



CITY OF BENTON HARBOR
REQUEST FOR QUALIFICATIONS – SEASONAL CONCESSION SERVICES FOR
JEAN KLOCK PARK

The City of Benton Harbor is soliciting proposals in order to identify individuals and/or businesses qualified to provide seasonal concessions at Jean Klock Park. This Request for Qualifications (“RFQ”) is designed for those interested in creating a contractual relationship to lease the City-owned concession. The selected concessionaires will be required to operate according to the terms and conditions as outlined in this RFQ and the agreement signed by the selected concessionaire.

Concession and vending contracts will be awarded to the responsible vendor submitting proposals which provide the best service to the public, and which the City concludes is in its best interest. The term of the contract shall be for two seasons beginning in August 1, 2020 through October 31, 2020 also May 15, 2021 through October 31, 2021. Applications will be accepted throughout the year, with first consideration being August, 2020 at 4:00 PM EDT. If vacancies occur in existing locations, applications on file will be reviewed with the same consideration, process and requirements.

All proposals must be fully complete and submitted on the forms provided. All proposals must be signed. Any proposal may be withdrawn during the scheduled time for the opening of the proposals or authorized postponement thereof.

Please submit five (5) sealed copies of your proposal, by mail or hand delivered in the drop box, on or before July 27, 2020, at 4:00 PM EDT to the following:

Kimberly Thompson, City Clerk
200 East Wall Street
Benton Harbor, Michigan 49022

Envelope(s) shall be clearly marked with the following inscription:
"Seasonal Concession Services for Jean Klock Park"

Proposals must be placed in the drop box in front of City Hall, located at 200 E. Wall Street or mailed by the deadline. Any proposals received after the time and date specified, shall be declared unresponsive, and will be returned to the sender without review or further comment from the City. Bidder is hereby advised that depositing proposals with postal, package, or common carriers does not constitute delivery of the same to City. The City of Benton Harbor assumes no responsibility for late arrival.

Proposals received will be publicly opened and read on Tuesday, July 28, 2020 at 11:00 a.m. Due to Covid-19, the bid opening will be conducted virtually. Instructions on how to participate will be posted on the City of Benton Harbor’s website, www.bhcity.us.

Any questions regarding this bid or specification should be addressed to: Ellis Mitchell via e-mail at emitchell@bhcitcity.us or by phone at 269-927-8457.

The Request for Proposal, in its entirety, is available on the City of Benton Harbor's website: bhcitcity.us.

The City of Benton Harbor reserves the right to accept or reject any or all proposals, in whole or in part; to waive any irregularities therein; to increase or decrease the quantities listed; to award the contract to other than the low bidder; or to accept any responsible proposal.

Kimberly Thompson, City Clerk
07/20/2020