

LAKE CHELAN SCHOOL DISTRICT #129

Request for Proposals

**Rental of a Portion of the Chelan High School Parking Lot
For Vehicle/Boat Trailer Parking from June 16 to August 16, 2021**

Issued: April 2, 2021

Due: 3:00 p.m. on May 3, 2021

**For further information, contact:
Georgia Mashayekh, Facilities Coordinator
Lake Chelan School District
309 E. Johnson Ave., Chelan, WA 98816
Phone: 509-682-3515**

I. Introduction

The Lake Chelan School District (District) desires to address vehicle and boat trailer parking issues that have arisen during previous summer months at the Chelan High School parking lot.

II. Request for Proposals

The District invites interested parties to submit proposals for the rental of approximately thirty-five (35) specific vehicle and/or trailer parking spaces at the Chelan High School parking lot located at 215 Webster Ave., Chelan, Washington, 98816-0369, from June 16 to August 16, 2021. See **Exhibit A** for a depiction of parking spaces.

Proposals must be submitted in an envelope marked "Rental of a Portion of the Chelan High School Parking Lot for Vehicle/Boat Trailer Parking from June 16 to August 16, 2021" and must be received at the District Office **by 3:00 p.m. on May 3, 2021**. No proposals will be accepted after that time. Proposals may be submitted via U.S. mail/carrier or hand delivery. Electronic and facsimile submissions will not be accepted. Time of receipt will be determined by the time stamp in the District Office.

The District will evaluate timely submitted proposals. The District will base its decision on conformance with this Request for Proposals (RFP) and the information submitted by each proposer. The District anticipates deciding whether to enter a rental agreement with the successful proposer **by May 14, 2021**.

Questions regarding this RFP may be directed to:

Georgia Mashayekh, Facilities Coordinator, or
Jeremy Bonner, Business Manager

Lake Chelan School District
309 E. Johnson Ave., Chelan, WA 98816
Phone: 509-682-3515

This RFP does not commit the District to pay any costs incurred in the preparation, presentation or return of any proposal.

III. RFP Requirements

The RFP requirements listed herein are provided to establish a general understanding for the rental of approximately thirty-five (35) specific vehicle and/or trailer parking spaces at the Chelan High School parking lot located at 215 Webster Ave., Chelan, Washington, 98816-0369, from June 16 to August 16, 2021.

The rental agreement will include but are not limited to, the items specifically listed below:

1. Authorized Person to Monitor Rental Area

- The successful party will be required to monitor the rental site at the party's sole cost and expense.

2. Contracting with Others to Temporarily Use the Rental Area

- The successful party may contract with others to use approximately thirty-five (35) specific vehicle and trailer parking spaces. Day use only (dawn to dusk) is preferred, but overnight parking will also be considered.

3. General Liability Insurance

- The successful party will be required to maintain general liability insurance for bodily injury and property damage and have the District endorsed as an additional insured under the policy at the party's sole costs and expense.

IV. Proposal Content for Evaluation

Proposals must include the following information, clearly separated by tabs or headings, and in the order listed with a signature by an authorized representative. Proposers must submit two copies: An original and a working copy.

1. Proposer Background

- Describe your background.

2. Business Experience

- Describe your business experience.

3. Monitoring Rental Site

- Explain how you will monitor the rental site.

4. Rental Amount

- Provide the rental amount you will pay for the approximate thirty-five (35) specific vehicle and/or trailer parking spaces at the Chelan High School parking lot located at 215 Webster Ave., Chelan, Washington, 98816-0369, from June 16 to August 16, 2021.

V. RFP Terms and Conditions

1. Proposal Duration

- Submitted proposals must be valid for a minimum of 30 days.

2. Responsibility to Enter into a Rental Agreement

- It is the District's responsibility and the successful proposer to ensure that a rental agreement is executed by or before **May 21, 2021**.

3. District's Rights Regarding the Proposal

- The District reserves the right, in its sole and absolute discretion and without recourse by anyone, to take any of the following actions:
 - a. Reject any or all proposals;
 - b. Issue a new RFP;
 - c. Cancel, modify, or withdraw the RFP;
 - d. Issue addenda, supplements, and modifications to this RFP;
 - e. Modify the RFP process;
 - f. Hold meetings and exchange correspondence with the proposers to seek an improved understanding;
 - g. Seek or obtain information from any source that has the potential to improve the knowledge and evaluation of the responses;
 - h. Waive minor irregularities in the proposal responses; and
 - i. Refuse to issue a rental agreement at all.

**EXHIBIT A
(Parking Spaces)**

