

City of Kirkland
Concession Opportunity for Food Services at Lee Johnson Field Concession
Stand in Peter Kirk Park
Job # 15-21-PCS

Below are the questions and provided answers for the Concession Opportunity for Food Services at Lee Johnson Field Concession Stand in Peter Kirk Park project.

1. Q. What is the total electrical amperage available in this space at the panel?

A. Lee Johnson Field concession Stand does not have its own electrical panel. It is unknown exactly how much amperage is available for the concession stand. The existing grill operates on an individual circuit and staff estimates two other 20-amp or 30-amp circuits are available. Exceeding on-site power was not an issue for the previous concessionaire with existing appliances.

2. Q. Is there a gas supply to the space?

A. No, there is not natural gas available within the concession stand.

3. Q. Does the current grill run on electric or gas?

A. The current grill is an electric grill.

4. Q. Is there a floor drain?

A. Yes, there is a floor drain.

5. Q. Is there a grease trap?

A. Yes, the Concession Stand includes a grease trap. The Concessionaire will be expected to operate according to the City's Kirkland Municipal Code Section 15.36, regarding fats, oils, and grease (FOG). Concessionaire will be required to properly manage grease traps/interceptors, provide on-going monitoring and clearing of the trap, and to collect and properly dispose of grease. Parks and Community Services staff inspects and provides more extensive maintenance on an annual basis.

6. Q. Which of the current equipment in the booth are included with this contract, and which will be removed? Are any of the items which might be removed available for purchase (or simple donation)?

A. The on-site equipment included with certainty is the grill and hood. Parks and Community Services is coordinating with the previous concessionaire to determine which other existing items on-site they wish to remove, and which might be left behind. Those items include a household size refrigerator with freezer, a small beverage refrigerator, a fountain soda beverage dispenser, an ice machine, and miscellaneous small appliances.

7. Q. What is the current known schedule of all future events in Peter Kirk Park, both athletic and non-athletic?

- A. The schedule for Lee Johnson Field can vary by season and can change daily. The City's athletic field use year is split into two seasons - the First Season, which is approximately 4/1 to 7/31 at Lee Johnson Field, and the Second Season, which is approximately 8/1 to 9/30 at Lee Johnson Field. At the end of this document is a current schedule of games and events through 7/31 to date. Second Season use has yet to be considered for 2021. Typically, however, Thursday Sprinkler Parks continue throughout the summer and August and September uses have included City adult softball programs and community league fall baseball programs.

A common game schedule for Lee Johnson Field is weekdays at 4:00 p.m. and 7:00 p.m. or 5:00 p.m. and 8:00 p.m. and weekends at 10:00 a.m., 1:00 p.m., 4:00 p.m., and 7:00 p.m. Game vacancies are rare during the peak spring and summer seasons, in a non-pandemic environment.

Lee Johnson Field closes for use annually on September 30th and remains closed until approximately March 15th/April 1.

8. Q. What is the city's best guess of the utility fee, perhaps based on past seasons? Are there details of past utility use from previous seasons which could be provided?

- B. A utility fee amount has yet to be determined for this contract. The City would analyze utility expenses for the concession stand and determine a fair utility fee during contract negotiations. Specific details are not available to provide regarding past utility use at the time of this response.

9. Q. Who is responsible if any of the current booth systems fail or need repair (including water, electrical, ventilation hood, gas)?

- A. The City is responsible for maintaining water and electrical systems and would provide on-going maintenance. Repairs necessary at the fault of the concessionaire would be at the concessionaire's expense. The grill and hood were provided through a tenant improvement with the previous concessionaire. If they were to fail, the concessionaire would likely be responsible for replacement expenses through a tenant improvement process. Once a tenant improvement project is complete, those improvements become property of the City and permanent amenities of the stand.

10. Q. What hours and days are the restrooms open? Could the concessionaire have key access to the restrooms if they are not open during times when the concession booth is operational?

- A. Peter Kirk Park restrooms are currently open daily year-round. The restrooms are opened by staff during staff hours which fluctuate by season. Typically, they are open 7:30/8:00 a.m. to approximately 10:00 p.m. to 11:00 p.m. during spring and summer, and close earlier in the fall and winter depending on staff hours. A key would not be necessary or provided as the restrooms are open daily.

11. Q. What limits, if any, are there for signage for the concessionaire? Could we place signs such as A-frame sandwich boards around Peter Kirk Park, near the pool, on 3rd Street?

- A. As indicated in the Request for Proposal, signage is subject to Parks and Community Services approval and must also meet City of Kirkland Zoning Code Sign Code Chapter 100 limitations and permit requirements. Bidders are encouraged to review the City's Sign Code for additional information regarding regulations. An approved concessionaire would be expected to propose signage and seek City and Parks and Community Services' approval at that time. A bidder is also welcomed to include signage ideas within a bid proposal for feedback. That said, it is not unusual for a City concessionaire to have an A-frame style sign near their concessions area, and/or near an entrance. The City is sensitive to the overall volume of signage and striking an aesthetically pleasing balance throughout a park, and strongly considers public safety when evaluating sign proposals.

12. Q. Could tenant improvements include the installation of seating in the area behind and above the booth?

- A. It is possible to discuss the potential use of the platform area to the west of the concession stand during a bid proposal. Insufficient information is provided in the question to provide a firm response at this time. A bidder is encouraged to include within their proposal a general overview for how the space is proposed to be used and what tenant improvements may be necessary to achieve their goals.

13. Q. Would there be objections to a nonprofit partnering with a local business to operate the concession?

- A. The City does not object to considering a proposal of a nonprofit hiring a local business to operate concessions, however an answer is not able to be provided at this time if there would be any issues or objections. It would be appropriate to include such a request in a bidder's proposal so the City can form a full understanding of such an arrangement during the evaluation process. The City has, in the past, approved non-profit City contracted concessionaire requests to hire for-profit businesses to provide day to day actual concession services.

Lee Johnson Field Game Schedule May through July 2021 – effective 5/2/2021

5/6/2021	5:00 PM	Game	6/4/2021	7:00 PM	Game	7/7/2021	5:00 PM	Game	7/28/2021	8:00 PM	Game
5/8/2021	1:00 PM	Game	6/5/2021	10:00 AM	Game	7/8/2021	12:00 PM	Sprinkler Park	7/29/2021	12:00 PM	Sprinkler Park
5/8/2021	6:30 PM	Cornhole Classic	6/5/2021	7:00 PM	Game	7/8/2021	5:00 PM	Game	7/31/2021	10:00 AM	Game
5/11/2021	4:00 PM	Game	6/6/2021	1:00 PM	Game	7/8/2021	8:00 PM	Game	7/31/2021	1:00 PM	Game
5/11/2021	7:00 PM	Game	6/6/2021	7:00 PM	Game	7/9/2021	5:00 PM	Game	7/31/2021	7:00 PM	Game
5/14/2021	4:00 PM	Game	6/7/2021	5:00 PM	Game	7/9/2021	8:00 PM	Game			
5/14/2021	7:00 PM	Game	6/8/2021	4:00 PM	Game	7/10/2021	10:00 AM	Game			
5/15/2021	1:00 PM	Game	6/8/2021	7:00 PM	Game	7/10/2021	1:00 PM	Game			
5/15/2021	4:00 PM	Game	6/9/2021	7:00 PM	Game	7/10/2021	4:00 PM	Game			
5/15/2021	7:00 PM	Game	6/10/2021	5:00 PM	Game	7/10/2021	7:00 PM	Game			
5/16/2021	7:00 PM	Game	6/10/2021	8:00 PM	Game	7/11/2021	10:00 AM	Game			
5/17/2021	5:00 PM	Game	6/11/2021	4:00 PM	Game	7/11/2021	1:00 PM	Game			
5/18/2021	4:00 PM	Game	6/11/2021	7:00 PM	Game	7/11/2021	4:00 PM	Game			
5/18/2021	7:00 PM	Game	6/12/2021	10:00 AM	Game	7/11/2021	7:00 PM	Game			
5/19/2021	4:00 PM	Game	6/12/2021	1:00 PM	Game	7/12/2021	5:00 PM	Game			
5/19/2021	7:00 PM	Game	6/12/2021	7:00 PM	Game	7/12/2021	8:00 PM	Game			
5/20/2021	5:00 PM	Game	6/13/2021	10:00 AM	Game	7/13/2021	5:00 PM	Game			
5/20/2021	8:00 PM	Game	6/13/2021	1:00 PM	Game	7/13/2021	8:00 PM	Game			
5/21/2021	4:00 PM	Game	6/13/2021	4:00 PM	Game	7/14/2021	5:00 PM	Tournament			
5/21/2021	7:00 PM	Game	6/13/2021	7:00 PM	Game	7/14/2021	8:00 PM	Tournament			
5/22/2021	10:00 AM	Game	6/14/2021	5:00 PM	Game	7/15/2021	12:00 PM	Sprinkler Park			
5/22/2021	1:00 PM	Game	6/14/2021	8:00 PM	Game	7/15/2021	5:00 PM	Tournament			
5/22/2021	4:00 PM	Game	6/15/2021	5:00 PM	Game	7/15/2021	8:00 PM	Tournament			
5/23/2021	7:00 PM	Game	6/15/2021	8:00 PM	Game	7/16/2021	5:00 PM	Tournament			
5/24/2021	5:00 PM	Game	6/16/2021	5:00 PM	Game	7/16/2021	8:00 PM	Tournament			
5/25/2021	4:00 PM	Game	6/16/2021	8:00 PM	Game	7/17/2021	10:00 AM	Tournament			
5/25/2021	7:00 PM	Game	6/18/2021	5:00 PM	Game	7/17/2021	1:00 PM	Tournament			
5/26/2021	4:00 PM	Game	6/18/2021	8:00 PM	Game	7/17/2021	4:00 PM	Tournament			
5/27/2021	5:00 PM	Tournament	6/19/2021	7:00 PM	Game	7/17/2021	7:00 PM	Tournament			
5/27/2021	8:00 PM	Tournament	6/20/2021	7:00 PM	Game	7/18/2021	10:00 AM	Tournament			
5/28/2021	4:00 PM	Game	6/23/2021	8:00 PM	Game	7/18/2021	1:00 PM	Tournament			
5/28/2021	7:00 PM	Game	6/24/2021	5:00 PM	Game	7/18/2021	4:00 PM	Tournament			
5/29/2021	10:00 AM	Tournament	6/26/2021	1:00 PM	Game	7/18/2021	7:00 PM	Tournament			
5/29/2021	1:00 PM	Tournament	6/26/2021	4:00 PM	Game	7/19/2021	8:00 PM	Game			
5/29/2021	4:00 PM	Tournament	6/27/2021	10:00 AM	Game	7/20/2021	8:00 PM	Game			
5/29/2021	7:00 PM	Tournament	6/27/2021	7:00 PM	Game	7/22/2021	12:00 PM	Sprinkler Park			
5/30/2021	10:00 AM	Tournament	7/1/2021	5:00 PM	Tournament	7/22/2021	5:00 PM	Game			
5/30/2021	1:00 PM	Tournament	7/1/2021	8:00 PM	Tournament	7/22/2021	8:00 PM	Game			
5/30/2021	4:00 PM	Tournament	7/2/2021	5:00 PM	Tournament	7/23/2021	5:00 PM	Game			
5/30/2021	7:00 PM	Tournament	7/2/2021	8:00 PM	Tournament	7/23/2021	8:00 PM	Game			
5/31/2021	10:00 AM	Tournament	7/3/2021	10:00 AM	Tournament	7/24/2021	10:00 AM	Game			
5/31/2021	1:00 PM	Tournament	7/3/2021	1:00 PM	Tournament	7/24/2021	1:00 PM	Game			
5/31/2021	4:00 PM	Tournament	7/3/2021	4:00 PM	Tournament	7/24/2021	4:00 PM	Game			
5/31/2021	7:00 PM	Tournament	7/3/2021	7:00 PM	Tournament	7/24/2021	7:00 PM	Game			
6/1/2021	4:00 PM	Game	7/4/2021	10:00 AM	Tournament	7/25/2021	4:00 PM	Game			
6/1/2021	7:00 PM	Game	7/4/2021	1:00 PM	Tournament	7/25/2021	7:00 PM	Game			
6/2/2021	7:00 PM	Game	7/5/2021	10:00 AM	Tournament	7/26/2021	5:00 PM	Game			
6/3/2021	4:00 PM	Game	7/5/2021	1:00 PM	Tournament	7/26/2021	8:00 PM	Game			
6/3/2021	6:00 PM	Game	7/5/2021	4:00 PM	Tournament	7/27/2021	5:00 PM	Game			
6/4/2021	4:00 PM	Game	7/5/2021	7:00 PM	Tournament	7/28/2021	5:00 PM	Game			