



## REQUEST FOR PROPOSAL FOR VISITORS CENTER VENDOR AGREEMENT

Blanding City is seeking proposals for the vendor and retail section of the Blanding City Visitors Center. Blanding City is taking the initiative to enhance the value and services provided to our visitors at the center. Blanding City is looking to partner with a vendor that has multiple years of retail experience and a background in vendor and inventory management. The ideal partner also has a passion for the travel and tourism industry and wants to improve the visitor experience, as well as add value to Blanding City.

The selected proposal will work closely with our Economic Development & Visitor Services Office and Visitor Center Staff in an effort to maintain inventory and give input on new products that will generate revenue for both parties.

### Scope of Agreement

The scope of work within the agreement will focus on several components as outlined below:

1. Vendor agrees to pay Blanding City \$250.00 or 20% of monthly gross sales, whichever is greater, for the \*exclusive right to sell at that location.  
*\*The parties agree that Blanding City may sell non-competing items that differ from the products that the awarded vendor sells.*
2. Vendor agrees to provide sales fixtures, maintenance, point of sale computer, software, credit card equipment and other basic materials needed to create a sales outlet.  
*\*Sales fixtures need to match the aesthetic of the Visitors Center design.*
3. Blanding City agrees to hire and compensate employees to staff the center during hours of operation, which will be set at the discretion of Blanding City.
4. Blanding City agrees to pay utilities and maintenance costs for the facility.
5. Vendor agrees to coordinate the training of facility staff on their products and software programs.
6. The parties agree that Blanding City has the authority to remove any product or items deemed not in accordance with Blanding City philosophy or policy.
7. Parties agree that products should not compete with local private businesses, namely custom pottery, Native American jewelry, or other regionally custom made products sold by local brick and mortar stores.
8. Parties agree that the term of this agreement shall be from the date of this final execution to December 31st of 2023 (22 month period)



### **Deliverables**

The selected vendor will provide the following regarding inventory:

1. Educational & Informational products that encompass the monuments and recreation sites in the area.
2. Updated and new inventory for each new season (march 1st of each year)
3. Tech support on sales software when not functioning
4. Pay Blanding City \$250.00 or 20% of monthly gross sales

### **Project Timetable**

1. Request for Proposals open on December 7, 2021
2. Questions can be submitted through email to [predd@blanding.city](mailto:predd@blanding.city) until December 22, 2021 by Noon
3. Closing Date for Receipt of Proposals - December 31, 2021 by Noon
4. Firm awarded project by January 31st 2022

Approval and Adoption by first City Council meeting in February of 2022

### **Evaluation of Proposals**

The procedure for response to this RFP, evaluation of proposals, and selection of a vendor follows:

- Vendors will prepare and submit their proposals according to the Project timetable contained in "Proposal Timetable".
- The City will evaluate through the formation of a selection committee. This committee may include City staff, representatives of the City Council and any other individual) that the City deems appropriate to have as a part of this committee.
- Preference will be given to vendors with prior experience operating retail or visitor center stores.

### **Acceptance of Proposals**

The City reserves the right to reject any or all proposals for any reason and or waive minor irregularities when to do so would be in the best interests of the City.

The responding party agrees that the City may terminate this procurement procedure at any time, and the City shall have no liability or responsibility to the responding party for any costs or expenses incurred in connection with this RFP, or such party's response.

### **Proposal Submission**

Each respondent must submit 1 electronic copy on a flash drive, in PDF form, or an electronic submittal. The proposal needs to be sealed and brought or mailed to Blanding City at 50 W 100 S. The envelope containing the proposal must be clearly labeled "**Visitors Center Vendor Agreement**". Electronic submissions should be emailed to [predd@blanding.city](mailto:predd@blanding.city)