



REVISED REQUEST FOR PROPOSALS
CONFERENCE AND EVENTS CENTER MANAGEMENT
AGREEMENT



REQUEST FOR PROPOSAL FOR KITSAP CONFERENCE CENTER MANAGEMENT

Proposals marked "RFP-Kitsap Conference Center Operations Management" must be received by:

5:00 PM on Monday July 1st, 2019:

Attn: Melinda Monroe
Finance Department
City of Bremerton
345 6th Street, Suite 100
Bremerton, WA 98337

Any proposals received after the scheduled closing time for receipt will be rejected.

The point of contact for this project is Melinda Monroe at Melinda.monroe@ci.bremerton.wa.us or (360) 473-5306. Clarifying questions are encouraged. The RFP is posted on the City website at www.BremertonWA.gov and hard copies can be obtained from the City of Bremerton, Finance Office.

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1. INTRODUCTION

The City of Bremerton invites the submittal of written proposals from qualified firms interested in providing Conference and Event Center Management at the Kitsap Conference Center, 100 Washington Avenue, Bremerton, WA 98337. Firms with the highest scoring proposal submissions will be invited to submit for a formal interview. The purpose of this proposal is to select a qualified manager of the Kitsap Conference and Events Center. The Manager will be responsible for the Operations and management services for the conference and event centers. Responsibilities include sales and marketing of the facilities to conduct conferences, special events, catering and banquet services within the premises and extension premises, and management of the day-to-day operations of the center.

1.1 BACKGROUND

The City of Bremerton owns and operates the Kitsap Conference Center Harborside in Bremerton. The Kitsap Conference Center was one of the early projects intended to spur development in Bremerton. Based on the extent of development completed and underway since the construction of the Kitsap Conference Center, it seems reasonable to conclude that Bremerton is succeeding in accomplishing its goal of revitalizing downtown. The Kitsap Conference Center was constructed in cooperation with several governmental agencies including through an interlocal agreement with the Kitsap Public Facilities District and Kitsap County which issued bonds used in the construction of the facility. The Conference Center consists of 15,000 square feet of floor space, 7,500 of banquet space and 150 associated parking spaces. In 2015 service was expanded to include the third-floor meeting facilities for larger conferences, and the Fountain room in the Harborside Fountain Park. Since 2016 Columbia Hospitality has provided management for the expanded facility and stemming expenses and increasing revenues. The City is seeking proposals that include the following items and vendors are encouraged to propose other solutions for the City's consideration that meet the project

2. OBJECTIVES & SCOPE OF WORK

2.1 The objective of this Request for Proposals (RFP) is to contract for management services to maintain the outstanding customer service and operations at the Kitsap Conference Center at Bremerton Harborside.

2.2 The City's expectations for the operations management of the Kitsap Conference Center include, but are not limited to the inclusive of the follow business practices and operational capabilities:

- 1) Customer Service Systems and Sales Team
- 2) Marketing Plan
- 3) Scheduling
- 4) Concessions/Banquet service for food and beverage
- 5) Sign Management
- 6) Facilities management including janitorial services for lavatories and all facilities areas, internal painting, FF & E management internal to the facilities

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2.3 Scope of Work

The Vendor shall provide:

- Banquet and Conference Management
- Event Planning, Catering, Trade Shows, Meetings, Weddings
- Janitorial services and supplies
- Sales and Marketing management including technology and software components
- Annual Financials
- Annual Operating Budget and include energy savings recommendations

Taxes, Revenue and Operating Expense: Revenue should include major categories including: Conference Services, Audio Visual, Food, Beverage, Room Rental, Parking, Miscellaneous. Expenses and COS should include the cost of parking, payroll, contracted services, supplies by revenue type, reserves, fees, taxes, insurance, leases, short and long-term debt service.

3. PROPOSAL RESPONSE CONTENT AND FORMAT SUBMISSION REQUIREMENTS

3.1 This section is intended to provide a summary for the qualified Vendor as to the content of the Proposal response to this RFP. The Proposal should be complete, specific and provide sufficient details to allow comparative analysis. All information requested is considered key content and should be included as part of the qualified Vendor's submitted Proposal.

3.2 Proposals shall be prepared in accordance with the following requirements:

- 1) Proposal should be limited to no more than 30 pages.
- 2) A summary of key staff and their experience and qualifications that would interface with the City for sales, implementation, and support.
- 3) Sample Marketing Plan
- 4) Sample Financial Reports
- 5) A list of three (3) references from municipal clients that are using your management services for similar purposes.
- 6) A list of municipalities and public agencies currently using your operations managements.
- 7) A timeline for transitions
- 8) Financial Capacity – Provide 3 years of Income Statements and current ratio

3.3 PRICE SCHEDULE AND PROJECT FEE

The successful qualified Vendor will provide a list of rates for services and the administrative markups, the margin on expenses.

Offer form

The offer form in Attachment B must be filled out completely for submittal to be considered.

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4. PROPOSAL EVALUATIONS AND SELECTION: Total Points 140

The selection decision and final ranking will be based on the combined RFP proposal and interview scores. The selected firm from the RFP process will be invited to enter into the contract negotiations with the City. The Scope of Work is a draft and may be revised during the selection and negotiation process. If the City is unable to finalize a contract with the first ranked firm, the City may either enter into negotiations and a contract with the next ranked firm or cancel the procurement. All submittals will be evaluated in accordance with the criteria established herein.

The City will review all Proposals for compliance with the mandatory criteria identified. Proposals not meeting the mandatory criteria will be rejected without further consideration. Proposals that do meet the mandatory criteria will then be assessed and evaluated against the evaluation criteria identified in this section.

The City may not necessarily accept the lowest priced of any Proposal and may, in its sole discretion, accept any Proposal and may waive any minor informality or irregularity in Proposals received.

The intent is to enter in a Contract with the qualified firm with the highest scoring Proposal. Notwithstanding the foregoing, the City reserves the right to award the Contract to the qualified firm other than the one with the most points, if, in the City's opinion, another Proposal offers the best value for the products and/or services requested, taking into consideration the evaluation criteria of the RFP.

The City reserves the right to request clarification of the Proposals without becoming obligated to offer the same opportunity to any other qualified firms. The evaluation team may consider such clarifications in evaluating Proposal. A request for clarification will not entitle a qualified firm to revise, resubmit, alter or amend its Proposal.

For the purposes of Proposal evaluation, the evaluation team may take into account any or all of the information received from qualified firms under or pursuant to the RFP Documents, the City's knowledge of, and past experience.

4.1 NON-RESIDENTIAL CONFERENCE CENTER MANAGEMENT EXPERIENCE - 50 POINTS

The City will evaluate the operations management history with the requirements as relates to the management agreement.

Submittal requirements: use table in Attachment A to provide requested information.

4.2 CATERING AND BANQUETING EXPERIENCE 30 POINTS

The City will evaluate the catering and banqueting experience with the requirements as relates to the management agreement.

Submittal requirements: use table in Attachment A to provide requested information.

4.3 EVENT MANAGEMENT EXPERIENCE 20 POINTS

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The City will evaluate the Event Management experience with requirements as relates to the management agreement.

Submittal requirements: use table in Attachment A to provide requested information.

4.6 INTERVIEW PROCESS 20 POINTS

After an initial review and evaluation of all the Proposals, the City may, at its option, conduct interviews with one or more highest ranking qualified Vendor(s). This will provide the City an opportunity to meet the qualified Vendor and ask questions regarding the contents of their Proposal and will score the interviews accordingly. Alternatively, if in its sole discretion, the City determines there is a clear leading qualified Vendor, the City retains the right to bypass the interview process and proceed directly to award.

4.7 REFERENCE CHECK 20 POINTS Any award of a Contract will be subject to reference checks, which are satisfactory in the sole opinion of the City. The City will not enter into any Contract with a qualified Vendor whose references are found to be unsatisfactory.

4.8 NOTICE OF INTENT TO AWARD the City will directly advise each vendor as to whether its Proposal was successful.

5. GENERAL CONDITIONS

5.1 The City reserves the right to reject any and all Proposals, to waive any informality, to request interviews of Vendor(s) prior to award and to select and negotiate the Contract services in the best interest of the City.

5.2 The Vendor shall guarantee its offer to perform the services and the total price of the Proposal for a period of not less than 120 days from the deadline for submission of Proposals.

5.3 The City reserves the right to accept all or part of any Proposal, and to negotiate a Contract for services and cost with the selected Vendor. In no event will the City be required to offer any modified terms to any other Proposer prior to entering into a Contract with a Proposer, and the City shall incur no liability to any Proposer as a result of such negotiations or modifications. It is the intent of the City to ensure that it has flexibility to arrive at a mutually acceptable Contract.

5.4 The Vendor shall provide all necessary personnel, materials and equipment to perform and complete all work under this Proposal.

5.5 The City intends to recommend award of a Contract to the City Council for the requested services within two (2) months of receipt of the Proposals. The Vendor shall be prepared to commence work immediately upon execution of a Contract with the City.

5.6 Unless otherwise stated, invoices are to be submitted to the Bremerton Financial Services Department upon delivery of service to the City. The invoice must include an itemization of all services provided, including unit list price, net price, total amount(s) due, and amounts previously paid. Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service and City acceptance of such work and receipt of invoice, whichever is later.

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5.7 Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of God.

5.8 Notification of the parties shall be considered to have been constructively received when it is mailed or delivered in hand to the parties as stated in the contract.

5.9 Proposal shall also mean quotation, bid, offer, qualification/experience statement and any other submittal to the City in response to this RFP. Proposers shall also mean vendors, proposers, bidders, contractor, or any person or firm responding to this RFP.

5.10 This RFP and all contracts entered into by the City of Bremerton shall be governed by the Laws of the State of Washington. Any disputes shall be resolved in Kitsap County Superior Court or via alternative dispute resolution within Kitsap County, in the State of Washington.

5.11 All technical inquiries and clarifications related to this Request for Proposal are to be directed, in writing, to the Contracts Administrator.

5.12 By submitting a Proposal, the qualified Vendor warrants that neither it nor any of its officers, directors, employees or subcontractors, has any financial or personal relationship or affiliation with any elected official or employee of the City or their immediate families which might in any way be seen or perceived (in the City's sole and unfettered discretion) to create a conflict of interest.

5.13 The City is not bound to accept any Proposal and reserves the right in its sole and absolute discretion to postpone, invalidate or cancel this RFP at any time for any reason. Further and without limiting the foregoing, the City will not be bound to accept the lowest priced Proposal and reserves the right to accept or reject any Proposal in whole or in part, to discuss with any qualified Vendor different or additional items and terms other than those described in this RFP or received in any Proposal, or to amend or modify any term of this RFP.

The City may issue a new RFP or take other actions, as appropriate, if considered in the best interests of the City.

5.14 The RFP Documents are not intended to constitute, or be interpreted as, a call for tenders, and the submission of a Proposal is not intended to create any contractual or other legal obligations or duties whatsoever owed to any qualified Vendor by the City, including any obligation or duty to accept or reject a Proposal, to enter into negotiations or decline to enter into or continue negotiations, or to award or not award a Contract. Without restricting the generality of the foregoing, no contractual relations shall exist between the City and any qualified Vendor until the execution of a Contract with that qualified Vendor.

5.15 Public Disclosure: All Proposals, including attachments and any documentation, submitted to and accepted by the City in response to this RFP become the property of the City and are subject to the disclosure provisions of the Washington Public Records Act. Submittals shall become property of the City and considered public documents under applicable Washington State laws. All documentation provided to the City may be subject to disclosure in accordance with Washington State public disclosure laws.

5.16 Contractor Responsibility. It is the Contractor responsibility to examine all specifications and conditions thoroughly and comply fully with specifications and all attached terms and conditions.

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Contractors must comply with all Federal, State, and City laws, ordinances and rules, and meet any and all registration requirements where required for Contractors as set forth in the Washington Revised Statutes.

5.17 After an initial review and evaluation of all the Proposals, the City may, at its option, conduct interviews with one or more highest ranking qualified firm(s). This will provide the City an opportunity to meet the qualified firm and ask questions regarding the contents of their Proposal and will score the interviews accordingly. Alternatively, if in its sole discretion, the City determines there is a clear leading qualified firm, the City retains the right to bypass the interview process and proceed directly to award.

5.18 Any award of a Contract will be subject to satisfactory references checks in the sole opinion of the City. The City will not enter into any Contract with a qualified firm whose references are found to be unsatisfactory.

5.19 The successful and unsuccessful qualified firms will be advised directly by the City.

5.20 Protest. Protest Procedures are contained in Appendix D

5.21 Right to Cancel. The City of Bremerton reserves the right to cancel or reissue all or part of this solicitation at any time, as allowed by law, without obligation or liability.

5.22 Expansion. Expansion of scope of this contract may occur when in the opinion of the City of Bremerton Finance and Legal Departments the circumstances meet the following criteria: (a) It could not be separately bid; (b) The change is for a reasonable purpose; (c) The change was not reasonably known to either the City of Bremerton or Contractors at time of bid or else was mentioned as a possibility in the bid (such as a change in regulation or other law); (d) The change is not significant enough to reasonably regard it as an independent body of work; (e) The change could not have attracted a different field of competition; and (f) And the change does not vary the essential identity or main purpose of the contract. Agreement to such a contract modification must be mutual. Only the City of Bremerton Finance and Legal departments have the authority to make such agreements on behalf of the City of Bremerton. No other City department has the authority to make such written notices. Written formal notices will document all expansions. The City shall make this determination, and may make exceptions for immaterial changes, emergency or sole source conditions, or for other situations as required in the opinion of the City of Bremerton Legal Department.

Note that certain changes are not considered an expansion of scope, including an increase in quantities ordered, the exercise of options and alternates in the bid, or ordering of work originally identified within the originating solicitation. Approval of such changes will be by written order issued by the Procurement Coordinator. Trial Period and Right to Award to Next Highest Scoring Contractor A ninety-day (90) trial period shall apply to contract(s) awarded as a result of this solicitation. During the trial period, the Contractor(s) must perform in accordance with all terms and conditions of the contract. Failure to perform during this trial period may result in the immediate cancellation of the contract. In the event of dispute or discrepancy as to the acceptability of product or service, the City's decision shall prevail. The City agrees to pay only for authorized work up to the date of termination. If termination of the contract occurs within the trial period, the City reserves the option to award the contract to the next highest responsive Contractor by mutual agreement with such Contractor. Any new award will be for the remainder of the contract and will be subject to this trial period.

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5.23 Site Security and Safety. While on City's premises, Contractor, its agents, employees, or Subcontractors shall conform with all physical, fire, safety or other security regulations.

5.24 Incorporation of RFP and Proposal in Contract. This RFP and the Contractor's response, including all promises, warranties, commitments, and representations made in the successful proposal (as accepted by the City of Bremerton), shall be binding and incorporated by reference in the City's contract with the Contractor.

5.25 Contract Terms and Insurance. A draft copy of the City's Management Agreement is contained in Appendix A. By offering a submittal, the firm represents that it has carefully read the terms and conditions and agrees to be bound by them. The City reserves the right to negotiate changes to the Management Agreement upon selection of the management company. Specific Insurance requirements for this contract are contained in the management agreement.

5.26 The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of Contractor(s) prior to award and to select and negotiate the Contract services in the best interest of the City.

5.27 The City reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected Contractor.

5.28 Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of God.

6. CITY OF BREMERTON NON-LIABILITY

6.1 It should be noted that all the material, exhibits, and data presented in this RFP and supplemental information is general in nature and shall not be deemed as representations or inducements to which the City is bound. Proposers are advised to conduct independent evaluations of all factual, financial, and legal matters upon which their Proposal is based. The City shall not be liable for Proposer's reliance on any information contained in this RFP.

6.2 The firm shall protect indemnify and save harmless the City, the City's officers, officials, and employees and agents against any and all damages to property or injuries to or death of any person or persons, and shall defend, indemnify and save harmless the City's and its officers, officials, employees and agents from any claims, demands, suits, actions or proceedings of any kind or nature, including Worker's Compensation claims, of or by anyone whomsoever, arising out of or as a result of any negligent, tortuous or deliberate act, error or omission on the part of the contractor or other whose services are engaged by the contractor or anyone employed or controlled by either of them in the performance of the work provided for in this contract.

7. TIME SCHEDULE

7.1 The City will use the following approximate timetable, which should result in a purchase by September 30, 2019 or earlier.

- Issue RFP: Tuesday, June 4th, 2019

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- Questions due to the City Clerk by 5:00 pm on June 11th, 2019. Email is preferred to Melinda. Monroe @ci.bremerton.wa.us
 - Deadline for Submittal of Proposals: 5:00 pm – July 1st, 2019
-
- Interviews (if necessary): Week of July 22nd, 2019
 - Notifications by August 12th, 2019
 - Approved by Council: August 28th, 2019
 - Contract Signed: September 30, 2019
 - Operational Transition Begins: November 1, 2019

8. INSTRUCTIONS TO PROPOSERS

Send all Proposals to:
Melinda Monroe
Finance Department
City of Bremerton
345 6th Street, Suite 100
Bremerton, Washington 98337

8.1 All Proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: “RFP-Kitsap Conference Center.” Incomplete bid packages will be deemed un-responsive.

8.2 All Proposals must be received by 5:00 pm July 1st, 2019. No faxed, e-mailed or telephone Proposals will be accepted. Questions may be sent by email to Melinda.Monroe@ci.bremerton.us and must be received by 5:00 pm on June 11th, 2019.

8.3 Submissions should include Proposers Certificate, Receipt of Addenda, and must meet responsible bidder mandates per RCW 39.04.010 and 39.04.350.

8.6 The City will notify the selected Vendor by approximately August 12th, 2019.

9. APPENDICES AND ATTACHMENTS

Appendix A – Placeholder

Appendix B-- Capacity Chart and Floor Revised

Plan Appendix C – Proposers Certifications

Appendix D -- Protest Procedures

Attachment A: Experience Tables

Attachment B: Offer Form

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Appendix B: Capacity Chart and Floor Plan - revised

CAPACITY CHART / FLOOR PLANS

First Floor

Room	Sq. Ft.	Reception	Banquet	Theater	Classroom	Boardroom	U-Shape
Puget Sound Ballroom	6,000	700	450	650	300	-	-
Ballroom (3 Sections)	4,500	500	350	450	200	-	-
Ballroom (2 Sections)	3,000	350	200	300	150	-	-
Ballroom (1 Section)	1,500	150	80	100	70	46	40
Oyster Bay Room	1,000	100	60	80	40	30	24
Fountain Room	1650	200	100	130	75	46	42

Third Floor

Room	Sq. Ft.	Reception	Banquet	Theater	Classroom	Boardroom	U-Shape
Marina Vista 1,2 & 3	3,420	240	140	120	110	-	-
Marina Vista 1 & 2	1,920	140	80	100	60	40	54
Marina Vista 1	920	50	40	50	40	30	26
Marina Vista 2	1,000	50	40	50	40	30	26
Marina Vista 3	1,500	100	100	120	60	46	44
Glacier Cove 1 & 2	1,680	100	70	130	80	50	48
Glacier Cove 1	840	50	40	50	40	26	24
Glacier Cove 2	840	50	40	50	40	26	24

Glacier Cove 1 & 2 Overlooking beautiful downtown Bremerton, the lovely Glacier Cove room on the third floor at Kitsap Conference Center is the perfect setting for your small, intimate wedding. This space is appropriate for 120 guests.

Puget Sound Ballroom the Puget Sound Ballroom at Kitsap Conference Center is a stunning collection of space that will provide an incredible backdrop of the Puget Sound for your ceremony. This space is appropriate for 600 guests.

Marina Vista the Marina Vista rooms, on the third floor of Kitsap Conference Center, boast incredible views of the marina and Sinclair Inlet. This space is appropriate for 180 guests.

Fountain Room Ceremonies in the picturesque Fountain Room take place on the dance floor with guests seated at their tables and chairs. This space is appropriate for 200 guests.

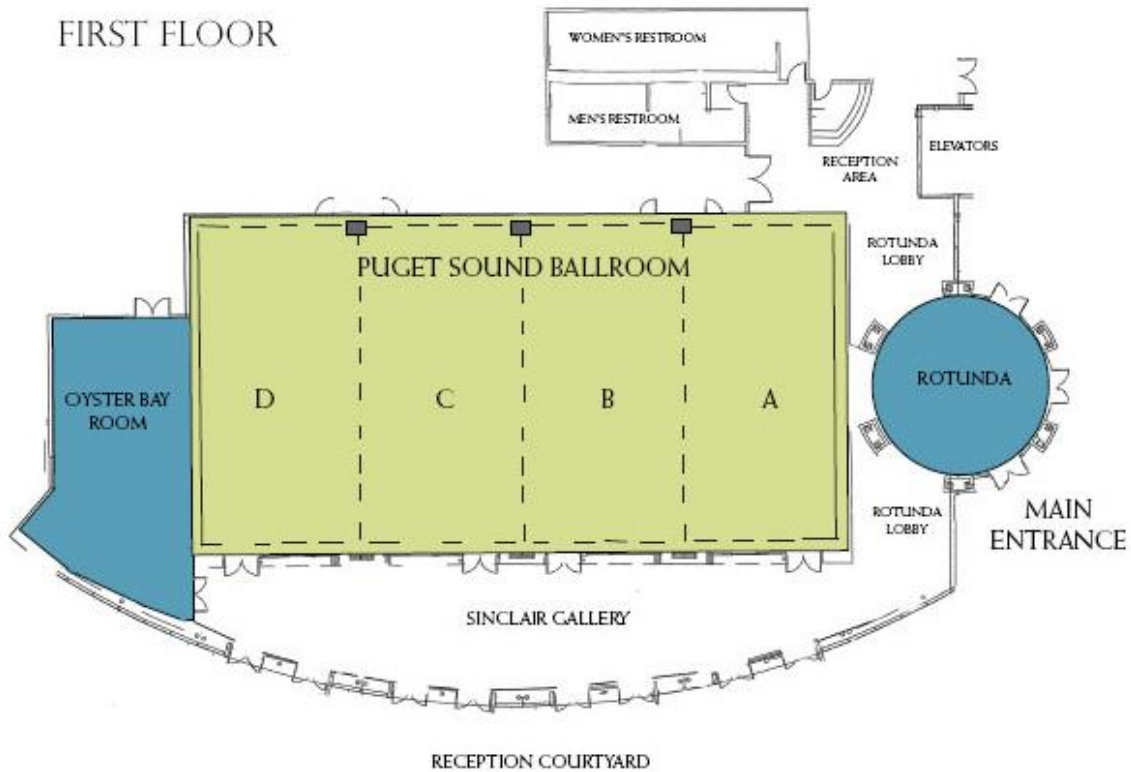
Arrangement to use either the Louis Mentor Boardwalk or the Harborside Fountain Park is available via the City of Bremerton Parks Department.

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Appendix B: Capacity Chart and Floor Plan



FIRST FLOOR



THIRD FLOOR



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APPENDIX C – PROPOSERS CERTIFICATIONS

The undersigned ("Proposer") declares that he/she has read the RFP and has authority to submit the following Proposal. The Proposer understands that, in addition to this Certifications Form, the RFP and Proposer's documents submitted in response to the Cities' RFP constitute parts of the Proposal and are incorporated herein by reference. Proposer acknowledges that addenda numbers _____ through _____ have been reviewed and considered as part of this Proposal.

The undersigned agrees that this Proposal will remain valid and that the City may accept this proposal until _____[date]_____ (360 days from Bid Opening).

The undersigned declares, under penalty of perjury under the laws of the state of Washington, that the following statements are true and correct:

1. The undersigned person's firm, association or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in connection with the project for which this Proposal is submitted.
2. No gratuity, fee or item of value has been offered to any City employee, official or agent in connection with this RFP.
3. The undersigned knows of no direct or indirect financial interest that conflicts with the services to be performed under this RFP.
4. By signing this Certification, the undersigned business organization is deemed to have signed and agreed that they are in compliance with all State and Federal equal employment opportunity regulations and laws.
5. By signing this Certification, the undersigned business organization is deemed to have signed and agreed to the provisions of this declaration and authorized the signature below.
6. In preparing this Proposal, the Proposer has not been assisted by any current or former employee of the City whose duties relate now or have related in the past to this Proposal, or who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this Proposal. Any exceptions to these assurances are described in full on a separate page and attached to this Certifications Form.

Proposer hereby designates the person to contact for additional information about the Proposal:

Name _____ Telephone No: _____ E-Mail Address: _____
Address: _____ City, State, Zip: _____
Dated this _____ day of _____, 2019.
Authorized Signature: _____

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APPENDIX D- PROTEST PROCEDURES

I. General Procedures.

Protesting bidder submits notice in writing of its protest no later than two full business days following bid opening. Intermediate Saturdays, Sundays, and legal holidays are not counted.

Only proposers who submitted a response can protest

Protests are limited to bid opening evaluation and bid responses

Protests regarding acceptance and opening of proposals must be within 24 hours of opening

Protests regarding evaluation of proposals may be made following award

The City of Bremerton follows Bid Protest procedures as outlined in RCW 39.04.105

II. City of Bremerton Procedures.

These protest procedures are included in this solicitation or request (for convenience, the "RFP") to provide a prompt, fair and equitable administrative remedy to all proposers and prospective proposers (for convenience "Proposers") regarding alleged substantive errors or omissions in the RFP or regarding any decision by the City to award the contract, to declare a SOP non-responsive, or to find a Proposer not responsible.

B. Timing

Any Proposer showing a substantial economic interest in the contract to be awarded under this RFP may PROTEST to the City only in accordance with the procedures set forth below.

C. Protests Based on the Form or Content of the Invitation/Request Documents: Any Protest based on the form or content of the RFP documents included with the RFP or any addendum (including, but not limited to, any terms, requirements and/or restrictions therein) must be filed with the City as soon as practicable at 345 6th Street, STE 100, Bremerton, WA 98337, Attention: Contracts Administrator Finance Office within two (2) business days after Bid opening. The transmittal envelope must clearly identify the RFP number on its face and be labeled as a "Protest."

D. Other Protests: Protests based on any other circumstances must be filed with the City at 345 6th Street, STE 100, Bremerton, WA 98337 Attention: Contracts Administrator Finance Office, within two (2) business days after Bid opening. The transmittal envelope must clearly identify the RFP number on the face of this document and be labeled as a "Protest." No protest will be considered by the City if all SOPs are rejected or if the protest is received after the award of the Contract.

E. Contents of Protest

To be considered, a Protest shall be in writing and shall include: (1) the name, street address, fax number and email address of the aggrieved party; (2) the RFP title and number under which the Protest is submitted; (3) the economic interest of the aggrieved party in the contract to be awarded under the RFP; (4) a detailed description of the specific grounds for the Protest and any supplemental legal and/or factual documentation; and (5) the specific ruling or relief requested. In the event the protesting party asserts the responsibility of any other Proposer as a ground for Protest, it must address in detail the specific criteria identified in the particular RFP.

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F. Computation of Time In computing any period of time prescribed by this procedure, the day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period shall be included. The term “business day” shall mean any day on which the City of Bremerton is open for regularly conducted business. Any document received after the close of regular business hours (8:00 a.m. to 5:00 p.m.) shall be deemed received the following business day.

G. Acknowledgement

By offering a submittal in response to this RFP, the Proposer acknowledges that it has reviewed and acquainted itself with the protest procedures herein and agrees to be bound by such procedures as a condition of offering a submittal.

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ATTACHMENT A: EXPERIENCE TABLES

NON-RESIDENTIAL CONFERENCE CENTER MANAGEMENT EXPERIENCE – 50 POINTS

Please list the name and address of each non-residential conference center you currently operate
Or have operated in the past five years and provide the following information for each location.

Provide a brief description of the property along with the strengths and weaknesses when comparing it to the other competitive products in the market place.
Feel free to add more columns should it be necessary (page can be expanded to 11x17)

Facilities	Facility A	Facility B	Facility C
Name			
Address			
Description			
Strengths			
Weaknesses			
Size in Square Feet			
Number of meeting Rooms			
What is the size of your largest meeting room?			
Is there a full production kitchen on site?			
Is the dining room used for conferees only or is it open to the public?			
Number/Percentage of events produced by International organizations (annual average)			
How long has your company managed the facility? (beginning date and end date or # of years			
If your company no longer manages the facility please give the reason why.			
Is the facility only used by the owner or is it available to external customers?			
What are the total annual revenues at the conference center?			
If the facility is used by the			

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ATTACHMENT A: EXPERIENCE TABLES

owner and external customers, how much of the total annual revenues are attributable to each one?			
What percentage of the annual revenues is attributable to Food and Beverage?			
Does your company manage and operate the food and beverage operation at the conference center?			
Describe how and where you accommodate the banquet functions required by your conference guests?			
How many FTE's does your company employ at the property?			
Is your conference center staffed by union employees?			
Is your conference center in compliance with the International Association of Conference Center membership criteria?			
Please describe the scope of your employees' involvement in the following property functions:			
Food and Beverage			
Conference			
Planning/Conference Services			
Audio Visual Support			
Sales and Marketing			
Human Resources			
Accounting			
Maintenance and Repairs			
What Sales and Catering management			

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ATTACHMENT A: EXPERIENCE TABLES

system to you employ at this property ?			
How do you measure the success of your guest service experience?			
Describe your quality assurance program or its equivalent at this property			

CATERING AND BANQUETING EXPERIENCE – 30 POINTS

CATERING EXPERIENCE	Facility A	Facility B	Facility C
Do you operate a “stand alone” catering function at the conference center or adjacent premises?			
Is the meeting space in the conference center used for catering events?			
Describe all of the space that is available for catering function			
Is your company the exclusive food and beverage provider? If not please describe the process and how it is managed.			
Is the catering department separate from the conference planning and conference sales departments?			
How is the booking process managed and the space controlled between the two departments?			
What are the total annual catering sales?			
How many commercial catering functions are held annually?			
What is the average dinner			

Please list the name and address of for at least 3 events that you managed and provide the following information for event. Provide a brief description of the event and the strengths and weaknesses of the property location where the event was held.

REQUEST FOR PROPOSAL FOR KITSAP CONFERENCE CENTER MANAGEMENT

ATTACHMENT B: OFFER FORM

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL RESPONSE. Presented below is the “term sheet” that the City of Bremerton seeks each respondent to complete.

City of Bremerton Conference Center Management Financial Proposal Form Five Year Agreement: January 1, 2020 to December 31, 2024	
Financial Compensation Base Rate (Fixed Rate)	Please Specify annual fee City to Pay
Financial Compensation Incentive Rate	Please specify any incentives management company seeks based on performance

The City believes for the management and incentive fees paid, the management will act in the full faith and best financial interests of the City without further compensation for any third party who may be engaged to provide services or equipment on behalf of the Kitsap Conference Center or the City

Any compensation, rebates or discounts received by the management company from any third party for services performed on behalf of the Kitsap Conference Center shall inure to the benefit of the City of Bremerton.

ACKNOWLEDGED

Name

Company Name

Date