



Request for Proposal
2017-148
Kitsap County Parks Department
2018 & 2019 Parking Services
Due: 3:00 PM Tuesday November 14, 2017

Kitsap County Purchasing Office will receive proposals for Parking Services for the 2018 & 2019 Kitsap County Fair and Stampede that will be held **August 22-26, 2018 and August 21-25, 2019**. Proposals must be received before the time and date indicated above at the Kitsap County Purchasing Office, 614 Division Street, MS-7, Port Orchard, and Washington.

This is a two (2) year contract with one (1) year term renewable for 2020 at the sole discretion of the Kitsap County Parks Director.

For questions regarding the actual services and schedules attached, please contact Jim Dunwiddie at the Kitsap County Parks Department at 360-337-5350. All services shall be in accordance with the description of duties and contract documents as administered by the Parks Department and cannot be assigned.

Respondents must correctly prepare and submit all required documents to the Kitsap County Purchasing Office to include the following:

Proposal Sheet
Addenda Receipt Acknowledgement (if any)

PROPOSALS SHALL BE SUBMITTED in a sealed envelope with the RFP number, the date and time of the response deadline, and the name and address of the respondent shall be clearly shown on the outside of the envelope. Mail response documents to:

Please submit by mail to:

Colby Wattling, Buyer
Kitsap County Purchasing Office
614 Division Street, MS-7
Port Orchard, WA 98366

OR

For hand delivery, express , or courier:

Colby Wattling, Buyer
Kitsap County Administration Building
Purchasing Office – Fourth Floor
619 Division Street
Port Orchard, WA 98366

Procurement questions may be directed to either of the following people listed below during business hours of 8:00am to 5:00pm, Monday-Thursday.

Collby Wattling (360) 337-7036 cwattling@co.kitsap.wa.us

The Kitsap County Purchasing Office reserves the right to reject any or all proposals for good cause, to waive any irregularities in any proposal, and to delete certain items listed in the proposal as set forth therein. If all proposals are rejected, the Purchasing Office may call for new proposals

or enter into direct negotiations to achieve the best possible price and service. Current solicitations and any addenda may be viewed by accessing the County's Procurement web site www.kitsapgov.com/purchasing/bids.htm

PROPOSALS RECEIVED AFTER 3:00PM ON NOVEMBER 14th WILL NOT BE CONSIDERED.

SUBMIT PROPOSED STAFFING SCHEDULE AND ASSIGNMENTS (DAILY)

BASED ON THE FOLLOWING SUGGESTION:

Day	Lot	Hours	Suggested People Required Per Shift/Lot
Wednesday-Saturday	Silver Spur Lot	6:00AM to 10:30PM	4-6 people per shift
Sunday	Silver Spur Lot	6:00AM to 7:00PM	4-6 people per shift
Wednesday-Saturday	A-Lower Bowl	6:00AM to 10:30PM	4 people per shift
Wednesday-Saturday	B-Pavilion	6:00AM to 10:30PM	4 people per shift
Wednesday-Saturday	C-Grass Lot	6:00AM to 10:30PM	4 people per shift
Wednesday-Saturday	D-Upper Grass	6:00AM to 10:30PM	4 people per shift
Sunday	All Lots	6:00AM to 7:00PM	4 people per shift

Peak Times: Wed 4-7pm; Thurs: 4-9pm; Fri & Sat 1-7pm; Sun: 12-2

ESTIMATE ONLY –PROVIDE DRAFT OF SCHEDULING WITH PROPOSAL

ADDENDA RECEIPT

Receipt of the following addenda to the subject solicitation documents is hereby acknowledged:

<u>Addendum Number</u>	<u>Date of Receipt of Addendum</u>	<u>Signed Acknowledgement</u>
<u>1</u>	_____	_____
<u>2</u>	_____	_____
<u>3</u>	_____	_____