Ann Morrison Park
Doggy Detail
Request for Proposal
DOGGY DETAIL SPECIFICATIONS

The City of Boise is seeking to fill a vending opportunity in Ann Morrison Park to provide doggy detailing service at the Together Treasure Valley Dog Island. The selected vendor will provide grooming services for park visitors. Sales of dog treats, toys, and apparel will be considered.

The firm selected, as the best qualified vendor for the services herein described, will be requested to enter into contract negotiations with the City of Boise.

If compensation or other terms cannot be agreed upon with the best qualified proposer, the City may terminate negotiations with that proposer and enter into negotiations with the next most qualified proposer.

The selected vendor shall agree to all of the terms and conditions as set forth in a professional agreement with the City as set forth in “Exhibit A – Sample Commercial Lease Agreement,” and be ready to execute same at time of award.

Prime Vendor: The selected vendor shall be the operator of the services being proposed. No subcontractor, consignment or other transfer of responsibilities to another party is allowed without the approval of Boise City.

Intent: The City’s intent in awarding the contract is to provide courteous, efficient service to the public with a maximum monetary return to the City.

Contract Award: A contract shall be awarded to the responsible vendor submitting a proposal which provides the best service to the public, and/or greatest income potential to the City. The term of the contract shall be for one (1) season, with possible options to renew for additional seasons.

NOTE: The contracted vendor’s opening and closing date may vary contingent upon services provided.

First consideration for applications will be **January 31, 2021**.

Structure Operation: The vendor must operate from a mobile unit, to be removed from the park each day. The allocated location for the pro shop is in the southwest parking lot of Ann Morrison Park, off the Americana Boulevard entrance (Exhibit B), and will require the selected vendor to be fully self-contained. *Electricity and water are not available. The chosen vendor will be responsible for providing their own electricity and water, as wells as disposing of*
grey water. Power provided by a generator must meet current sound ordinances.

Products for Rent/Resale/Merchandise: The vendor may include products for sale such as dog treats, dog toys, and dog apparel. City shall approve all proposed products in writing.

Vendors must honor existing contractual agreements the City holds with current vendors.

Billing: The vendor must submit lease payments on a monthly basis. Checks shall be made payable to the Boise Parks & Recreation Department. Payments are due on the first day of each month. Payments may be mailed or hand-delivered to the Department of Parks and Recreation Administration Office, 1104 Royal Blvd, Boise, ID 83706.

Limitations: The vendor contract does not grant participation in community or department sponsored events held within Ann Morrison Park, or activities held within the vendor's designated area. In cases where an event encompasses the entirety of Ann Morrison Park or requires the use of the vendor's designated area, vendor will be required to forgo operations. In the event the selected vendor is invited or receives approval to participate in a community or department sponsored event, the vendor is responsible for all fees and stipulations of the named event.

Public Information: Proposals may be considered a public record after the award of the contract. Confidential information will not be accepted on this project without prior written authorization.

Indemnification and Insurance: The vendor shall indemnify and save and hold harmless CITY from and for any and all losses, claims, actions, judgments for damages, including consequential damages, or injury to persons or property and losses and expenses caused or incurred by vendor, its servants, agents, employees, guests, and business invitees, or by failure of the equipment provided by vendor, and not caused by or arising out of the tortuous conduct of CITY or its employees. The limits of insurance shall not be deemed a limitation of the covenants to indemnify and save and hold harmless CITY; and if CITY becomes liable for an amount in excess of the insurance limits, herein provided, vendor covenants and agrees to indemnify and save and hold harmless CITY from and for all such losses, claims, actions, or judgments for damages or liability
to persons or property. Vendor shall provide CITY with a Certificate of Insurance or other proof of insurance naming the City of Boise as an additional insured and evidencing vendor’s compliance with the requirements of this paragraph and file such proof of insurance with the City.

Additionally, vendor may be required to maintain, and specifically agree that it will maintain, throughout the term of the agreement, product liability insurance. This is not required at the time of application, but will be required if proposer is awarded the contract. Application needs to indicate if insurance is current or needs to be obtained.

Additionally, the vendor shall have and maintain during the life of this contract, statutory Workers Compensation, regardless of the number of employees, or lack thereof, to be engaged in work on the project under this agreement (including self). In case any such work is sublet, the vendor shall require that subcontractor to provide Workers Compensation Insurance for himself and any/all the latter's employees to be engaged in such work. Proof of insurance must be provided to the owner. This is not required at the time of application, but will be required if proposer is awarded the contract. Application needs to indicate if workers compensation is current or needs to be obtained.

**CLARIFICATION/PROTEST/CHALLENGE PROCESS**

Clarification and/or Protest of Bid Requirements, Standards, Specifications, or Process: Any Vendor who wishes to request clarifications about or protest the requirements, standards, specifications, or process outlined in this Request for Proposals may submit a written notification to the Boise Parks & Recreation Community Programs Coordinator, 1104 Royal Blvd, Boise, ID 83706, to be received no later than three (3) working days prior to proposal opening. The notification shall state the exact nature of the clarification request or protest. In the case of a protest, vendor shall describe the location of protested portion or clause in the proposal document and explaining why the provision should be struck, added, or altered, and contain suggested corrections. In the event of a protest, the project Manager may deny the protest, require that the proposal be modified, modify the proposal, and/or reject all or part of the protest.

Clarification and/or Protest of Contractor Selection or Contract Award: Any actual or prospective proposer who is aggrieved in connection with the selection of a firm or award of the contract or proposal may submit a protest to the Purchasing Agent. The protest shall be submitted in writing within seven (7)
calendar days after such aggrieved person knows or should have known the facts which give rise to the protest. The protest must set forth in specific terms the alleged reason the Vendor selection or contract award is erroneous. Any protest addressed to the Mayor or City Council will be referred to the Purchasing Agent.

THE CITY OF BOISE RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, TO WAIVE ANY IRREGULARITIES IN THE PROPOSALS RECEIVED, AND TO ACCEPT THE PROPOSAL DEEMED MOST ADVANTAGEOUS TO THE BEST INTEREST OF THE CITY. THE CITY WILL ALSO CONSIDER WHETHER THE PROPOSER IS A RESPONSIBLE PROPOSER AS DESCRIBED IN BOISE CITY CODE 1-11.

SCOPE OF WORK:

Ann Morrison Park Doggy Detail

The Ann Morrison Park Doggy Detail will be located in Ann Morrison Park at 1000 N. Americana Blvd., Boise, ID 83706. The provided area is located in the southeast parking lot, off the Americana Boulevard entrance to the park (Exhibit B).

Subject to the terms and conditions of the Commercial Lease Agreement, the selected vendor will be granted an exclusive lease to provide services for the Together Treasure Valley Dog Island. The selected vendor may also be granted a license to sell dog treats, toys, and apparel.

Starting date, days and time of vendor being open for business may be negotiated and set by both Boise Parks and Recreation Department and vendor’s availability and feasibility, and in consideration of inclement weather.

VENDOR SELECTION

We appreciate your interest in our projects, and realize that the development of proposals is a costly and time consuming effort. Please be assured your proposal will be given every consideration by Boise City.

The scope of work for this RFP shall include, but is not limited to, the furnishing of dog grooming services and cost to the patrons as stated in these specifications. Only complete applications will be reviewed.

The vendor selection shall be based on the following:

1. Services Provided by Vendor
2. Experience in Managing Comparable Sized Operations
3. Product and Proposed Prices
4. Equipment
5. Backup/Inventory Program
6. Financial Responsibility/Soundness
7. Seasonal Rental Fee
8. References
9. Additional Information
10. Commitment of continued use of contractual arrangements with current vendors.
11. Interview

NOTE: Only the top rated proposer(s) will be invited for an interview.
Doggy Detail Proposal

We appreciate your interest in submitting a proposal for the Ann Morrison Park Doggy Detail and realize that submitting an application may be a costly and time-consuming effort. Please be assured your application shall be given every consideration by the City of Boise. However, only complete applications shall be reviewed. So please be thorough in your responses.

Name of Business:  

Address:  

City, State, Zip Code:  

Phone #:  

E-mail Address:  

Signature:  

Printed Name:  

Title:  

Date:  

It is the intent of the City to enter into a contract for services (see Exhibit A), with an initial term of one (1) year, with two options to renew, upon mutual agreement for additional terms, of one (1) year each. As required by Idaho Code, the contract will contain a "Non-Appropriation" clause, allowing the City to cancel the agreement should the City fail to receive adequate appropriations to continue the agreement.

PROPOSAL QUESTIONAIRE

The following questions and specifications will help the City determine the most qualified vendor to provide services the City desires to contract for. It is the intent of the City to evaluate the responses to this RFP based on cost, the ability and willingness to provide equipment and services, and the reliability of the
vendor. Please include any additional information you feel will assist the City in fairly evaluating your company’s services. The vendors selected based on the written proposal may be interviewed to aid the City in selecting the best-qualified candidate. Attach additional pages if needed.

1. **What services will you provide?**

________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________

2. **Number of Staff:**

________________________________________________________________________

3. **Season of Operation:**

________________________________________________________________________

4. **Days of the Week Open:**

________________________________________________________________________

5. **Hours:**

________________________________________________________________________

6. **Experience in Managing Comparably Sized Operations** (please describe your experience in this area):

________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________
7. **Product and Price Schedule**: List all proposed services and products you intend to provide, as well as prices you anticipate charging customers. Include products such as grooming supplies, dog treats, toys, and apparel:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Product and Price Schedule Attached? ☐ Yes ☐ No

8. **Backup/Inventory Policy**: What is your company’s policy regarding providing backup equipment, should the equipment in use fail?

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

9. **Financial Responsibility/Soundness**: All proposals shall submit a financial statement, a current credit report (or authorize the City to obtain a credit report), and/or a 2018/2019 tax return. Proposals which do not comply with this requirement may be found non-responsive and disqualified from further consideration.

10. **References**: Please include 3 References.

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11. **Additional Vendor Comments/Information:** Include any additional information that you feel can add additional value to the City, or you wish to be considered in awarding the RFP.

___________________________________________________________________________
___________________________________________________________________________
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___________________________________________________________________________

12. Vendor agrees to use all products currently under contract with the City.

☐ Yes  ☐ No

13. **Vendor License (Check one).**

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<th>Check</th>
<th>Item</th>
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<td>Vendor has license and copy is attached.</td>
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<td>Vendor agrees to obtain all required license/permit promptly at time of award announcement.</td>
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14. **Insurance (Check One).**

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<td>Insurance is current and copy is attached.</td>
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<td>Vendor agrees to obtain all required insurance promptly at time of award announcement.</td>
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15. **Licensing Fee Proposal.**

The City will accept a minimum Licensing Fee of $8.00/day Monday-Friday and $26.00/day for Saturday-Sunday.
Please specify amount you are bidding to operate per weekday

$__________

Please specify amount you are bidding to operate per weekend day

$__________