



BID PACKAGE COVER SHEET

Bid No: 2022-01—OSP-MSP

Bid Issue Date: May 6, 2022

Description of Bid

This concession will be a restaurant and general store operation within one or more of the following State Parks: Beavers Bend, Roman Nose, Quartz Mountain, Sequoyah, Lake Murray, and Robbers Cave. The concession operator will provide restaurant food services, grocery store services, selected gift items, and other related services. The concession will be required to be open a minimum number of hours as required by the Department. The operating location will be in the State-owned restaurants in one or more State Parks. An existing building with equipment is available for use for this operation for all locations.

A percentage of gross revenues will be paid to the park.

The initial term of this lease agreement will be for five (5) years with an additional five (5) year renewal option, upon the operation being acceptable to the state.

Liability insurance will be required. General provisions of the concession lease agreement are noted in the attached example Lease Agreement.

Questions must be submitted at least 15 days prior to the Bid Due Date below. Questions must be submitted via email to Solicitations@travelok.com. All Questions received will posted on the website under a Questions and Answers document not less than 10 days prior to the Bid Due Date. Questions received 14 or less days prior to Bid Due Date will not be answered.

Bid Due Date: June 17th, 2022

Time: 2:00 P.M.

RETURN SEALED BID TO:

- Location: Oklahoma Tourism & Recreation Department
ATTN: Restaurant Solicitation
123 Robert S Kerr, Suite 900
Oklahoma City, Oklahoma 73102

- Mailing Address: Oklahoma Tourism & Recreation Department
ATTN: Restaurant Solicitation
123 Robert S Kerr, Suite 900
Oklahoma City, Oklahoma 73102

Solicitation Type: Invitation to Bid Request for Proposal Request for Quote

Contracting Officer: Kearstyn Murphy
Oklahoma Tourism & Recreation Department
Oklahoma State Parks
123 Robert S Kerr, Suite 900
Oklahoma City, Oklahoma 73102
Solicitations@travelok.com



RESPONDING BIDDER INFORMATION

Bid No: 2022-01-OSP-MSP

Bidder General Information

FEI/SSN: _____

Company Name: _____

Bidder Contact Information

Address: _____

City _____ **State** _____ **Zip:** _____

Contact Name _____ **Contact Title** _____

Phone No: _____ **Fax No:** _____

Email: _____

Oklahoma Sales Tax Permit¹

Yes – Permit #: _____ (Permit will be required prior to initiating operation)

No – Exempt pursuant to Oklahoma Laws or Rules

Worker’s Compensation Insurance Coverage

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers’ Compensation Act.

Yes – Include a certificate of insurance with the bid

No – attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers’ Compensation Act (*Note: Pursuant to Attorney General Opinion #07-8, the exemption from 85 O.S. 2001 § 2.6 applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.*)²

¹ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <http://www.tax.ok.gov/faq/faqbussales.html>

² For frequently asked questions concerning workers’ compensation insurance, see <http://www.oid.state.ok.us/FAQ/WorkersComp.pdf>



OKLAHOMA
Tourism & Recreation



NON-COLLUSION CERTIFICATION

In accordance with 74 O.S. § 85.22, a certification shall be included with any competitive bid or contract submitted to the State for goods and services.

Bid No: 2022-01-OSP-MSP

A. For purposes of competitive bid or contract, I certify:

1. I am the duly authorized agent of _____

The bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;

2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and

3. Neither the bidder nor anyone subject to the bidder’s direction or control has been a party:

- a. To any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
- b. To any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
- c. In any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor’s direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

Authorized Signature

Certified This Date

Printed Name

Title

Phone Number

Email



OKLAHOMA
Tourism & Recreation



INVITATION FOR BID/PROPOSAL

Multiple State Parks Restaurant and General Store Concession

THIS PAGE MUST ACCOMPANY YOUR BID/PROPOSAL

OPENING : **June 17th, 2022 at 2:00 pm**

LOCATION: **Oklahoma Tourism and Recreation Department
123 Robert S Kerr, Suite 900
Oklahoma City, OK 73102**

**YOUR BID MUST BE MAILED OR HAND DELIVERED IN
SEALED ENVELOPE (PROVIDED) BY THE OPENING DATE AND TIME**

I. COMMISSION:

My bid is _____ % of gross receipts for Restaurant--Food/Beverage.
My bid is _____ % of gross receipts for gifts, groceries, and other sales.

II. DESCRIPTION:

This concession will be restaurant and grocery store operation within the Restaurant area of one or more of the following Oklahoma State Parks: Beavers Bend, Roman Nose, Quartz Mountain, Sequoyah, Lake Murray, and Robbers Cave. The concession will be required to be open a minimum number of hours as required by the State, during the summer season and shoulder seasons.

In addition to food service, the concession may offer other appropriate resale items and services as approved by the State.

III. TERM

The initial term of this lease agreement will be for five (5) years with an additional five (5) year renewal option based upon the concession being acceptable to the State. The Oklahoma Tourism and Recreation Department shall have the right to grant or deny additional years at its sole discretion. Any extensions after the initial term of the contract will be at the sole discretion of the Oklahoma Tourism and Recreation Department.

IV. FINANCIAL STATEMENT:

Each bidder must submit a personal financial statement. The State must be able to verify the prospective lessee has the financial capability to carry out his/her operational plan as well as afford daily operating expenses.

V. OPERATIONAL PLAN:

Each bidder must propose and submit an operational plan that includes services and facilities to be offered. Each operational plan must specify the location or locations that they are bidding on.

Each proposal must include:

- OPERATIONAL PLAN
- MARKETING PLAN
- COMPANY INFORMATION

VI. BUSINESS PLAN

- PROJECTED REVENUE VS EXPENSES
- FINANCING PLAN
- MANAGEMENT TEAM (DETAIL EXPERIENCE)

VII. INSURANCE:

The successful bidder will be required to purchase and maintain a general liability insurance policy naming the State as co-insured with the amounts below. These amounts may be altered based on risk assessment discussions with bidders.

\$1,000,000 each person \$2,000,000 property damage \$1,000,000 each accident

VIII. BID AWARD CRITERIA:

Awarding of the bid will be based upon the following criteria:

- Commission Paid to the State
- Financial Statement
- Resume and Corporate Experience - Qualifications
- Business Plan

NOTE: A personal interview with selected bidders may be required before awarding of the bid.

Omission of any one or more of the criteria shall be grounds for bid rejection.

THE STATE RESERVES THE RIGHT TO REJECT ANY, ALL OR PART OF ANY AND ALL BIDS.

INCLUDED:

Sample Lease Agreement

Financial Form—example only