



401 Fairway Blvd.
Spring Creek, NV 89815
Phone: (775) 753-6295
Fax: (775) 753-9539
jessiebahr@springcreeknv.org

REQUEST FOR PROPOSALS
Restaurant Services

If you are interested in responding to this RFP, all information must be completely filled out with required documents by submittal date noted below.

Name: _____

Address: _____

Contact Person: _____

Contacts Telephone: _____

Contacts Email: _____

Contacts Fax: _____

SUBMITTAL: **Deadline January 16, 2018**

Statement of Qualifications packets submitted and emailed to:

**Jessie Bahr
Spring Creek Association
401 Fairway Blvd.
Spring Creek, NV 89815
JessieBahr@SpringCreekNV.org**

Signature of Proposer

Date

About the Spring Creek Association:

Spring Creek Association, whose office is located at 401 Fairway Blvd., Spring Creek, NV 89815 is soliciting qualifications for a Restaurant Lessee.

The Spring Creek Association is a private, property owners' association with 5,420 lots that provide rural Nevada residential living opportunity with several amenities. Located near the base of the Ruby Mountains lies the 23.4 square mile rural community of Spring Creek. Outdoor Recreation and Spring Creek have become synonymous. Lamoille Canyon, South Fork Reservoir State Park, and the Ruby Lake National Wildlife Refuge are all within a short drive.

There is easy access to Spring Creek via Lamoille Highway (SR227) from Interstate 80 in Elko, Nevada. Newcomers are welcomed and considered a valuable resource who bring fresh perspective and experience. It is easy to become involved in the many active youth and adult clubs and organizations available. Spring Creek is family friendly. An example is the outdoor recreation at our 32-acre stocked private marina, which provides opportunities for fishing, canoeing, wildlife viewing, covered picnic areas with grills, open space and playground equipment. Spring Creek Association property owner assessments are used for the maintenance and operation of all amenities as well as the expenses involved with managing such a large area and diversified Homeowner's Association.

There are approximately 150 miles of roadways in Spring Creek, all of which have chip-seal surfacing. Elko County School District operates two Elementary schools, a Middle School, and a High School in our area. Our access to quality healthcare professionals and facilities is expanding. The business climate in Spring Creek allows home-based businesses. You will find a major grocery store, pharmacy, post office, credit union, dental office, barbers, beauty salons, hardware store, variety store, gas stations, convenience stores, pizza parlors, sandwich shops, variety of restaurants, lounges, gaming, fitness centers, legal services, pet grooming, car washes, realty office, manufactured home sales, refuse collection services, propane services, feed store, multiple churches, auto repair, building and construction contractors with space still available for new businesses to locate and grow.

The Spring Creek Association is governed by a seven-member board who is elected by the community. The President of the Association reports directly to the board and hires and manages the operations of all other departments within the Association. The Golf Pro would report directly to the President.

About the Spring Creek Golf Course:

The Spring Creek Golf Course is located at the base of the majestic Ruby Mountains. Our course is an uncrowded, par 71 18-hole golf course featuring a wonderful view of "Rubies" and built on hilly terrain, so expect many changes in elevation and uneven lies! A great deal of the natural sage brush, and numerous sand bunkers have been incorporated into this course's design. The signature hole is #2, a 426-yard, par 4, requiring a tee shot up a dogleg left fairway, then an approach shot to a green surrounded by trees and sand bunkers. There are cart and club rentals as well as a private cart barn for your private cart storage. Private lessons are also available.

Course Specs: Built in 1973

Back Tees Par - 71 Yards - 6302 Rating - 70.6 Slope - 121 Forward Tees Par - 71 Yards - 5658 Rating - 70.5 Slope - 124 Greens: Bent Grass Fairways: Bermuda Grass Dress Code: Shirt and shoes required Season: March 1 to Oct 31 or as weather permits.

About the Request:

This request is for the purpose of finding a highly qualified individual or company to provide the furnishings of all labor, materials, equipment and supervision to provide restaurant/bar services to the Spring Creek Association per the requirements and specifications of the Spring Creek Association for a period of February 15, 2018 through December 31, 2019 (with the option of the SCA Board to extend).

Any proposal will remain in effect for a period of ninety (90) calendar days from the deadline for this submission of proposals or until it is formally withdrawn, or a contract is executed, or this RFP is cancelled, whichever occurs first.

Copies of the RFP may be obtained at the Association Offices or by visiting www.springcreeknv.org on or before Tuesday, January 2, 2018.

Requests for clarifications or any questions about information contained in the RFP must be submitted in writing via email to JessieBahr@springcreeknv.org no later than January 8, 2018 at 4 PM PST.

The successful applicant must be an Equal Opportunity Employer.

Applicants may correct, modify, or withdraw proposals prior the proposal deadline. Any applicant who wishes to withdraw a proposal must make the request in writing. Any corrections or modifications to a proposal must be submitted in writing. The Spring Creek Association reserves the right to reject any or all proposals, waive any information in the proposal process, and accept the proposal deemed to be in the best interest of the Spring Creek Association.

Section I: Purpose and Objectives of this Request For Proposals

This request is for the purpose of finding a highly qualified individual or company to provide the furnishings of all labor, materials, equipment and supervision to provide restaurant/bar services to the Spring Creek Association per the requirements and specifications of the Spring Creek Association for a period of February 15, 2018 through December 31, 2019 (with the option of the board to extend).

The goal of the Association in issuing this RFP is to provide quality services to the users of the Spring Creek Association golf course and members.

All applicants should inspect the premises prior to submitting of any proposal.

Objectives of the proposal:

1. Provide a quality and desirable experience at the Spring Creek Golf Course.
2. Increase revenue at the course.
3. Increase restaurant sales.
4. Increase customer satisfaction rating.
5. Implement operational plans and Key Performance Indicators that tie to the overall plan of the Spring Creek Association restaurant.

Section II: General Terms and Conditions

Minimum Qualifications – Restaurant Lessee

- 5 years' previous experience in restaurant management or ownership.
- Elko County Liquor License or the ability to get one within 60 days.
- Certified Food Service Handling Training through Nevada State Health Department or equivalent.
- Current restaurant equipment (plates, utensils, glassware, etc.) or ability to obtain equipment.

Other Terms

- Insurance Requirements: Must be able to provide General Liability, Workman's Compensation insurance and any other insurance within 30 days.
- Indemnification and Release: Must be willing to indemnify and hold Spring Creek Association Harmless from any and all SCA liability.
- Independent Contractor: Must work as an independent contractor, willing to employ your own employees and be responsible for all of your own taxes and benefits.

Section III: Instructions to Applicants

Proposals and responses to the RFP must be submitted by 4 PM PST, Tuesday, December 16, 2018 to the Spring Creek Association at 401 Fairway Blvd. Spring Creek NV, 89815 AND by E-mail (PDF) to JessieBahr@springcreeknv.org.

Failure to answer any questions, to complete any form or to provide documentation required will be deemed non-responsive and may result in a rejection of the proposal, unless the Association determines that such failure constitutes a minor formality.

Section IV: Evaluation of Proposals

The Spring Creek Association Board of Directors will review all correctly submitted responses and will be presented at the January 24, 2018 board meeting. At this time, the board will decide which proposals they would like to interview directly and or award a bid at this time. Please ensure you are able to be present and present to the board at this meeting.

References

References will be contacted to determine if the Proposer is responsive and responsible. References will be asked about their overall impression of the Proposer, quality of work performed and understanding of factors affecting the operations of the restaurant. Other reference questions determined may also be asked.

Decision

An interview may be conducted with the top candidates chosen by the Board of Directors or the Board can choose the lessee at the January, 2018 board meeting if they feel compelled to award at that time.

Award of Contract(s)

The Association will award a contract to eligible Proposers as the Board sees fit. The Association reserves the right to reject any and all proposals if it determines that it is in the best interest of the Association to do so.

Section V: Proposal Specification and Preparation

All information in the proposal shall be organized and presented as directed below and in the format indicated. The proposal should provide a straightforward and consistent description of the Proposer's commitment and ability to perform the contract as described in this document. A proposal may be deemed to be non-responsive if the Proposer fails to comply with the instructions.

Exceptions – Alternative to Scope of Services

If the Proposer cannot provide a service as it is described, but believes it can offer equivalent or superior results by some other means, **the Proposer must identify the service, state that it is offering an alternative, and provide a description of the proposed alternative.** The proposal should describe the alternative thoroughly and should clearly state how the alternative achieves equivalent or superior performance or results.

Organization of Proposals

RESTAURANT LESSEE – ORGANIZATION OF PROPOSALS

1. Letter of Interest.
2. Proposer Qualifications: Summarize the commitment and ability to perform this contract if awarded.
3. Restaurant Experience: Demonstrate previous relevant experience in the operation/management of restaurants and concessions.
4. Restaurant Business Plan: Include your plan on how you would manage overall a high quality, year-round restaurant (Monday – Saturday Breakfast Lunch Dinner and Sunday during the golf season) and concessions operations, staffing plan, proposed menu or menus and marketing and PR strategies, etc.
5. Copy of most recent credit report and tax return filed.
6. Reference List: A list of three professional references with which the Proposer has or has had restaurant contracts with (direct supervisors). Information should include name, role, phone number, duration of employment, reason for leaving and amount of contract. List of past three employers if they are different from listed above including name, role, phone number, your title and reason for leaving and amount of contract.

Section VI: Scope of Services

Below is a general, although not all-inclusive list of operational items that will be expected to be managed to the awarded proposer.

- Collection and proper accounting of all monies received.
- Employ competent staff to ensure quality operations and customer satisfaction.
- Enforce and communicate all policies and rules to staff and patrons.
- Hours: To be open and serving food seven days a week during the golf season which is generally regarded as March – October and Monday – Saturday during the off season to include breakfast, lunch and dinner. To be able to cater events, golftournaments and/or other parties.
- Plan to increase the number of guests at the restaurant.
- Ability to manage multiple events and the restaurant at the same time.
- Ability to maintain and provide proper financial records including monthly reports, POS system reports and yearly financials.
- Plan in place to help market facilities with the Association as well as yearly PR plans.

- Communication systems set with the Association, staff, and public in regards to the restaurant and events.
- Customer service training and program in place with staff to ensure maximum satisfaction.
- Monthly and annual plan with reports presented to the Association.
- Ability to work in conjunction with the golf course gm regarding operations and planning.
- Rent is \$2,250 per month which includes the POS system.

Anticipated Schedule

- RFQ issued: Tuesday, January 2, 2018
- Deadline for questions: (Written questions may also be submitted via email) January 8, 2018 at 4 PM PST.
- Submittal Deadline: Tuesday, January 16, 2018 at 4 PM PST.
- Review of qualified proposers: January 24, 2018 at 5:30 PM at the SCA Board Meeting

Project Schedule

Deadline: Responses must be received no later than 4:00 PM, Tuesday, January 16, 2018

Response should be mailed followed by emailed (PDF) to ***jessiebahr@springcreeknv.org***:

Signature of Proposer

Date