

**Port of Manchester**  
**P.O. Box 304**  
**Manchester, WA. 98353-0304**

**PORT OF MANCHESTER**  
**REQUEST FOR PROPOSALS**

**Introduction.**

The Port of Manchester is soliciting proposals from vendors with expertise/experience in delivery, preparation, and handling of Espresso/Food Service to the general public.

**Project Description & Background.**

**The Port boating facility consists of a public boat launch ramp, parking facilities, two floating docks, day-use park and picnic area and public restroom facility.** Additionally, the Port occupies the center of town which consists of a number of small business operations including a small convenience store, post office, restaurant, pub and a public library all within 3 blocks of the Port facilities.

**Population Served.**

The Port serves a population base of approximately 6,500 residents. From approximately mid to late May through the end of August or early September, the Port of Manchester facility is very active. This proposal would, at minimum, cover this most feasible and effective period of operation time frame.

**Current RFP & Schedule.**

The Port is currently seeking proposals from vendors with any combination of expertise in espresso, food service/preparation and delivery of same to the general public. The minimum criteria will include the following:

- **There is currently no permanent building available for vendor use. The Port of Manchester would expect the selected vendor to utilize a mobile van, trailer or any combination thereof.**
- **A mobile van, trailer, or catering van could remain on the premises through the active season. The Port has no objection if the vendor wants to remove equipment daily.**
- **This proposal is a trial period contract for both parties. The Port will not allow any structure to be built or positioned on skids or blocks at this time.**

**Utilities.**

Water, power, and a public restroom are available on-site. A sewer/gray water discharge connection is not available. Free of charge pump out facilities for discharging gray water and other waste products is available approximately 4.5 miles away. 100 amp and 220 amp electrical connections are located near the proposed vending location. The existing utilities must be approved by the Kitsap County Health Department. Within certain parameters, the Port may consider appropriately required improvements and would assist in facilitating the permitting process requirements.

**Employer & Liability Insurance Requirements.**

All insurances coverage shall be bound by the vendor to include those required by the State of Washington to operate the proposed concession. Insurance shall include, but not necessarily limited to:

Employer Liability Insurance, Washington State Worker's Compensation Insurance, Comprehensive General Liability Insurance, Product Liability Insurance and all other insurance coverage the Port of Manchester Insurance carrier may deem necessary. Hours of operation remain open for discussion. Currently the Port facilities are open from sunrise to sunset, 7 days a week. The Port is fully aware these hours may not be cost effective for the vendor, thus hours of operation are open for discussion. It should be noted however that the Port expects the selected vendor to be in operation during the course of the entire season as previously stipulated.

