



## **SOLICITATION NO. 2022-02-OSP**

This Solicitation is a Lease Document and is an invitation to bid in connection with the Lease awarded by the Oklahoma Tourism and Recreation Department as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Lease Documents.

### **Purpose**

The Oklahoma Tourism and Recreation Department (OTRD) is seeking bids for restauranters to operate full-service facilities at designated park locations.

### **1. Contract Specifications**

The purpose of this Invitation to Bid (ITB) is to invite responses (Bids) from Vendors in the restaurant industry to provide fully stocked, fully staffed, and expertly managed dining experiences to guest of state parks for breakfast, lunch, and dinner. In-season and off-season shall be defined by the individual locations based on the ebb and flow of guests throughout the year. Specific information regarding the dimensions of the facilities as well as peak season information is listed in Section 2. Facility Information of this document.

The parties agree to the following terms in addition to obligations set for in other Contract Documents:

- A.** Lessees shall be stocked, staffed, and ready to provide table service for breakfast, lunch, and dinner no later than March 1, 2023, which will constitute as the soft opening of the business.
- B.** Lessees shall use the experience of the soft opening to prepare and be ready to do full-scale business no later than May 1, 2023, which will constitute as the grand opening of the business.
- C.** The Lessee shall provide sample menus with pricing showing what items the business can provide for breakfast, lunch, and dinner at the facilities.
- D.** Final menu items, price, and appearance shall be submitted prior to beginning of services and will be approved in writing by the State.
- E.** Lessees shall be responsible for paying for the cost of the gas, water, and trash henceforth referred to as utilities at their facilities.
  - i.** Robbers Cave and Beavers Bend State Parks are monitored separately from other park buildings and the Lessee will be responsible for the total cost of the utilities for the facility in which the business is located.
  - ii.** Lessees awarded Lake Murray, Quartz Mountain, and Sequoyah State Parks will pay five percent (5%) with inflation monthly of the utilities at these locations.
- F.** Lessees are responsible for the basic maintenance and upkeep that results from running a restaurant. This includes, but is not limited to, the cleaning of grease traps, pest control, semiannual maintenance on hood vent cleaning, etc.
- G.** Lessees shall acknowledge the locations are fully equipped to begin service; however, additional equipment the Lessee needs to conduct business shall be provided at the expense of the Lessee. The State shall not reimburse the Lessee for additional equipment.
- H.** Lessee may request permanent improvement projects be qualified for reimbursement by State through the reduction of further commission payments. Reimbursements may not exceed the actual documented costs incurred to improve the lease area and shall be approved before any such work is initiated. Approval is comprised of scope of work, timeline, budget, and sealed engineer plans. All plans for construction shall receive any required permits to construct from the appropriate agency.



The project reimbursement amount cannot exceed the approved budget by more than ten percent (10%). Improvements made through commission payment reduction become property of the State.

- I. All carry out and to-go containers and cutlery shall be sustainable, eco-friendly, and biodegradable or not offered by the business.
- J. Complete and detailed inventory lists shall be provided to the Lessee upon award. Lessees are responsible for notating and reporting any damage to the facility or equipment in a timely manner.
- K. The Lessee awarded Quartz Mountain State Park shall agree to provide breakfast, lunch, and dinner at an established contractual price to the Oklahoma Arts Institute during their fall and summer programming held at the park. The Lessee shall also agree to accommodate the dietary restrictions of some of the participants in this program.
  - i. The summer program is estimated to be a total of twenty-one (21) days with an estimated number of 350 people during full group meals. These numbers may vary, and a finalized itinerary shall be provided to the vendor prior to the event.
  - ii. The fall program is estimated to be a total of five (5) days with an estimated number of 135 people during group meals. These numbers may vary, and a finalized itinerary shall be provided to the vendor prior to the event.
  - iii. Full and complete information will be provided to the Lessee no less than three weeks in advance by the Oklahoma Arts Institute. This list will include, but is not limited to, a complete count of everyone attending, the days they will be at the location, the meals they will need for each day, and dietary restrictions of attendees.
- L. The Lessees awarded Quartz Mountain, Sequoyah, and Lake Murray State Parks shall offer catering services to groups using lodge meeting facilities and shall coordinate catering services with group sales staff for the lodges.
- M. Lessees awarded Quartz Mountain, Sequoyah, and Lake Murray State Parks may also coordinate holiday meals and other special events with lodge management.
- N. Lessees may offer to-go meals via pick-up and/or delivery to lodge rooms, cabins, and/or campgrounds within the park.
- O. Lessees may sell retail and convenience merchandise at their location; however, all merchandise shall be Oklahoma State Park branded and the items sold shall be preapproved in writing by the State before being sold. Restaurant branded items are not allowed to be sold at the park location without prior written consent from the State.
  - i. Examples of retail merchandise include, but are not limited to, apparel, hats, bags, drinkware, camping gear, and outdoor recreation-associated items.
  - ii. Examples of convenience items includes, but are not limited to, pre-packaged foods and beverages, medication, snacks, grocery items, and ice.
- P. Suppliers may serve beer, wine, liquor, and mixed drinks. Suppliers shall be required to provide proof of all necessary licenses before providing this service.

## **2. Facility Information**

It is OTRD's intent to select one Lessee per location. Specific information regarding each location is listed below. Each facility will have a designated day OTRD will be conducting site visits. Any bidders wanting to schedule a site visit shall do so prior to visiting the location. All requests for site visits must be submitted with no less than forty-eight (48) hours for an OTRD representative to confirm the time. All requests shall be submitted to the email address listed on the front page of this bid packet.

The Bidder shall include in the title of their response the name of the location on which they are bidding. For example, 2022-02-OSP-Lake Murray. A separate bid is required for each location on which the



Bidder is submitting a response. For example, if a Bidder is submitting a response for one location, then one bid shall be submitted. If a Bidder is submitting a response to three locations, then three separate bids in three separate emails shall be provided.

**A. Robbers Cave State Park**

4575 NW 1024 Avenue  
Wilburton, OK 74578

Total Occupancy: 251  
Square Footage: 7,847  
Peak Season Months: March - October

Site Visit Date: July 6, 2022

**B. Lake Murray State Park**

3323 Lodge Road  
Ardmore, OK 73401

Total Occupancy: 123  
Square Footage: 6,596  
Peak Season Months: March - October

Site Visit Date: July 12, 2022

**C. Quartz Mountain State Park**

43393 Scissortail Road  
Lone Wolf, OK 73655

Total Occupancy: 192  
Square Footage: 7,801  
Peak Season Months: March - November

Site Visit Date: July 14, 2022

**D. Beavers Bend State Park**

4350 S. OK-259A  
Broken Bow, OK 74728

Total Occupancy: 163  
Square Footage: 5,161  
Peak Season Months: March - November

Site Visit Date: July 19, 2022

OTRD is currently working on gathering necessary permits for this location. There is a potential this may cause a delay in opening. If a delay occurs do to this, then OTRD will work with the awarded Lessee to adjust the dates of the soft and grand openings should this be necessary.



**E. Sequoyah State Park**

19808 Park 10  
Hulbert, OK 74441

Total Occupancy: 167  
Square Footage: 6,634  
Peak Season Months: April - September

Site Visit Date: July 21, 2022