identifying peak days and times that serves the interest of both parks visitors and concessionaires. At any time, the County retains sole discretion to allow special event organizers to bring additional vendors to meet the needs of these limited special events.

By responding to this request for proposal (RFP), vendor agrees to abide by the Contract for Services (hereafter referred to as "Contract") bearing Resolution and Order Number 2024-068 (see Exhibit A). Vendor will operate the awarded permit in accordance with the terms and conditions outlined in the Contract. Applicant may suggest Contract amendments, but the County, in its sole discretion, may accept or reject any proposed amendments to the Contract. If applicant wishes to amend any terms in the Contract, identify the term(s) to be amended and be specific with any proposed additions or deletions of the Contract terms. Substitute Contract forms will not be accepted and will be immediately rejected as a non-conforming application. Applicants receiving a permit to operate is contingent upon approval by the County Board of Commissioners or their designee.

The successful applicant shall comply with and perform their service in accordance with all applicable Federal, State, and County laws including without limitations, all statutes, codes, ordinances, standards, and policies, as now existing or hereafter adopted or amended, including but not limited to the following:

- Federal, State, and local health, safety, and licensing laws related to the preparation of food and beverages, the rental or sales of concession goods, or any other requirement to operate as a

- business; and
- County Parks Code, County Business Licensing and Regulation Code, and County Policies

Proposals

Please prepare simple, easy to understand proposals that provide straightforward concise descriptions of the applicant's offerings and capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.

At a minimum, proposals shall include a statement to the effect that you and your employees will abide by all County Parks Codes, Rules, Policies, and the terms of the Contract for Services (Exhibit A), a signature line to be signed by the applicant with authority to submit a proposal (which includes their printed name and title of applicant), and the services provided and proposed hours of operations.

Please send three (3) hardcopy proposals on 8 1/2" x 11' paper to:
Linn County Parks & Recreation Department
Stacey Whaley
RE: Parks Concessions Proposal
3010 Ferry St. SW
Albany, OR 97322

All proposals must include the following

- Organization name, address, telephone number, and email address.
- Name and telephone of contact person.
- A list of the principal(s) with their respective experience and background as it pertains to concession operations.
- Proposed food, drink and/or any other products to be sold or rented at concessions. **Alcohol and tobacco sales are prohibited.**
- Provide a statement of what specifically qualifies you to perform concession operations.
- List of vendor supplied equipment.
- Proposed flat rate annual fee for the permit.
- Three professional references, including names, addresses, and phone numbers.

Proposals will not be accepted after May 1, 2025 or after all permits are issued, whichever occurs first. Proposals will be evaluated as they come in, on a first-come-first-serve basis and are open to mutual negotiation and modification. All proposals become the property of the County and are subject to public disclosure laws.

In the event you are awarded a permit to operate concessions within the Linn County Parks System, you will be invoiced \$250 for the annual permit. You may not sell, transfer, or give the concession rights to anyone else without written approval of County Parks Director. The applicant awarded a permit and their employees are the only authorized individuals to operate concessions within Linn County Parks System. Permit holders are required to submit all names of employees to the Linn County Parks Department that will operate authorized concessions.

All questions and comments may be directed to:
Stacey Whaley
swhaley@co.linn.or.us
(541)967-3917