ANTHONY CHABOT EQUESTRIAN REQUEST FOR PROPOSALS

RFP Questions and Answers

1. Can you provide a sample of a previous operations budget and monthly report?  
   No, the concessionaire is not required to submit an operations budget to the Park District.

2. What’s the process and timeline, if any, for the concessionaire to request rate increase(s) due to inflation. For example, hay, shavings, manure removal and trucking costs may affect future overhead.  
   Rate Increases must be approved by the Board and are scheduled to be approved every year in December for the following year. Concessionaire’s must submit their proposed changes by June of each year.

3. Who is responsible for utilities?  
   The concessionaire.

4. CONCESSIONAIRE’S MAINTENANCE OBLIGATION. Concessionaire agrees to maintain in good order and repair any and all concession structures, facility, improvements, and equipment on the Facility, at Concessionaire’s cost and expense, during the entire term. Please clarify whether concessionaire’s cost and expense include reimbursement for any agreed to projects coming from the maintenance fund.  
   Yes, every year projects are proposed by the concessionaire and discussed with Park District staff to be reimbursed from the concession maintenance fund. Some projects are not approved due to inappropriateness with the mission of the Park District for the concession or lack of funding.

   Maintenance Fund categories are established by the Park District and for the Concession may include the following items:

   (a) Painting building and facility interiors.
   (b) Landscaping/tree replacement program (including arborist and hazardous trees.)
   (c) Replacement of horse damaged structures on the Facility.
   (d) Installation of automatic horse watering equipment and new feeding devices.
   (e) Upgrading of boarder convenience facility.
   (f) Construction of new structures with prior District approval.
   (g) Fencing and/or gate replacement
   (h) Fire protection.
   (i) Enhancement or development of arenas.
5. If rent is collected for one or both of the residences, this rent shall be included in gross receipts and fees shall be paid on this income. What is the fee the district charges on rental income for the residences?
   The Park District does not charge a fee on District residences, rather, the concessionaire pays a fee on all monies earned at the site. If the concessionaire pays 10% to the District of their boarding revenue, they will pay 10% of the income received for renting the residence. The concessionaire can also propose something different.

6. Can you provide a current inventory list of fixed assets other than that listed on Exhibit C?
   No, that is the list for this concession. The current concessionaire may be willing to sell some of their equipment to the new concessionaire.

7. FACILITY AND EQUIPMENT PROVIDED BY DISTRICT. Upon commencement of the Term, District shall provide to Concessionaire the Facility and Equipment as listed on Exhibit “C”. Notwithstanding the foregoing, the structures and equipment listed on Exhibit C may be provided by District in District's sole discretion. What equipment is provided by the Park District?
   If by equipment, you mean tractors, wheelbarrows, etc. – none are provided by the Park District.

   What equipment is the concessionaire responsible for?
   All necessary equipment needed for the operation and maintenance of the concession.

8. The rates and charges to users of the Concession are approved annually through the District's Fees and Charges update period. What is the update period?
   Please refer to #2. Answer.