

**Request for Proposal (RFP)**  
**2024 Concession Services and Recreational Equipment Rental**  
**At Horseshoe Lake Park**

*Please fill out the application form below and attach the required items to your application packet.  
Completed application packets can be submitted in person to 230 Davidson Ave Woodland, WA  
98674 or mailed to Po Box 9 Woodland, WA 98674 or emailed to [bunnellr@ci.woodland.wa.us](mailto:bunnellr@ci.woodland.wa.us) .  
Applications will be reviewed as they are received.*

<b>CONTACT INFORMATION</b>	
Name of Vendor / Organization:	
Contact Name:	Phone Number:
Email Address:	
Physical Address:	
Mailing Address <i>(if not the same as above)</i>	

<b>NARRATIVE</b>
Please describe your background and experience in providing concessions / rental equipment.

<b>PROPOSAL</b>
Please describe the food, beverages, services, or rentals you propose to provide.

If you are selling food or beverages, please explain how you meet Cowlitz County Health Department Requirements?

If you are selling food, please describe your food safety procedures.

**Operation Hours and Days**

**Please list out the days of the week, start and end time of operation. Vendors may not keep equipment at the park over night without approval from the Public Works Director. Our park hours are dawn to dusk.**

\*Please note that there are no operations in the park during Planters Days  
June 9<sup>th</sup> through June 15<sup>th</sup>

**QUESTIONS**

Please answer the following questions.	Yes	No	Not Applicable (N/A)
Is your concession/equipment rental units "self-contained"?			
Do you have the required insurance coverage? (Please refer to the RFP of insurance requirements)			
Do you have a City of Woodland business license? (Required)			
Do you have a Washington State business license? (Required)			
If you are a food and beverage vendor, do you have a Cowlitz County Health Department License?			
If you are a food and beverage vendor operating out of a trailer, has your trailer been inspected and approved by Washington State L & I?			

REFERENCES	
Please provide three references.	
Organization or Individual Name	Phone Number

Other Comments you would like to include in your proposal

**REQUIRED ATTACHMENTS**

- Insurance Certificate – Must name City of Woodland as a certificate holder.
- Include Photos or drawings of your self-contained concession unit.
- Draw on the map of where you would like to be located at the park.



By signing this proposal, you understand and will follow all the requirements listed in the RFQ and the rules of Horseshoe Lake Park if your proposal has been accepted.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_