

State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

REQUEST FOR PROPOSALS THREE HISTORIC-STYLE SPECIALTY RETAIL CONCESSIONS



JOHNSON BUILDING



2627 SAN DIEGO AVENUE LOCATION



LIGHT-FREEMANS' SAN DIEGO HOUSE

OLD TOWN SAN DIEGO STATE HISTORIC PARK



REQUEST FOR PROPOSALS

FOR

**THREE HISTORIC-STYLE
SPECIALTY RETAIL CONCESSIONS**

LOCATED WITHIN

OLD TOWN SAN DIEGO STATE HISTORIC PARK

NOVEMBER 24, 2009

MARCH 9, 2010

STATE OF CALIFORNIA – RESOURCES AGENCY
DEPARTMENT OF PARKS AND RECREATION
CONCESSIONS AND RESERVATIONS DIVISION
1416 NINTH STREET, 14TH FLOOR
SACRAMENTO, CA 95814



NOTICE OF REQUEST FOR PROPOSALS

Notice is hereby given that the California Department of Parks and Recreation is accepting proposals for three separate contracts to develop, operate, and maintain historic-style specialty retail concessions within Old Town San Diego SHP:

Building	Minimum Rental Bid	Historic Period	Approximate Building Size	Facility Improvement Requirement Component
Johnson House	\$12,000 per year or 10% of annual gross receipts, whichever is greater.	American Period 1856-1872	735 sq. feet, square shape building space	Yes
Location at 2627 San Diego Avenue	\$30,000 per year or 12% of annual gross receipts, whichever is greater.	American Period 1856-1872	1,840 sq. feet, rectangular shape building space	Yes
Light-Freemans' San Diego House	\$12,840 per year or 10% of annual gross receipts, whichever is greater.	Mexican Period 1821-1846	792 sq. feet, rectangular shape building space	Yes

Each contract will be awarded separately. To be considered for one of these concession opportunities, the proposer must submit a proposal in accordance with the terms of the Request for Proposals. A summary of the proposal submission terms is presented below:

General Proposal Terms	
Proposal Closing Time & Date:	2:00 p.m., March 9, 2010
Proposal Submission Location:	San Diego Coast District 4477 Pacific Hwy, San Diego, CA 92110
Alternative Submission Location:	Concessions, Reservations, & Fees Division 1416 Ninth St, #1051, Sacramento, CA 95814
Contract Term:	Ten (10) years
Proposal Bond (due at time of proposal submission):	Two Thousand, Five Hundred Dollars (\$2,500)
Proposer's Minimum Years of Relevant Experience:	Two (2) years
Optional Pre-Proposal Meeting:	10:00 a.m., December 9, 2009, Old Town San Diego State Historic Park, McCoy House, located at 2870 Congress Street, San Diego, CA 92110

For more information or to purchase a copy of the complete RFP for \$25.00, contact Donna Renner at San Diego Coast District, (619) 688-3343 or visit the web site at www.parks.ca.gov/concessions to download a complimentary copy.

Michele F. Coleman 11/24/09
for **Ruth Coleman, Director**

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SECTION 1 - PROJECT SUMMARY

1.1 GOAL & OBJECTIVES

Department Mission

The mission of the California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

Park Mission

The mission of Old Town San Diego State Historic Park is to present the opportunity to experience the history of early San Diego by providing a connection to the past.

Vision for Interpretation

Old Town San Diego transports visitors back to an ever-changing, mid-1800's frontier settlement, to experience and enjoy its sights, sounds, and smells, and to witness its evolution from a Mexican *pueblo* to an American settlement.

Mission for Interpretation

Using traditional, contemporary, and innovative methods and technologies, the staff, volunteers, and concessions will bring Old Town San Diego's history alive through accurate and authentic programs and services that are meaningful to our visitors today and tomorrow.

Goal of this Request for Proposals (RFP)

The goal of this RFP is to award three (3) concession contracts to individuals or business entities to develop, operate, and maintain historic-style specialty retail concessions that capture and convey the historical, cultural, ethnic, and geographic themes of the buildings' interpretive periods.

Objectives of this RFP

- Create and present through physical facilities, interior furnishings, merchandise, and operational style and format, an attractive environment that captures and conveys the historical, cultural, ethnic, and geographic themes of the buildings' interpretive periods;
- Improve the concession premises, including upgrading the premises to be in compliance with the Americans with Disabilities Act (ADA);
- Enhance the visitors' experience by providing high-quality goods and services at reasonable prices and provide reasonable financial compensation to assist in supporting the interpretive activities in the park;
- Provide reasonable financial compensation to the State as rent.

1.2 GENERAL INFORMATION

Site Description

Old Town San Diego State Historic Park (OTSD), which is listed on the National Register of Historic Places, was established in 1968 to preserve and protect San Diego's history and provide educational opportunities for park visitors. It consists of approximately 12 acres located three miles north of downtown San Diego. OTSD is considered one of the primary tourist destinations in the state with an average annual attendance of 5.6 million, many from out of state.

The park's period of historical significance ("Interpretive Period") encompasses three distinct periods within one era: the Mexican Period of 1821-1846, the Transitional Period of 1846-1856, and the American Period of 1856 -1872, and as well as the California Indian presence in all three periods. Concessionaires assist the Department in recreating these periods through the operation of businesses that are historically accurate to the period of interpretation for the concession facility.

Within OTSD are five historic adobe buildings from the 19th century, two historic masonry buildings from the 20th century, historic museums, and non-historic reconstructed buildings. The park provides a variety of cultural and interpretive offerings including house museums, exhibits, historical displays, and an assortment of concessionaire-operated, historic-style restaurants and retail businesses.

Facility Description

1) Johnson House - Specialty Retail Concession

This square shaped single story, gable-ended frame building, located at 2706 Calhoun Street near the corner of Mason Street, is approximately 735 square feet. It was originally built circa 1869 as an office for one of Captain George A. Johnson's brothers, who failed to occupy it. A grocery store was operated here in the 1870's. The Johnson family did not personally use the premises until after the 1870's. The original building stood until the 1920's and the State reconstructed this American Period (1856-1872) building in 1989.

Concessions appropriate to this facility include, but are not limited to:

Millinery Shop/Hats

Period "Ready Made" Clothing Store and Dress Maker/Tailor

Quilting/Sewing Notions

Bookbinder

Stationery/Parcel Service

Photography Studio and Picture Frames

Clocks/Watches and Watch Repair

Lamps/Chandeliers/lamp oils

Since July 1, 1998 this facility has housed specialty ladies fine goods. The gross sales and rent for the last five years as reported by the current concessionaire are as follows:

<u>Fiscal Year</u>	<u>Gross Receipts</u>	<u>Rent to State</u>
2004/05	208,839	17,167
2005/06	205,367	19,076
2006/07	184,315	14,823
2007/08	172,249	14,266
2008/09	162,924	13,753

2) 2627 San Diego Avenue - Specialty Retail Concession

The building located at this address is a non-historic structure on a site which may have been a part of a historic property known as Dodson's Law Office and Residence and the Goldman-Kriss House property. The current red brick building was built in 1935 and has been designated for interpretation within the American Period (1856-1872).

Concessions appropriate to this facility include, but are not limited to:

- Historic Photographs/Art Gallery
- Rugs and Carpets
- Bookbinder
- Stationery/Parcel Service
- Clocks/Watches and Watch Repair
- Lamps/Chandeliers/lamp oils
- Hardware

Most recently, this building has operated primarily as a book store with other retail items representative of what was on Captain Fitch's manifest. The gross sales and rent for the last five years as reported by the current concessionaire is as follows:

<u>Fiscal Year</u>	<u>Gross Receipts</u>	<u>Rent to State</u>
2004/05	378,079	45,370
2005/06	390,295	53,456
2006/07	389,697	47,636
2007/08	360,027	44,425
2008/09	297,742	35,467

3) Light-Freemans' San Diego House - Specialty Retail Concession

This L-shaped single story adobe structure, located at 2767 San Diego Avenue is approximately 792 square feet. American Henry D. Fitch bought the Ylario Poinciano adobe residence in 1841 and converted it to a store and bar. Two African American partners, Allen B. Light and Richard Freeman, took over the proprietorship of the San Diego House in 1847. The building was replaced with the American Hotel, which later burned down. The State reconstructed the adobe building in 1985 and identified the use as a Mexican period concession.

Concessions appropriate to this facility include, but are not limited to:

- A business that focuses on some aspect of the otter and hide trade
- Rugs and Carpets
- Weaving/Textiles
- Spices/teas/herbs

Since August 1, 1998 this facility has housed specialty teas, coffees, and spices. The gross sales and rent for the last five years as reported by the current concessionaire are as follows:

<u>Fiscal Year</u>	<u>Gross Receipts</u>	<u>Rent to State</u>
2004/05	204,968	18,255
2005/06	197,570	16,091
2006/07	180,298	14,423
2007/08	157,590	13,091
2008/09	182,273	14,582

NOTE: The proceeding is for general information only; the State does not guarantee its accuracy. It is recommended that proposers personally investigate the premises and park environs.

Concessions not appropriate to these facilities and which will not be considered are:

Chinese Retail Imports
General Store/Provisions
Leather Goods
Gem and Minerals Store
Candy Store
Tin Wares
Silversmith
Pewter Store
Carpenter/Toymaker
Shoe/Boot Store
Indian or Mexican Jewelry
Pottery
Soap Store
Candle Store

1.3 CONTRACT SUMMARY

Three different contracts are available for bid through this RFP. Each contract provides for the operation of a historic-style specialty retail concession at a different location under different operating requirements.

It is critical that proposers understand all the terms and conditions of each Sample Concession Contract (included herein). The proposal should be based on the requirements of the contract for which the proposer is bidding in its entirety. If a proposer is awarded the contract, the successful proposer has 30 days to review and sign the awarded contract. The successful proposer shall be expected to accept the provisions of the Sample Concession Contract as written. If necessary, minor clarifications, as approved by staff counsel, the Department of General Services, and the Attorney General, may be made prior to contract execution. The intent of the contract is to provide the public with high-quality, reasonably priced goods and services in an authentic manner and atmosphere that enhances the visitor's experience and the educational, natural, and cultural resources of the park. The term of each contract is for a period of ten (10) years.

Summary descriptions of some of the important contract provisions are described below.

At a minimum, the successful proposer will be required to:

1. Develop, equip, operate, maintain and promote a historic-style specialty retail concession at Johnson House, Building at 2627 San Diego Avenue, or Light-Freemans' San Diego House. The specialty stores shall be furnished and landscaped appropriate to the period and in accordance with the State's guidelines.
2. Pay as annual rent the amount presented in the successful proposal, which at a minimum shall be:
 - For Johnson House: the greater of twelve thousand dollars (\$12,000) per year or ten percent (10%) of Gross Sales.
 - For 2627 San Diego Avenue: the greater of thirty thousand (\$30,000) per year or twelve percent (12%) of Gross Sales.
 - For Light-Freemans' San Diego House: the greater of twelve thousand eight hundred forty dollars (\$12,840) per year or ten percent (10%) of Gross Sales.
 -
3. Implement the Operations Plan, Facility Plan, and Interpretive Plan as described in Proposal Instructions to clearly demonstrate a commitment to provide accessible services and facilities in compliance with ADA guidelines.
4. At a minimum, the business shall be open seven days a week as follows:
 - October through May: Sunday through Thursday, 10 a.m. until 6 p.m., Friday and Saturday 10 a.m. until 7 pm.
 - June through September: 10 a.m. until 7 p.m., Monday through Thursday and 10 a.m. until 8 p.m. Friday through Sunday;
 - Except for the last Thursday in November, December 25th and January 1st at which time the concession may close.

5. Ensure all concession employees when in public view be attired in Period Appropriate clothing designated by the historic period use of the premises.
6. Offer period-appropriate merchandise that contributes to an understanding of Old Town's history and to a living history environment.
7. Maintain, construct and install period-style signs at Concessionaire's own expense according to the *Guidelines for Signs* and as approved by the State, in accordance with the Interpretive Plan provided in number 3 above.
8. Maintain and care for state-owned artifacts and furnishings in accordance with department guidelines and policies as applicable.
9. Maintain the premises in a good, safe and sanitary condition in accordance with all standards set forth in Section 20 and Exhibit I of the Sample Contract. All housekeeping and maintenance shall be at concessionaire's own cost and expense.
10. Provide a continuing Performance Bond in the amount of either six months or one year's Minimum Annual Rent as bid and adjusted per CPI increase(s).
11. Pay for all taxes applicable to the operation of the concession, including possessory interest taxes, and all utility services as required by the contract.
12. Provide liability, workers' compensation and fire insurance as required by the contract.
13. Obtain all necessary licenses, permits, and approvals as set forth in the contract and abide by all applicable health, safety, and environmental codes and regulations.
14. Comply with the letter and spirit of current and subsequent guidelines or plans, including General Plan amendments or updates, management and interpretive plans, historic structure reports, and others.
15. Participate in and regularly attend meetings of the Old Town San Diego business community and Old Town San Diego State Historic Park concessionaires.
16. Participate in State-sponsored focus groups, community forums, and public meetings to address issues that affect the park and business community at large.
17. Train staff to respond to visitor inquiries about the history of the park and to the facilities located nearby.
18. Demonstrate compliance with labor laws as specified in the RFP.
19. Develop and promote an accessible environment for visitors.

The successful proposer will not:

1. Provide or sell items or services considered inappropriate, deemed objectionable, or denied by the State.
2. Charge prices in excess of those approved by the State.
3. Promote or participate in activities that are incompatible with the rules, regulations, guidelines, or the mission of the Department.

Note: This contract summary is for general information only. Terms and conditions are set forth in detail in the Sample Concession Contract.

SECTION 2 - THE RFP PROCESS

2.1 PROPOSAL PROCESS

Tentative Proposal Dates

November 24, 2009.....	Opening Date - Publication of the RFP
December 9, 2009.....	Optional Pre-Proposal Meeting
December 21, 2009.....	Questions - Last date for proposers to submit written questions
January 7, 2010	Answers - DPR written responses to questions
March 9, 2010	Closing Date - Deadline for proposal submission
March 2010	Investigation and evaluation of Proposals
April 2010	Notification of "Intent to Award Contract"
May 2010	Award, preparation, and execution of contract
June 1, 2010	Ten (10) year contract begins

Note: This schedule does not consider unforeseen factors that could impact the timing of the project. It is the intent of the State to keep proposers apprised of changes in the schedule as they occur. Should the award of the contract be protested, additional time will be required to resolve the matter.

Optional Pre-Proposal Meeting

It is strongly recommended that the proposer or designated representative attend the optional pre-proposal meeting at 10:00 a.m. on December 9, 2009 at Old Town San Diego State Historic Park, McCoy House, located at 2870 Congress Street, San Diego, CA 92110. The meeting provides an equitable forum for all proposers to:

- Meet local Department staff;
- Learn about the RFP process, including procedures for questions and answers, proposal submission, and contract award;
- Inspect the concession site and receive information on the park and facility history and Department plans for the park and the concession;
- Review the RFP document.

RFP Content Questions

Questions regarding this RFP must be submitted in writing and received no later than 5:00 p.m. December 21, 2009. To ensure fair competition, all proposers will receive the same information and materials; no telephone or personal inquiries about this RFP will be answered. Questions will be submitted in writing to the Department by email or fax at the address and phone numbers listed below. A written compilation of all questions and answers, and any RFP addenda, will be posted at www.parks.ca.gov/concessions and sent by first-class mail to all identified potential proposers. Questions will be answered as clearly and completely as possible without jeopardizing the competitiveness of the proposals.

Proposers should send their questions addressed to:

California Department of Parks and Recreation
San Diego Coast District
4477 Pacific Highway
San Diego, California 92110
Attn: Donna Renner
Fax: (619) 688-3229
drenner@parks.ca.gov

Proposal Bond

Proposals must be accompanied by a Proposal Bond or cashier's check payable to the State of California, Department of Parks and Recreation, in the amount of two thousand five hundred dollars (\$2,500). Only one proposal bond is required when submitting multiple proposals. By submitting a proposal bond the proposer agrees that the bond or cashier's check may be cashed and retained by the State upon proposer's failure to execute the contract once awarded and/or proposer's failure to comply with the start-up terms of the contract once awarded. Further, by submitting a proposal, proposer agrees that the State will suffer costs and damages not contemplated otherwise should proposer be awarded the contract but fail to execute and proceed with the contract, the exact amount of which will be difficult to ascertain. Accordingly, it is agreed that such retained sums shall not be deemed a penalty, but, in lieu of actual damages, shall represent a fair and reasonable estimate of damages to the State for failure of the proposer to execute and proceed with the contract upon notification of award by the State. Bonds will be returned to all proposers once a contract is signed.

In terms of this RFP, if the proposer submits proposals for more than one contract but wishes to be awarded only one contract, the proposer may decline all but one contract without forfeiture of the Proposal Bond. However, if the proposer fails to execute the remaining contract, the Proposal Bond may be retained by the State in accordance with the terms and conditions provided herein.

Proposal Submission

The proposal, including the Proposal Bond, must be received by 2:00 p.m. on March 9, 2010 at:

California State Parks
San Diego Coast District
4477 Pacific Highway
San Diego, CA 92110

Or California State Parks
Concessions, Reservations & Fees Division
1416 Ninth Street, Room 1442-13
Sacramento, CA 95814

Proposal Format & Content

The proposal package must be sealed and clearly identified on the outside with "Proposal for Historic-Style Specialty Concession at Old Town San Diego SHP - Johnson House" or "Building at 2627 San Diego Avenue" or "Light-Freemans' San Diego House". Failure to identify the park location on the proposal may cause the proposal to be disqualified. Please submit an original plus **five (5)** copies of the proposal in 8.5" x 11" three-ring binders. All material should be presented in an 8.5" x 11" portrait format with tabs for each section. Larger formatted graphic exhibits are acceptable if folded to fit within the 8.5" x 11" three-ring binder.

Submitting Multiple Proposals

Each of the three contracts will be awarded and executed separately. Proposers interested in receiving multiple contracts should submit a separate proposal (including an original and five (5) copies of each proposal) for each concession contract. **Only one proposal bond is required when submitting multiple proposals.** If the proposer is selected as a “Best Responsible Bidder” for more than one contract but wishes to accept only one contract, the proposer may withdraw a proposal from consideration for the contract of the proposer’s choice without penalty or forfeiture of the Proposal Bond.

Confidentiality of Proposals

All proposals submitted in response to an RFP become the property of the State and are subject to the requirements of the California Public Records Act (California Government Code Section 6250 et seq.). The proposer must identify in writing all copyrighted material, trade secrets, or other proprietary information the proposer claims are exempt from disclosure under the Public Records Act. Proposers claiming exemption must include the following statement in their proposal:

The proposer agrees to indemnify and hold harmless the State, its officers, employees, and agents from any claims, liability, or damages against the State, and to defend any action brought against the State for Proposer’s refusal to disclose such material, trade secrets, or other proprietary information to any party.

Failure of a proposer to include this statement and/or identify in writing the claimed exempt material shall be deemed a waiver of any exemption from disclosure under the Public Records Act. Requests to review proposal submissions will not be allowed until after an “Intent to Award Contract” notice is published by the State.

Withdrawal of Proposals

Proposals may be withdrawn at any time prior to the proposal closing date and time provided that a written request executed by the proposer or his/her duly authorized representative for the withdrawal of such proposal is filed with the Department. The withdrawal of a proposal shall not prejudice the right of a proposer to file a new proposal prior to the proposal closing date and time. However, once the proposal closing date and time has past, proposals shall be irrevocable.

2.2 EVALUATION PROCESS

Verification of Proposal Information

The State will obtain credit reports and verify tax form information to further establish the qualifications of any proposer. All proposers may be subject to a personal interview and inspection of his/her business premises prior to award. Proposers should notify bank and business references in writing that a representative from the state will be contacting them concerning the financial and credit information furnished to the Department with the proposal.

State's Right to Reject Proposals, Waive Defects and Requirements

The State reserves the right to accept or reject any or all proposals, and waive any or all immaterial defects, irregularities, or requirements in the RFP for the benefit of the State, so long as such waiver does not give any proposer a material advantage over other proposers. A proposer shall not be relieved of his/her proposal nor shall any change be made in his/her proposal due to a proposer error.

Supplemental Information

At its sole discretion, the State reserves the right, but does not have the obligation, to seek supplementary information or clarification from any proposer at any time between the dates of proposal submission/acceptance and the contract award. The State may obtain credit reports and/or make background inquiries to further establish the qualifications of any proposer. Any proposer may be subject to personal interview and inspection of his/her business premises prior to award. Any proposer may be required to appear before the Concession Contract Award Board.

Proposal Evaluation

All proposals received shall be evaluated for form and content in accordance with the requirements of this RFP. The Contract Award Board will evaluate and score each eligible proposal pursuant to the point system and selection criteria as described in the Proposal Instructions and Proposal Evaluation Form. **Proposals not containing all of the items in the Concession Proposal form (DPR 398) may be rejected.**

Contract Award Board

Concession Contract Award Boards are appointed by the Director of the Department, or his or her representative, and convened to review, evaluate, and rate each proposal received and make a recommendation to the Director regarding the selection of the "Best Responsible Proposer". The Award Board for this contract may include park staff with related expertise, such as Field Division Chief, Deputy Director, Park Design and Construction staff, or District Superintendent, and representatives from other public agencies or the private sector.

Contract Award

If an award is made, the award for a concession contract will be to the "Best Responsible Proposer" in accordance with Section 5080.23 of the Public Resources Code. The "Best Responsible Proposer" will be the bidder whose proposal passes each of the required elements and receives the highest total score as determined by the Contract Award Board and approved by the Director. Execution of the awarded concession contract is subject to approval by controlling agencies of the State, which include the Department of General Services and the Attorney General, and will not be binding on the State or the successful proposer until such approval is obtained.

Protest of Award

Based on California Code of Regulations, Title 14, Division 3, Chapter 3, Section 4400 and Department of Parks and Recreation policy, within ten (10) days after the Department has issued a notice of intent to award a concession contract for a term in excess of two (2) years following a request for proposals or invitation to bid, any proposer/bidder may file a written statement of protest against awarding of the contract with the Director of the Department. The statement shall be signed by the protestor,

shall specify the grounds for the protest and may include a demand for a hearing. Failure to file a verified petition within the ten-day period shall constitute a waiver of the right to protest. Protests must be sent to:

Director
California Department of Parks and Recreation
1416 Ninth Street, 14th Floor
P O Box 942896
Sacramento, California 94296-0001
Fax: 916-657-3903

A copy of the protest must be served on the Attorney General within the ten-day period by the proposer/bidder. Serve the Attorney General at:

California Department of Justice
Office of the Attorney General
Natural Resources Law Section
1300 I Street, 11th Floor
Sacramento, California 95814
Fax: 916-327-2319

If a protest is timely served and a hearing is demanded, or if the Director on his or her own motion orders a hearing, proceedings shall be conducted according to the Administrative Procedure Act, and the protest statement shall be treated as a statement of issues. Any recommendation or decision of the hearing officer shall be submitted to the Director for approval, adoption, modification, disapproval, or other interlocutory or final action. If a hearing is not so demanded or ordered, the action of the Director shall be final.

2.3 CONTRACT EXECUTION

Preparation of Contract

Subsequent to the award of a contract, if an award is made, the State will prepare a final contract for execution. The contract will contain "exhibits" developed from the selected proposal including the proposal's Operation, Facility, and Interpretation Plans, as required. Minor changes or modifications to the contract, proposal plans, and contract exhibits may be made prior to execution based on agreement between the State and concessionaire. However, no material change to the contract or its exhibits as presented in the RFP and in the selected proposal may be made.

Performance Bond and Insurance

The successful proposer will be required to submit a Performance Bond and evidence of insurance required under the contract. Failure to submit the bond and/or insurance verification within the time limit presented may be treated as a refusal to execute, if the State so elects. The State may take the Proposer Bond and select the next Best Responsible Proposal.

Failure to Sign/Deliver Contract

A failure of the successful proposer to sign and deliver the contract within thirty (30) days of receipt may be treated as a refusal to execute, if the State so elects. The State may retain the Proposer Bond and select the next Best Responsible Proposal.

SECTION 3 - THE PROPOSAL

3.1 INSTRUCTIONS FOR THE CONCESSION PROPOSAL

A completed Concession Proposal form (also known as DPR 398) and a Proposal Bond will constitute the proposal. Proposer must complete all sections, respond to all questions, and fill in all blanks of the form. Inapplicable questions or blanks must be marked "N/A" or "Not Applicable". Failure to properly complete the form may disqualify the proposal.

The proposal must be clear and unambiguous. It should clearly commit the proposer to enter into a contract with the State to provide the services and other concession improvements as required by this RFP and offered in the proposal. Financial commitments must be made and conditional only on contract execution.

The submission of a proposal shall be deemed evidence that the proposer is aware of the responsibilities of being a concessionaire and have carefully examined State laws relating to California State Park concessions; possessory interest tax as related to concessions; the site(s) selected for said concession; obligations and responsibilities related to local control agencies and permitting requirements; and the proposal instructions, proposal form, and the sample concession contract included herein.

I. PROPOSER INFORMATION

A. Proposer Identification

Incumbent Factor

The incumbent concessionaire is defined as the individual, partnership, limited liability company or corporation that currently operates the concession advertised in this RFP. Such concession operation must be at the same site, comprise the same type of operation(s), and provide substantially the same types of products and services as those specified in the RFP. Incumbent proposals are awarded points based on annual Performance Evaluations (DPR 531) performed by the State. Poor Performance Evaluations may result in negative point scores.

Small Business Status

Preference will be granted to proposers properly certified as Small Businesses as defined in Title 2, Section 1896, et seq., California Code of Regulations. To claim this preference, proposals must include a copy of the Small Business Certification and Office of Small Business (OSB) identification number. To ensure a certifiable document, applications should be submitted to OSB well before the proposal closing day and properly identify a business type consistent with this RFP. It is the proposer's responsibility to contact OSB to verify the completeness of the application. Incomplete documents are not certifiable. Proposers may obtain an application for Small Business Certification from:

Office of Small Business and DVBE Certification
707 Third Street, 1st Floor, Room 400
West Sacramento, CA 95605
(800) 559-5529 or (916) 375-4940
FAX (916) 374-4950

Certification will verify that the business is independently owned and operated; not dominant in its field of operation; has its principal office located in California; has officers domiciled in California; and together with affiliates is either a service, construction, or non-manufacturer with 100 or fewer employees and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three (3) years, or a manufacturer with 100 or fewer employees.

B. Business Information

Select the type of business that describes the proposing entity (Sole Proprietorship, Partnership, Joint Venture, Limited Liability Company or Corporation) and provide the requested information. The type of business must be established prior to submitting a proposal and must not be a condition of receiving the contract. Limited Liability Companies (LLC) must include a copy of their Articles of Organization with the California Secretary of State seal (LLC-1 or LLC-5) and identify the managing member or members of the Organization.

C. Individual Information

This section must be completed by each individual, partner, and member of joint ventures; CEO, officers, and holders of 25% or more of the company's shares for corporations; concession manager; and the managing member(s) of the limited liability company. The aforementioned identified individual(s) must also complete and sign the Authorization to Release Information in Section IV.

Experience

For the purpose of this RFP, proposers must have a minimum of two (2) years experience owning, managing or operating a business of similar type, size and scope as the concession operation set forth and described in this RFP. Proposals with less than the minimum experience will be disqualified.

Provide a narrative describing in detail the duration, extent, and quality of the proposer's education and business experience with special emphasis on the experience and qualifications related to the subject concession. Be specific with respect to the type and dates of experience, the proposer's role in the management and specific duties, type and size of operation, quality of operation, public agency involvement, contractual relationships, and other factors that demonstrate an ability to successfully operate the proposed concession. Attach additional information as needed.

D. Statement of Financial Capability

Proposers must present evidence satisfactory to the State demonstrating their ability to finance, construct, operate, and maintain the concession facilities as proposed. For the

purposes of this RFP, proposers must have the ability to access a minimum of Capital Outlay. The proposer's statement of financial capability must include the source of funding and detailed information including:

Source of funding and cost of concession development: Identify and describe the specific source of funding that the business will use to undertake the project as proposed. If funds are to be used from outside sources (i.e., parent company, third party, LLC partners, etc.), provide documentation, such as a recent bank statement, balance sheet, income statement, and/or other supporting documents, to demonstrate these funds are available and unconditionally committed to this concession project. In addition, if funds are to be borrowed to finance any portion of the total investment, proposer must provide loan commitment documentation such as a letter-of-intent from the individual, bank, or other lending entity indicating the minimum amount to be loaned and any applicable percentage rate. The loan commitment may contain the qualification that the loan will be consummated only upon award of an agreement with the State, otherwise the commitment must be irrevocable and unconditional.

Business Financial Statement: Use the Business Financial Statement to describe the current and true condition of the business' assets, liabilities, and net worth; round figures to the nearest dollar. If the business is a partnership or joint venture, each partner must individually submit a Business Financial Statement. Proposer may provide copies of forms filed with the Internal Revenue Service, where applicable.

E. Credit Worthiness

Proposers must present evidence of credit worthiness. At a minimum, evidence should include a credit report issued by a nationally recognized credit bureau within 60 days of the proposal due date and include the FICA score. Any derogatory information listed on said reports must be explained. Below average FICA scores, outstanding debts, delinquent payment history on current concession contracts, and any other derogatory information may disqualify a proposal.

F. References

Financial, client, and vendor references are used to confirm information provided by proposers and to evaluate the proposer's quality of experience and past performance. Please submit one reference for each reference type required below. However, to adequately substantiate the claims the proposer has made in the proposal, the proposer is encouraged to provide three references that are familiar with the proposer and the business. Proposers should notify their references in writing that a representative from the State will be contacting them.

For the purposes of this RFP, please provide the references from the following sources:

- Financial References: Include proposer's bank or savings and loan institution.
- Client or Business References: Name clients or other persons that most accurately reflect the proposer's performance and ability to fulfill contract obligations with other entities for the provision of goods and services.

- Vendor References: Please provide vendor references if the proposer is a pre-existing business currently utilizing vendors.

II. PROPOSAL INFORMATION

Provide Operation, Facility, and Interpretive Plans that address each of the checked items in the Concession Proposal form (DPR 398). For the proposer's information, each element of the Concession Proposal is described below. The proposer may submit additional information to describe and enhance the proposal. These plans, as modified and approved by State, shall be deemed commitments by the successful proposer and exhibits within the executed concession contract.

A. Operations Plan

(20) Twenty Points

A maximum of twenty (20) points will be awarded based upon the degree to which the proposal addresses each of the following elements of the Operations Plan as identified in the DPR 398, Concession Proposal and demonstrates an understanding of and commitment to achieving the objectives of this RFP consistent with the Sample Contract.

Vision/Mission Statement

The Vision/Mission Statement should capture both the State's and proposer's goals and objectives for the concession business and provide a clear philosophy.

Organizational Structure

Provide an organization chart and staffing plan that can guide the operation and ongoing management of the concession business. The plan should define all job classifications to be used, minimum qualifications, duties, and sample schedules for each staffing level consistent with the Sample Contract requirements.

Transition/Business Start-Up

Describe a plan and timeline for starting concession operation and providing a seamless transition in customer service.

Customer Service

Proposers must demonstrate a clear commitment to successfully implement an effective customer service program. The plan should include, but is not limited to, previously established and effective customer service program models, adequate employee staffing and management oversight, hours of operation equal to or greater than required by this RFP, and describe a customer satisfaction feedback survey program.

Employee Staffing and Training

The employee policies and training program should include, but are not limited to, personnel policies; hiring practices; health, safety, and grievance policies and procedures; uniform policies and requirements; business orientation; job training; attendance and completion of the integrated park training program per the Strategic Plan for Interpretation; and visitor accessibility training. Training programs must provide

sufficient staffing with the skills and abilities to ensure uninterrupted, high-quality services to all park visitors.

Marketing and Advertising

Marketing and advertising must clearly describe approaches, methodologies, media, advertising materials, schedules, and budget allocations in order to attract visitors to the park unit. At a minimum, proposers shall identify and commit a percentage of their gross receipts exclusively for marketing, advertising, and promoting interpretive activities in the park. Higher points will be awarded to those proposals that include marketing, advertising, and promotional samples, sources, and commit a reasonable amount of profits toward this effort.

Community Involvement

Describe a plan and commitment to create added value and benefits to the surrounding community and park visitors. This plan may include special events, educational programs, and community service activities. In addition, the proposer should identify the special skills, knowledge, and resources needed and available to implement the plan.

Products, Merchandise, and Services

Provide a detailed description of the proposed merchandise and services to be provided by the concession operation. Sales items must be of high quality and variety. The products and services offered should meet or exceed the needs of the park users and be compatible with and complementary to the mission of the park.

Prices and Pricing Policies

The plan must describe and explain the policies to be used to establish prices for products and services. The policies shall clearly demonstrate the relationship of pricing to product quality and quantities. Include a price schedule for a representative sample of the proposed products and services. Implementation of these policies must provide park visitors with quality products at reasonable prices considering the competition of comparable markets for similar products and services. Pricing policies should consider Sample Contract Section 13 Rates, Charges and Quality of Goods and Services.

Conservation and Recycling

Outline the approach to solid waste management, including reduction, re-use, and recycling, use of post-consumer recycled products, water and energy conservation, pest management, hazardous materials handling, air quality, and other applicable facets of resource conservation and environmental protection that are applicable to the concession operation. The plan should clearly commit the proposer to a program that will minimize negative impacts on the environment and encourage park visitors to do the same.

Accessibility

Provide a plan for and commitment to ensuring disabled visitors will have access to all of the services provided through the concession operation in accordance with the American's with Disabilities Act of 1990, the Rehabilitation Act of 1973, and California

Government Code Sections 4450 et. seq. and 7250. Accessibility should address all disabilities and should not be limited to those affecting mobility. Please refer to the Department's Access to Parks Guidelines, available online at www.parks.ca.gov/concessions, for more information about providing accessible park facilities.

B. Facility Plan

(15) Fifteen Points

A maximum of fifteen (15) points will be awarded based upon the degree to which the proposal addresses each of the following elements of the Facility Improvement Plan as identified in the DPR 398, Concession Proposal and meets or exceeds the objectives of this RFP. After the State's review and approval, the Facility Plan from the successful proposal shall be included as an exhibit to the contract. In addition, the successful proposer must adhere to the facility requirements as described in the Sample Contract.

Please note the following when developing the Facility Plan: Old Town San Diego State Historic Park is listed in the National Register of Historic Places and therefore, the Facility Plan, including all facility improvements, for the Johnson House, building located at 2627 San Diego Avenue, and the Light-Freemans' San Diego House shall be developed and completed in accordance with *The Secretary of the Interior's Standards for the Treatment of Historic Properties (The Standards)* and *The Secretary of the Interior's Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (The Guidelines)*. Additionally, all sub-surface work must be examined by a State approved archeological consultant at the proposer's expense prior to work being done.

Furnishings

Describe the intended physical facilities of the concession including furnishings, equipment, décor, and layout consistent with park values, visitor services and experiences at the park, and the interpretive period represented by the building the proposer is proposing for the business. Plan should address color palates, floor and window treatments, landscaping, and signage.

Facility Improvement

Describe the plans for the facility improvements incremental to those required by the RFP. Include the resumes of the proposed architects, archeological consultant(s) and contractors to be used and descriptions and/or schematic drawings of the work to be accomplished and items to be installed. The proposer may submit lists, drawings, pictures, and diagrams to illustrate and clarify the plans.

Listed below are the minimum facility improvements that are required for each building.

For Johnson House:

- Treat building for termites and repair any damage. This may including tenting of the building,
- Replace all recessed lighting with matching electrified American Period style lamps (see pages 179-188 of the Old San Diego Retailer's Reference Guide).

For 2627 San Diego Avenue:

- Cut and install glass to fit existing window casings on the side of the building. Provide for the opening of shutters to increase natural light upon store opening and close the shutters for security at store closing,
- Improve period appropriate lighting throughout interior of the building with matching electrified American Period style lamps (see pages 179-188 of the Old San Diego Retailer's Reference Guide),
- Replace exterior light fixture at back door with a period kerosene style lantern fixture with a frosted chimney.
- Porch deck and access deck from San Diego Avenue need to be removed and replaced with period appropriate design and materials. Must meet accessibility compliance for any slope and transitions.
- Build and install a period appropriate front counter or retrofit existing as specified in the Old San Diego Retailer's Reference Guide; which as part of this facility improvement shall become the property of the State upon the termination of the contract. It is the State's expectation that any counters, casework, furnishings, etc., will be antiques or constructed per the Retailer's Reference Guide to ensure the integrity of the historical time period and provide for accessibility.
- Provide for an electrical contractor inspection of wiring and panel boxes, repair and upgrade as necessary.
- Wooden enclosures which hide the utility boxes need to be replaced with new.
- Rehabilitation of the French drain on the alley side of the building, install drainage rock bed.
- Provide for a State approved treatment plan to permanently eradicate the invasive ivy plant on the exterior of the building; provisions for an archeological consultation must be accomplished prior to the work. All chemicals/herbicides must be submitted to the State in advance for approval.
- Install a period appropriate drop ceiling. Suggestions may include tin or copper squares or a State Fire Marshal approved treated muslin.

For Light-Freemans' San Diego House:

- Re-level interior and exterior tile/brick flooring the ADA specifications of no more than 1/4" of space between the tile/bricks in areas as necessary,
- Modify the existing period appropriate front counter to meet current ADA requirements,
- It is the State's expectation that any counters, casework, furnishings, etc., will be antiques or constructed per the Old San Diego Retailer's Reference Guide to ensure the integrity of the historical time period and therefore the wall shelving and main counter are to be modified or replaced with period correct furnishings that meet current health & safety and ADA requirements.
- Install State Fire Marshal approved treated muslin ceiling cloth,
- Design a lighting plan which replaces all or some of the recessed and track lighting fixtures with electrified tin candle style chandelier ceiling light fixtures (see page 182 of the Old San Diego Retailer's Reference Guide), and tin wall sconce fixtures (if approved by State Fire Marshal some of the recessed lighting

may remain underneath the drop muslin ceiling either providing additional light or disabled – whichever is approved by the State and State Fire Marshal.

- Rehabilitate raised herb gardens in the back to provide for year-round healthy growth of period herbs and native Mexican plants.

Implementation

Describe the plan, method, and commitment to meeting the Facility Plan. Specify the timeline for completion of any capital improvements and installation of said décor and equipment prior to the commencement of operations. All improvements noted as “ADA” must be accomplished within the first year of the Contract.

Cost Estimates

Provide a cost breakdown for the Furnishings Plan and/or Facility Improvement Plan.

C. Interpretive Plan

(20) Twenty Points

A maximum of twenty (20) points will be awarded based upon the degree to which the proposal addresses each of the following elements of the Interpretive Plan, demonstrates an understanding of the park’s interpretive programs, and contributes to the overall interpretive messages of the park. Interpretation is a critical part of a concession and, consequently, can be very influential in the selection of the successful proposal. The Interpretive Plan from the successful proposal, after the State’s review and approval, shall be included as an exhibit to the contract. The State reserves the right to include or exclude any item or items in the successful proposer’s Interpretive Plan that the State determines does not meet the intent of the RFP or the mission of the park and the Department.

Following is a list of general interpretive considerations used in the proposal evaluation process, annual inspections and annual performance ratings. Such considerations can significantly affect the look, feel, and ambiance of the interpretive period:

- Exterior lighting
- Signage
- Hangtags (product)
- Displays and Casework
- Counters
- Wood coverings over cash register and other modern intrusions
- Brown paper and twine for packing product
- Paint hues and type (i.e. milk paint)
- Correct floor coverings
- Consideration of type of window treatments
- Period print advertising
- Appropriate/period product line(s)
- Eliminate plastic, cardboard, pressboard, Styrofoam (and other modern packaging)
- Period exterior surfaces, walkways, sides of buildings (repairs should always attempt to reconstruct what may have been historically accurate).
- Product labels

- Staff period attire
- Period style seating
- Period demonstrations/activities/events
- Interpretive panels and information

A reference list is provided herein to aid in the development of the Interpretive Plan and further support the list above and marked as **Attachment 1 - RFP**.

Proposer’s Relevant Experience

Describe the proposer’s experience, knowledge, skills, and abilities to develop and operate an interpretive program.

Business’ Interpretive Theme

Describe the interpretive theme of the business including the specific years to be interpreted (“interpretive period”).

Interpretive Programs and Activities

Describe the plans for interpretive programs and activities. Interpretive activities should be conducted on a regular basis, integrating concession activities with the historic daily duties of a shopkeeper of the interpretive period.

Diversity

Describe the proposer’s plan to develop, operate, or provide an interpretive program for multi-ethnic, multi-generational visitors.

Business’ Ambiance

Describe the plan to develop and implement historical ambiance including such things as historic characterizations, environment, period attire, furnishings, signs, wall treatment, advertising, window coverings, equipment, tools, display shelves, counters, tables, chairs, and period-style merchandise.

Primary Education

Describe the plan to provide an educational experience to school age (K-8) children.

D. Rental Offer (25) Twenty-Five Points

The concessionaire will be required to pay as annual rent a guaranteed amount (Rental Guarantee) or a Percentage of Gross Sales, whichever is greater. Proposers shall bid both the Rental Guarantee and the Percentage of Gross Sales as specified in the Concession Proposal form (DPR 398). For the purposes of this RFP, the Rental Guarantee must be at least the Guaranteed Annual Rent and the Percentage of Gross Receipts must be at least the Percentage Rent as listed in the table below. Any offer below the minimum rent requirements will result in proposal disqualification.

Location	Guaranteed Annual Rent	Percent Rent
Johnson House	\$12,000	10% of gross receipts
2627 San Diego Avenue	\$30,000	12% of gross receipts
Light-Freemans’ San Diego	\$12,840	10% of gross receipts

E. Concession Feasibility**Pass/Disqualify**

Document the proposer's ability to successfully manage the proposed concession in a financially responsible manner, in accordance with the terms and conditions of the sample contract and the Operation, Facility Improvement, and Interpretive Plans (as applicable). This information must substantiate the proposer's ability to: develop, furnish, equip, operate and maintain the concession in a high-quality manner; provide the public with quality products and services at reasonable and competitive prices; pay the State the rental offered; and provide a reasonable return on the investment. Fiscal documentation that will be considered includes a financial pro forma; statement of assets and liabilities; business, vendor, bank, and/or financial references; and similar documents.

III. PROPOSAL SUMMARY

The Proposal Summary should summarize the proposer's relevant experience, knowledge, and expertise, and the Operation, Facility, and Interpretive Plans (as applicable) in 250 words or less.

IV. CERTIFICATION OF PROPOSER INFORMATION**A. Labor Law Compliance Certification**

A request may be made to the National Labor Relations Board for information regarding Administrative Hearing decisions against each proposer. The proposer must have no more than one final, unappealable finding of contempt of court by a federal court issued for violation of the National Labor Relations Act within the two-year period immediately preceding the closing date of this RFP or the proposal will be disqualified.

B. Proposer Certification

A completed certification is required with the proposal or it will be disqualified.

C. Authorization to Release Information

A signed authorization for each individual, partner, member of joint ventures, officer of corporations, Concession Manager, and holders of 25% or more of the company's shares (as applicable) must be included or the proposal will be disqualified.

V. PRIVACY NOTICE

This section provides notice to proposers. No action by proposers is necessary.

3.2 PROPOSAL EVALUATION CRITERIA

Incumbent Preference

5 Points

Incumbent proposals are awarded points based on annual Performance Evaluations (See DPR 531 in the Sample Concession Contract) performed by the State as follows:

Overall Rating of Evaluation	Number of Years Rating Was Received	Points Awarded
“Excellent”	3 out of last 3 years	5 points
“Excellent” with no “needs improvement” or “unsatisfactory”	2 out of last 3 years	3 points
“Excellent” with no “needs improvement” or “unsatisfactory”	1 out of last 3 years	2 points
Satisfactory	3 out of last 3 years	1 point
“needs improvement” or “unsatisfactory”	1 out of last 3 years	- 1 point
“needs improvement” or “unsatisfactory”	2 out of last 3 years	- 3 points
“needs improvement” or “unsatisfactory”	3 out of last 3 years	- 5 points

Small Business Preference

5 Points

Five points will be awarded to those proposers who have a complete and certifiable application on file with the Office of Small Business Certification.

Experience

10 Points

For the purposes of this RFP, proposers must have a minimum of two (2) years experience owning, managing, or operating a business of similar size, type, and scope as the concession operations set forth and envisioned by this RFP. The proposer will be rated according to the years of relevant experience as verified by references and the quality of experience as it relates to the business described in this RFP. In addition, points are awarded for experience contracting with public agencies.

Operation Plan

20 Points

A maximum of 20 points will be awarded based upon the degree to which the proposal addresses each of the elements described in Section II Proposal Information and identified in the DPR 398, Concession Proposal.

Facility Plan

15 Points

A maximum of 15 points will be awarded based upon the degree to which the proposal addresses each of the elements described in Section II Proposal Information and identified in the DPR 398, Concession Proposal.

Interpretive Plan

20 Points

A maximum of 20 points will be awarded based upon the degree to which the proposal addresses each of the elements described in Section II Proposal Information and identified in the DPR 398, Concession Proposal.

Rental Offer

25 Points

For the purpose of assigning points in the Proposal Evaluation, the highest acceptable* rental offer for each category of rent required (Rental Guarantee and Percentages of Gross Sales) will be assigned the maximum points available for that category. Each lower rental offer will be assigned points in relation to the highest rental offer as follows:

Rental Guarantee (Minimum bid is Guaranteed Annual Rent)

$$\frac{(\text{Bid Amount}) \text{ minus } (\text{Guaranteed Annual Rent})}{(\text{Highest Bid Amount}) \text{ minus } (\text{Guaranteed Rent})} \times 10 \text{ points} = \underline{\hspace{2cm}} \text{ points}$$

Percentage of Gross Sales (Minimum bid is Percentage Rent)

$$\frac{(\text{Bid Amount})}{(\text{Highest Bid Amount})} \times 15 \text{ points} = \underline{\hspace{2cm}} \text{ points}$$

*Note: The highest bids received may not be considered acceptable. Proposers are required to prove to the satisfaction of the State their ability to operate a successful business under their rental offer. Failure to prove this ability will be cause to disqualify the proposal. In this case, the second highest acceptable bid would be used to calculate points awarded.

3.3 PROPOSAL EVALUATION SHEET

LEVEL I COMPLIANCE WITH RFP REQUIREMENTS

PROPOSER QUESTIONNAIRE

I. PROPOSER INFORMATION

- A. Proposer Identification _____ (pass/disqualify)
- B. Business Information _____ (pass/disqualify)
- C. Individual Information _____ (pass/disqualify)
- D. Minimum Experience _____ (pass/disqualify)
- E. Statement of Financial Capability _____ (pass/disqualify)
- F. Credit Worthiness _____ (pass/disqualify)
- G. Financial/Business/Vendor References _____ (pass/disqualify)

II. PROPOSAL INFORMATION

- A. Operation Plan _____ (pass/disqualify)
- B. Facility Improvement Plan _____ (pass/disqualify)
- C. Interpretive Plan _____ (pass/disqualify)
- D. Rental Offer _____ (pass/disqualify)
- E. Concession Feasibility _____ (pass/disqualify)

III. PROPOSAL SUMMARY _____ (pass/disqualify)

IV. CERTIFICATION AND AUTHORIZATION

- A. Labor Law Compliance Certification _____ (pass/disqualify)
- B. Proposer Certification _____ (pass/disqualify)
- C. Authorization to Release Information _____ (pass/disqualify)

PROPOSER BOND _____ (pass/disqualify)

Proposer must pass LEVEL I to qualify for further consideration.

LEVEL II RENT PROPOSED/CREDIT WORTHINESS & ABILITY TO FINANCE

- A. Rent Proposed Met/Exceeded Minimum Requirement _____ (pass/disqualified)
- B. Ability to Finance _____ (pass/disqualified)
- C. Credit Worthiness _____ (pass/disqualified)
- D. Compliance with National Labor Relations Act _____ (pass/disqualified)

Proposer must pass LEVEL II to qualify for further consideration.

LEVEL III PROPOSAL EVALUATION

- A. Proposer Information
 - Incumbent Preference _____ / 5 Points
 - Small Business Preference _____ / 5 Points
 - Quality of Experience _____ / 10Points
- B. Proposal Information
 - Operation Plan _____ / 20 Points
 - Facility Plan _____ / 15 Points
 - Interpretive Plan _____ / 20 Points
 - Rental Offer _____ / 25 Points
 - Concession Feasibility _____ / Pass/Fail*

GRAND TOTAL _____ / 100 Points

Comments:

Board Member: _____ Date: _____

* A "fail" rating in this category disqualifies the proposal.

3.4 CONCESSION PROPOSAL, DPR 398

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

CONCESSION PROPOSAL

Three Historic-Style Specialty Retail Concession

This Concession Proposal is submitted for the following Concession Contract:

(Please check the concession contract for which you are proposing. Choose only one. A separate Concession Proposal form must be submitted to bid on each contract.)

- Johnson House
- Building at 2627 San Diego Avenue
- Light-Freemans' San Diego House

The Proposer Questionnaire consists of the following sections:

- I. PROPOSER INFORMATION
 - A. Proposer Identification
 - B. Business Information
 - C. Individual Information
 - D. Statement Of Financial Capability
 - E. Credit Worthiness
 - F. Financial/Business/Vendor References
- II. PROPOSAL INFORMATION
 - A. Operation Element
 - B. Facility Element
 - C. Interpretive Element
 - D. Rental Offer
 - E. Concession Feasibility
- III. PROPOSAL SUMMARY
- IV. CERTIFICATION AND AUTHORIZATION
 - A. Labor Law Compliance Certification
 - B. Proposer Certification
 - C. Authorization to Release Information
- V. PRIVACY NOTICE

An electronic version of this questionnaire may be requested

A. PROPOSER IDENTIFICATION

GENERAL INFORMATION

BUSINESS NAME _____
(Exactly as it is to appear on the Concession Contract)

ADDRESS _____

CITY/STATE/ZIP CODE _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

CONCESSION'S MANAGER _____

SMALL BUSINESS: No Yes S/B #: _____

FEDERAL ID NUMBER: _____

CONTACT PERSON

NAME _____

ADDRESS _____

CITY/STATE/ZIP CODE _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

B. BUSINESS INFORMATION

Check the one box below that describes your type of business and complete/attach the associated information requested. Also attach an organization chart if appropriate.

SOLE PROPRIETORSHIP

PARTNERSHIP: Attach a complete copy of the Partnership Agreement. To qualify as a responsive proposer, the Partnership Agreement shall be executed and binding upon each of the parties.

- 1. Date partnership established _____
- 2. Is the Partnership Agreement recorded? Yes. Date _____ Where _____ No
- 3. Has the partnership done business in California? Yes. Dates _____ No

4. <u>PARTNER NAMES</u>	<u>ADDRESSES</u>	<u>NO. OF SHARES</u>	<u>GENERAL (G) or LIMITED (L)</u>
			<input type="checkbox"/> G <input type="checkbox"/> L
			<input type="checkbox"/> G <input type="checkbox"/> L
			<input type="checkbox"/> G <input type="checkbox"/> L

JOINT VENTURE: Attach a complete copy of the Joint Venture Statement/Agreement. To qualify as a responsive proposal, the Joint Venture Statement/Agreement shall be executed and binding upon each of the parties.

- 1. Date joint venture established _____
- 2. Is the Joint Venture Statement/Agreement recorded? Yes. Date _____ Where _____ No
- 3. Has the joint venture done business in California? Yes. Dates _____ No

4. JOINT VENTURER NAMES AND SHARE ALLOCATIONS ADDRESSES
List on separate page titled Joint Venture #4.

LIMITED LIABILITY COMPANY (LLC): Attach a copy of Articles of Organization with the California Secretary of State seal and the Statement of Information, identifying the managing member(s) of the Organization. To qualify as a responsive proposer, the LLC shall be in good standing and qualified to do business in the State of California.

- 1. Date LLC was established _____
- 2. Is the company authorized to do business in California? Yes No
- 3. Has the LLC done business in California? Yes. Dates _____ No
- 4. LLC MANAGING MEMBERS NAMES AND SHARE ALLOCATIONS ADDRESSES

CORPORATION: Attach a Corporate Resolution indicating the officers authorized to contract on behalf of corporation. The Corporate Resolution shall contain the corporate seal and be certified by the Secretary of the corporation. To qualify as a responsive proposer, the corporation shall be in good standing and qualified to do business in the State of California.

- 1. Date incorporated _____
- 2. Place incorporated _____
- 3. Is the corporation authorized to do business in California? Yes No
- 5. How is the corporation held? Publicly. Below, explain how and where stock is traded. Privately
- 6. For publicly held corporations, attach a copy of the most current Annual Report.

B. PROPOSER BACKGROUND, continued

(CORPORATION - Continued)

7. Complete the information below:

AUTHORIZED

ISSUED

OUTSTANDING

Number of voting shares _____

Number of non-voting shares _____

Number of shareholders _____

Value per share of common stock: Date _____ Par _____ Book _____ Authorized _____

8. Complete the information below for each officer and director of the corporation, the shareholder who is not a corporation officer or director but owns the largest number of voting shares of corporation stock, and the shareholder who is not a corporation officer or director but owns the largest number of non-voting shares of corporation stock.

<u>NAME</u>	<u>TITLE</u>	<u>ADDRESS</u>	<u>VOTING SHARES</u>	<u>NON-VOTING SHARES</u>
Include attachment marked #8.				

9. Has a surety or bonding company ever been required to perform on the default of the corporation within the last ten (10) years?

Yes. Provide the information below for each default. No (*proceed to item 10*)

Surety/Bonding Company Name _____

Bond Date _____ Bond Amount _____

Explain the circumstances surrounding each default and actions taken by the surety or bonding company.

10. Has the corporation ever been adjudicated bankrupt or involved in pending bankruptcy matters?

Yes. Below, enter dates, court jurisdiction and amounts of liabilities and assets. No

11. Is the corporation presently a party to any pending litigation, liens or claims?

Yes. Below, enter detailed information for each legal action. No

12. Is the corporation subject to any outstanding claims, liens, or judgments?

Yes. Below, enter detailed information for each claim, lien or judgment. No

13. Has the corporation defaulted on, been terminated for non-performance or breach of contract, or voluntarily abandoned or forfeited rights under a contract for services or concessions contract?

Yes. Below, enter an explanation of the circumstances and outcomes of each event. No

D. STATEMENT OF FINANCIAL CAPABILITY

SOURCE OF FUNDING AND COST OF CONCESSION DEVELOPMENT

(Attach additional pages as necessary.)

BUSINESS FINANCIAL STATEMENT

For: _____ As of: _____
 (Business Name) (Date)

ASSETS

Current Assets

CASH ON HAND IN BANK _____

ACCOUNTS RECEIVABLE:

Current _____
 Over 30 Days _____
 Over 60 Days _____

NOTES RECEIVABLE DUE WITHIN 1 YEAR _____

MERCHANDISE INVENTORY: Cost/Market _____

OTHER CURRENT ASSETS:

_____ _____
 _____ _____

Total Current Assets _____

Long Term Assets

NOTES RECEIVABLE DUE AFTER 1 YEAR _____

LAND AND BUILDINGS (at cost) _____
 <Less> Reserve For Depreciation _____

FIXTURES AND EQUIPMENT (at cost) _____
 <Less> Reserve For Depreciation _____

PREPAID EXPENSES/DEFERRED CHANGES _____

OTHER LONG TERM ASSETS:

_____ _____
 _____ _____

Total Long Term Assets _____

*** TOTAL ASSETS *** _____

E. CREDIT WORTHINESS

Summarize proposer's credit credentials and include a credit report issued by a nationally recognized credit bureau current to within sixty (60) days of the proposal closing date. Attach additional pages as necessary.

II. PROPOSAL INFORMATION

(Attach separate pages as necessary)

A. OPERATIONS ELEMENT

No Operation Plan Required

- Vision/Mission Statement
- Organizational Structure
- Transition/Business Start-up
- Customer Service
- Employee Staffing & Training
- Marketing and Advertising
- Community Involvement

- Products, Merchandise, and Services
- Prices and Pricing Policies
- Conservation and Recycling
- Accessibility
- Other: _____
- Other: _____
- Other: _____

B. FACILITY ELEMENT

No Facility Plan Required

- Furnishings and Decor
- Facility Improvement
- Maintenance and Housekeeping
- Other: _____

- Implementation Schedule
- Cost(s) estimates.
- Other: _____

C. INTERPRETIVE ELEMENT

No Interpretive Plan Required

- Proposer's Relevant Experience
- Business' Interpretive Theme
- Interpretive Programs and Activities
- Diversity Outreach
- Other: _____
- Other: _____

- Business' Ambiance Plan
- Primary Education
- Food Service

D. RENTAL OFFER

For Johnson House

The minimum rental proposal for this concession project is:

Minimum Guaranteed Annual Rent: Twelve Thousand Dollars (\$12,000) **AND**

Minimum Percentage of Gross Receipts: Ten Percent (10%) of Monthly Gross Receipts

YOUR RENTAL PROPOSAL (Johnson House)

Guaranteed Annual Rent Offer: _____ Dollars (\$_____.00)

AND

Percentage Rental Offer: _____ % of Monthly Gross Receipts

For 2627 San Diego Avenue

The minimum rental proposal for this concession project is:

Minimum Guaranteed Annual Rent: Thirty Thousand Dollars (\$30,000) **AND**

Minimum Percentage of Gross Receipts: Twelve Percent (12%) of Monthly Gross Receipts

YOUR RENTAL PROPOSAL (2627 San Diego Avenue)

Guaranteed Annual Rent Offer: _____ Dollars (\$_____.00)

AND

Percentage Rental Offer: _____ % of Monthly Gross Receipts

For Light-Freemans' San Diego House

The minimum rental proposal for this concession project is:

Minimum Guaranteed Annual Rent: Twelve Thousand Eight Hundred Forty Dollars (\$12,840) **AND**

Minimum Percentage of Gross Receipts: Ten Percent (10%) of Monthly Gross Receipts

YOUR RENTAL PROPOSAL (Light-Freemans' San Diego House)

Guaranteed Annual Rent Offer: _____ Dollars (\$_____.00)

AND

Percentage Rental Offer: _____ % of monthly Gross Receipts

E. CONCESSION FEASIBILITY

You may provide additional information, but do not alter the formats below in any way. You must respond to each item in the order listed with the information requested or N/A.

CONCESSION DEVELOPMENT COST ESTIMATE

PRELIMINARY PLANNING AND DESIGN _____

CONSTRUCTION OF INTERIOR IMPROVEMENTS/FIXTURES _____

EQUIPMENT/FURNISHINGS _____

AUTOS/TRUCKS _____

STOCK/INVENTORY _____

LICENSES & PERMITS _____

PREPAID EXPENSES _____

OTHER COSTS:

TOTAL DEVELOPMENT COSTS _____

PROPOSED MEANS TO FINANCE CONCESSION

CONCESSIONAIRE SUPPLIED CAPITAL _____

SHORT TERM LOANS (1 year or less) _____

LONG TERM LOANS (more than 1 year) _____

SUPPLIER CREDIT _____

OTHER FINANCING:

TOTAL FINANCING* _____

** Must meet or exceed "Total Development Costs" amount.*

FINANCIAL PROFORMA

Complete all aspects of this proforma as they apply to your proposed concession operation. Round figures to the nearest dollar.

ITEM	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
GROSS PROFIT					
<u>Gross Sales</u>					
Total Gross Sales ⁽¹⁾					
<Less> Cost of Goods Sold ⁽²⁾					
TOTAL GROSS PROFIT					
OPERATING EXPENSES					
<u>Variable Operating Expenses</u>					
Salaries & Payroll Related					
Taxes & Licenses (other than sales income)					
Insurance					
Advertising					
Maintenance & Repairs					
Utilities (including telephone)					
Legal & Accounting					
Rent to State					
Interest					
Supplies & Material					
Administrative Overhead					
Travel & Transportation					
Other:					
Total Variable Operating Expenses					
<u>Fixed Operating Expenses</u>					
Facility Improvements					
Equipment Purchases					
Amortization					
Depreciation					
Performance Bond					
Total Fixed Operating Expenses					
TOTAL OPERATING EXPENSES ⁽³⁾					
* NET INCOME * <i>(before income taxes)</i>					

(1) EXPLAIN HOW YOU ARRIVED AT THE PROJECTED TOTAL GROSS SALES.

(2) EXPLAIN HOW YOU CALCULATED COST OF GOODS SOLD.

(3) EXPLAIN HOW YOU CALCULATED TOTAL OPERATING EXPENSES

PREPARER SIGNATURE ▶	TITLE	DATE
PRINTED NAME	PHONE NUMBER	EMAIL ADDRESS
ADDRESS	CITY/STATE/ZIP CODE	

III. PROPOSAL SUMMARY

(Provide a summary of the proposal and proposer's qualifications with a maximum of 250 words. Attach separate pages as necessary.)

IV. CERTIFICATION AND AUTHORIZATION

A. LABOR LAW COMPLIANCE CERTIFICATION

I hereby certify that:

PROPOSER NAME _____

FEDERAL EMPLOYER ID NUMBER _____

ADDRESS _____

CITY/STATE/ZIP CODE _____

has not had more than one, final, unappealable finding of contempt of court by a federal court issued against the proposer for any violation of National Labor Relations Act provisions within the two-year period immediately preceding the closing date for acceptance of proposals under this Request for Proposals.

Additionally, I, the signatory, do hereby swear that I am duly authorized to legally execute the certification described above on behalf of the proposer. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

SIGNATURE ▶	DATE _____
SIGNATORY'S PRINTED _____	TITLE

B. PROPOSER CERTIFICATION

I/We am (are) personally acquainted with the premises of the subject concession and I/we have read, understand, and agree with the terms and conditions specified in this RFP document, including the Sample Concession Contract.

I/We meet the required experience qualifications and/or currently employ a Concession Manager who meets the qualifications.

I/We have the necessary financial resources to equip and operate the concession and perform the proposed capital investments, and I/we have enclosed a cashier's check or Proposer's Bond in the required amount, payable to the Department of Parks and Recreation, as a guarantee that, in the event my/our proposal is accepted and approved by the State, I/we will:

1. Execute and complete the Concession Contract, incorporating this proposal and all the terms and conditions contained in the RFP. The Concession Contract then will be executed by the State upon approval by the appropriate State agencies;
2. Provide the Performance Bond as required by the Concession Contract upon execution of the Contract by State; and
3. Provide the proposed guarantees, including rent, capital investments, equipment, and management and operation services.

I/We hereby certify that all responses and information provided in connection with this proposal are true to the best of my/our knowledge and belief, and I/we understand and agree that any misstatement or omission of any material fact may cause forfeiture on my/our part of all rights to the proposed agreement to be awarded by the State of California.

I/We hereby respectfully submit this proposal, including all required documents and statements. I/We represent that the signatories hold the positions set forth below their signatures and are authorized to execute this proposal.

If the proposal is made by a sole proprietor, this form shall be signed with the full name of the proposer. If it is made by a partnership, a limited partnership, or a joint venture, it shall be signed with the full name of each partner or member thereof. If it is made by a corporation, it shall be signed by: (1) the President, any Vice President, or the Chairman of the Board; and (2) by the Corporation Secretary, any Assistant Secretary, Chief Financial Officer, or any Assistant Treasurer.

SIGNATURE ▶	POSITION/TITLE AND/OR FUNCTION	DATE
PRINTED NAME	PHONE NUMBER	FAX NO.
ADDRESS	CITY/STATE/ZIP CODE	
SIGNATURE ▶	POSITION/TITLE AND/OR FUNCTION	DATE
PRINTED NAME	PHONE NUMBER	FAX NO.
ADDRESS	CITY/STATE/ZIP CODE	
SIGNATURE ▶	POSITION/TITLE AND/OR FUNCTION	DATE
PRINTED NAME	PHONE NUMBER	FAX NO.
ADDRESS	CITY/STATE/ZIP CODE	

State of California - The Resources Agency
 DEPARTMENT OF PARKS AND RECREATION

C. AUTHORIZATION TO RELEASE INFORMATION

(General)

To Whom It May Concern:

I/my company have (has) submitted a proposal to the State of California, Department of Parks and Recreation, for a concession operation. I hereby authorize you to release or discuss any or all information in your possession pertaining to me as requested by an employee or representative of the State of California, Department of Parks and Recreation in connection with or to verify information submitted by me in the above-referenced proposal.

PROPOSER SIGNATURE ▶	DATE SIGNED
PRINTED NAME	
POSITION/TITLE	
COMPANY NAME <i>(if applicable)</i>	

V. PRIVACY NOTICE

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal information from individuals. Each individual has the right to review his or her personal information maintained by this department unless exempted by law.

OFFICIAL RESPONSIBLE

Chief, Concessions and Reservations
California Department of Parks and Recreation
P.O. Box 942896
Sacramento, CA 94296-0001
(916) 653-7733

AUTHORITY

Public Resources Code Section 5080.08(a) and 5080.08(b)

PURPOSE

The information will be used for the purposes of evaluation to determine capabilities of proposers to perform the contract and to determine the best responsible proposer if an award is made.

PROVIDING INFORMATION

All information requested is mandatory.

EFFECTS OF NOT PROVIDING INFORMATION

If the requested information is not provided, the proposal will be determined to be not responsive and will be rejected.

KNOWN OR FORESEEABLE DISCLOSURES OF INFORMATION PURSUANT TO CIVIL CODE SECTIONS 1798.24, SUBDIVISIONS (e) OR (f)

Disclosure may be made to the Department of General Services, Office of the Attorney General, Department of Finance, Office of the Auditor General, or the Department of Parks and Recreation Audits Office.

ATTACHMENT 1 – RFP

**REFERENCES FOR HISTORIC-STYLE CONCESSIONS
IN OLD TOWN SAN DIEGO STATE HISTORIC PARK**

Accessibility

All Visitors Welcome: Accessibility in State Park Interpretive Programs and Facilities by Erika Porter. Published by the California Department of Parks and Recreation. Rev ed. 2003.

Old Town & Its Merchants

Old Town San Diego Retailer's Reference and Historic Account Book, Or, Advice for Merchants Re-creating a c.1821-1872 Store by Mary A. Helmich. Published by the California Department of Parks and Recreation.

Picturing Mexican California. 3 CD set. Compiled by Mary A. Helmich. California State Parks, 2001.

Historic Sign Guidelines

Old Sacramento Historic District A Guideline for Signs, 1849-1875 by Stephen G. Helmich. Published by the City of Sacramento.

Historic Clothing and Fabrics

Dating Fabrics: A Color Guide, 1800-1960. By Eileen Jahnke Trestain. American Quilter's Society, Paducah, KY, 1998.

Textiles for Early Victorian Clothing, 1850-1880: A Workbook of Swatches & Information. By Susan W. Greene. Q Graphics Production Company, 2002.

Fancy Dry Goods & Clothing Store in Columbia State Historic Park / Chili 'n Crackers. Isabella's Workdress Pattern. <http://home.mlode.com/~jimnlindy/patterns.html>

Past Patterns—period patterns for clothing 1830 to 1820. (866) 738-8426 or www.paspatterns.com

"...With Our Rig on...": A brief review of the costume of Americans in the California Gold Rush. Part 1: Caps, Hats and Overshirts. Written and illustrated by Jim Miller. Chile-n-Crackers, Columbia.

Thoughts on Men's Shirts in America, 1750-1900. By William L. Brown III. Thomas Publications, Gettysburg, PA, 1999.

Who Wore What? 1861-1865 Clothing by Juanita Leich. Published by Thomas Publications, Gettysburg, PA, 1995.

Gohn Brothers Clothing—broadfalls, & men's plain dress.
www.nonviolence.org/martink/gohn_brothers_broadfalls_mens_plain_dress.php

Interpretation

Environmental Interpretation: a Practical Guide for People with Big Ideas and Small Budgets by Sam Ham. Published by North American Press.

Past Into Present: Effective Techniques for First Person Historical Interpretation by Stacy Roth. University of North Carolina Press, Chapel Hill, 1998.

Interpretation of Historic Sites. By William T. Alderson and Shirley Payne Low. American Association for State and Local History, Nashville, TN.

Provided:
March 13, 2008
M.A. Helmich

**SAMPLE CONCESSION CONTRACT
FOR**

Johnson House, Building located at 2627 San Diego Avenue, and Light-Freemans' San Diego House

Historic-Style Specialty Retail Concession

AT

Old Town San Diego State Historic Park

STATE OF CALIFORNIA – RESOURCES AGENCY
DEPARTMENT OF PARKS AND RECREATION
CONCESSIONS AND RESERVATIONS DIVISION
1416 NINTH STREET, 14TH FLOOR
SACRAMENTO, CA 95814



Johnson House, Building at 2627 San Diego Avenue, and Light-Freemans' San Diego House Historic-Style Specialty Retail
CONCESSION CONTRACT
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**STATE OF CALIFORNIA
DEPARTMENT OF PARKS AND RECREATION**

SAMPLE CONCESSION CONTRACT

For

Johnson House, Building located at 2627 San Diego Avenue, and Light-Freeman's San Diego House

Historic-Style Specialty Retail Concessions

Located In

Old State San Diego State Historic Park

San Diego County

THIS CONTRACT is made and entered into by and between the STATE OF CALIFORNIA, acting through its Department of Parks and Recreation, hereinafter referred to as "State", and **Concessionaire** of City, State, hereinafter referred to as "Concessionaire";

RECITALS

WHEREAS, California Public Resources Code Section 5080.03 et seq. authorizes the Department of Parks and Recreation to enter into concession contracts for the operation of state park system lands and facilities and;

WHEREAS, it is appropriate that the following contract be entered into for the safety and convenience of the general public in the use and enjoyment of, and the overall enhancement of recreational and educational experience at units of the state park system;

NOW, THEREFORE, IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

1. DESCRIPTION OF PREMISES

The State for and in consideration of the agreements hereinafter stated, grants to Concessionaire for the purposes stated herein, the right, privilege, and duty to develop,

equip, operate, and maintain a nonexclusive concession in Old Town San Diego State Historic Park in the Johnson House building (2706 Calhoun Street), Building located at 2627 San Diego Avenue, and/or Light-Freemans' San Diego House (2767 San Diego Avenue) as set forth in **Exhibit A**, attached to and made a part of this contract (the "Premises").

The possessory interest herein given to the Concessionaire does not exclude the general public from the Premises; however, the use by the general public is limited by the terms and conditions of the possessory interest given herein. This contract is not intended to confer third party beneficiary status to any member of the public who is benefited by the terms of this contract. The possessory interest is further subject to all valid and existing contracts, leases, licenses, encumbrances, and claims of title that may affect the Premises.

2. CONDITION OF PREMISES

The taking of possession of the Premises by the Concessionaire, in itself, shall constitute acknowledgment that the Premises are in good and sufficient condition for the purposes for which Concessionaire is entering into this contract. Concessionaire agrees to accept Premises in their presently existing condition, "AS IS", and that the State shall not be obligated to make any alterations, additions, or betterments to the Premises except as otherwise provided for in this contract.

3. TERM

The term of this contract shall be for a period of ten (10) years, commencing on the first day of the month following approval by the Department of General Services. Should Concessionaire hold-over after the expiration of the term of this contract with the express or implied consent of the State, such holding-over shall be deemed to be a tenancy from month-to-month at the herein stated prescribed rent as set forth in this contract in Section 31, "Surrender of Premises; Holding Over", of this contract, with continuous Consumer Price Index adjustment, as defined below, subject otherwise to all the terms and conditions of this contract.

For purposes of this contract, the term "contract year" shall mean each one-year period of time that commences on the commencement date identified above, extending twelve

(12) months there from, and continuing from each anniversary throughout the term of the contract.

4. RENT

Concessionaire shall pay, without offset, deduction, prior notice, or demand, as "Minimum Annual Rent":

The sum of Twelve Thousand Dollars (\$12,000) [or as bid] per year or ten percent (10%) [or as bid] of gross receipts, whichever sum is greater for Johnson House; and /or

The sum of Thirty Thousand Dollars (\$30,000) [or as bid] per year or twelve percent (12%) [or as bid] of gross receipts, whichever sum is greater for 2627 San Diego Avenue; and /or

The sum of Twelve Thousand Eight Hundred Forty Dollars (\$12,840) [or as bid] per year or ten percent (10%) [or as bid] of gross receipts, whichever sum is greater for Light-Freemans' San Diego House.

Beginning with Contract Year Six (6) and on the first day of each fifth contract year thereafter, the Minimum Monthly/Annual Rent shall be adjusted to reflect changes in the Consumer Price Index (CPI). Such CPI adjustments shall be made in accordance with the procedure set forth in **Exhibit B**, attached to and made a part of this contract. Concessionaire shall make payment of Minimum Annual Rent and other payments to State in lawful money of the United States. However, if any payment made by a check, draft, or money order is returned to State due to insufficient funds or otherwise, State shall have the right, at any time after the return, upon written notice to Concessionaire, to require Concessionaire to make all subsequent payments in cash or by cashier's or certified check.

Beginning with the fifteenth (15th) day of the month following the execution of the contract and on or before the fifteenth (15th) day of each month thereafter, Concessionaire shall furnish to State a verified statement of the concession's gross receipts for the preceding month. Such statement shall be submitted on Form DPR 54, "Concessionaire's Monthly Report of Operation", attached hereto as **Exhibit C**, or in a format previously approved by the State, and shall specify the current period and

cumulative total of gross receipts for the concession through the end of the preceding month for the then current contract year. Concurrent with such monthly statement, the Concessionaire shall pay to State the appropriate rental fee for the preceding calendar month as prescribed above. Payments to State shall be made to the order of the Department of Parks and Recreation and delivered to the District Office identified herein below or at such other location as may from time to time be designated by State. If, at the end of the contract year, the total of monthly percentage rental payments made (or due) during that contract year is less than the Minimum Annual Rent required for that contract year, the difference shall be remitted to State with the last monthly sales statement for the contract year. Payments must be received by State on or before the fifteenth (15th) day of the month as described above. Any late payment shall constitute a breach of contract, giving rise to State's remedies as set forth below. Further, any late payment will be subject to a late penalty consisting of an administrative charge on the late amount, calculated at the rate of five percent (5%) of the amount of the late payment or portion thereof. The parties agree that the late charge represents a fair and reasonable estimate of the costs State will incur because of late payment. Acceptance of the late charge by State shall not constitute a waiver of Concessionaire's default for the overdue amount, nor prevent State from exercising the other rights and remedies granted under this contract. Concessionaire shall pay the late charge as additional rent with the next monthly rent payment.

_____ **[Initials of concessionaire(s)]**

Any amount due to State, if not paid within five (5) days following the due date, will bear interest from the due date until paid at the rate of ten percent (10%) per year or, if a higher rate is legally permissible, at the highest rate legally permitted. However, interest shall not be payable on late charges incurred by Concessionaire, nor on any amounts on which late charges are paid by Concessionaire, to the extent this interest would cause the total interest to be in excess of that legally permitted. Payment of interest shall not excuse or cure any default by Concessionaire.

Upon written request by the Concessionaire to State demonstrating unusual or extenuating circumstances causing the late payment, the State, in its sole discretion, may waive the late charge. Further, in the event Concessionaire is prevented from

carrying on the operations contemplated herein by reason of an Act of Nature or other reasons beyond Concessionaire's control, and when requested in writing in advance by Concessionaire, Minimum Rent may be abated in proportion to the amount by which gross receipts are reduced by the occurrence for such period of reduced or non-operation, as determined in the sole discretion of State.

If this contract is terminated by State because of Concessionaire's default, and if Concessionaire becomes liable for any deficiency in rent and/or fees by way of damages or otherwise, or if at any time during the contract term Concessionaire ceases to conduct in the Premises the business referred to herein below, then from and after the time of the breach causing this termination, or from and after the time of the cessation of business, all unpaid rent and/or fees prior to the breach causing termination or cessation of business shall become due and payable. The amount due shall be deemed to be the greater of: (a) the Minimum Rent provided herein, or (b) an amount based upon the average of the payments that have accrued to State as percentage rent during the twenty-four (24) months preceding the termination or cessation of business, unless the termination or cessation occurs within three (3) years of the beginning of the contract term, in which event the previous twelve (12) (or fewer, if applicable) months shall be used as the basis of this average.

5. USE OF PREMISES

- A. The Premises shall be used by the Concessionaire for the operation of a historic-style specialty retail concession consistent with the State approved "Operation Plan", "Facility Plan", and "Interpretive Plan" as proposed by Concessionaire and modified by State as is reasonable and necessary to meet the intention of the State for this concession operation and the mission of the Department. The "Operation Plan", "Facility Plan", and "Interpretive Plan" are incorporated herein and made part of this contract as **Exhibits D, E, and F**, respectively.
- B. Interpretive Period: Concessionaire shall provide a retail operation that creates and perpetuates as closely as possible the American Period of 1856-1872 in San Diego ("Interpretive Period") for Johnson House and/or

the building located at 2627 San Diego Avenue, and/or the Mexican Period of 1821-1846 for Light-Freemans' San Diego House. All aspects of the concession's décor and ambiance, including furnishings, lighting, counters, shelving, window treatments, display pieces, music, retail product, and interior and exterior signage, shall be appropriate to the Interpretive Period. Modern equipment shall be disguised or hidden from public view; this includes but is not limited to cash registers, fans, and credit card machines. Music must be appropriate to the interpretive period and audible only within the boundary/footprint of the concession facility. All concession employees visible to or engaging with the public shall be dressed in attire appropriate to the Interpretive Period and the retail business being depicted. Music that is not of the time period, such as contemporary music, is not allowed. All entertainers must be in historic period attire and play instruments from the park's interpretive period unless otherwise approved in writing by the State. Concessionaire shall be solely responsible for any liability associated with licensing and royalties for music.

Deviation from the Interpretive Period, as described in this section titled Use of Premises, shall result in a letter of warning and in the event that the deviation is not corrected within ten (10) calendar days will result in a ten percent (10%) of gross receipts penalty assessed as damages to the State for the month in which the deviation occurred. This penalty shall be awarded as damages to the park's interpretive program, not as additional rent. Deviation from the Interpretive Period may not be permitted except as approved in writing by the District Superintendent or designee.

- C. Concession services shall be provided seven days a week as follows:

- October through May Sunday through Thursday, 10 a.m. until 6 p.m., Friday and Saturday 10 a.m. until 7 pm.
 - June through September, 10 a.m. until 7 p.m., Monday through Thursday and 10 a.m. until 8 p.m. Friday through Sunday;
 - except for the last Thursday in November, December 25th and January 1st. at which time the concession may close.
- D. In the event State deems the hours of operation inadequate for proper service to the public, State may require Concessionaire to adjust the days and/or hours of operation to a schedule provided by State. Concessionaire may remain open on other dates, observing same (or longer) hours, at Concessionaire's discretion with the concurrence of State. In the event of adverse weather or other operating conditions, State may permit the concession to close at any time during the term of this contract.
- E. Concessionaire shall not use or permit the Premises to be used in whole or in part during the term of this contract for any purpose other than as herein set forth without the prior written consent of the State.

Security: Concessionaire will require all concession employees and volunteers in positions of special trust as determined at the sole discretion of the District Superintendent or designee to undergo a background check, including references and fingerprints, to ensure that the individual has an acceptable record as a law-abiding citizen. The background check may be similar to the California Department of Justice's Live-Scan Program. Concessionaire shall be responsible for covering all costs associated with said background checks. Any criminal offenses that have a nexus to said job should be considered as a basis for rejection from hire.

6. BONDS

- A. All bonds required under this contract must be in a form satisfactory to State, issued by a corporate surety licensed to transact surety business in the State of California.

B. Performance Bond: Concessionaire, at Concessionaire's own cost and expense, agrees to obtain and deliver to State, prior to the commencement date of this contract and prior to entering the Premises, and shall maintain in force throughout the term of this contract, a valid Performance Bond (which may be renewed annually) in the sum of six months (Johnson House and Light-Freeman's San Diego House) or one year's (2627 San Diego Avenue Location) current Minimum Annual Rent payable to the State. This bond shall insure faithful performance by Concessionaire of all the covenants, terms, and conditions of this contract inclusive of, but not restricted to, the payment of all rentals, fees, and charges and prompt performance of and/or payment for all maintenance obligations. In lieu of a bond, the Concessionaire may substitute another financial instrument (such as an Irrevocable Standby Letter of Credit), which must be sufficiently secure and acceptable to State. At least thirty (30) days prior to the expiration or termination of said bond or acceptable financial instrument, a signed endorsement or certificate showing that said bond or financial instrument has been renewed or extended shall be filed with the State. Within 15 days of State's request, Concessionaire shall furnish State with a signed and complete copy of the valid bond or financial instrument.

Beginning with Contract Year Six (6), and on the first day of every fifth contract year thereafter, the required bond amount shall be adjusted to reflect changes in the Consumer Price Index (CPI). Such CPI adjustments shall be made in accordance with the procedure set forth in **Exhibit B**.

C. Construction Payment Bond: Prior to the commencement of construction required hereunder, Concessionaire shall furnish the State with a bond, listing Concessionaire's contractor(s) as principals, in a sum not less than **fifty percent (50%)** of the total cost of the construction. The bond shall guarantee payment by Concessionaire of all materials, provisions, provender, supplies, and equipment used in, upon, for, or about the performance of said construction, and protects the State from any liability, losses, or damages arising there from. In no event shall Concessionaire allow the imposition of a mechanics' lien or other lien on the

concession property and at its sole expense shall take all steps to remove such liens or the threat of such liens.

D. Construction Performance Bond: Prior to the commencement of construction required hereunder, Concessionaire shall furnish the State with a bond, listing Concessionaire's contractor(s) as principals, in a sum not less than **fifty percent (50%)** of the total cost of the construction. The bond shall guarantee faithful performance of the construction by Concessionaire.

E. Concessionaire acknowledges that allowing the Performance Bond or other security instrument(s) to expire or otherwise terminate and/or allowing the total secured amount to fall below the security required herein will cause State to incur costs and significant risks not contemplated by this contract, the exact amount of which will be difficult to ascertain. These costs include, but are not limited to, administrative costs and other expenses necessary to ensure continued performance of services for the public and protection of the Premises. Accordingly, if Concessionaire allows the Performance Bond or other security instrument to expire or otherwise terminate and/or allows the total secured amount to fall below the security required pursuant to this contract, Concessionaire shall pay to State an amount equal to five percent (5%) of the required security or five thousand dollars (\$5,000), whichever is greater. The parties agree that this charge represents a fair and reasonable estimate of the costs State will incur. Acceptance of this charge by State shall not constitute a waiver of Concessionaire's default, nor prevent State from exercising the other rights and remedies available to it under this contract or applicable law, including the right to terminate this contract and seek the payment of damages.

_____ **[Initials of concessionaire(s)]**

7. **INSURANCE**

A. Concessionaire shall provide before entering the Premises and shall maintain in force throughout the term of this contract the following insurance:

- 1) Liability Insurance:
 - Commercial General Liability
 - Products Liability

- Automobile Liability (for all owned, non-owned, and hired vehicles used by Concessionaire in the conduct of business under this contract)

Each policy of liability insurance described above shall be in an amount of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damages combined.

2) Workers' Compensation Insurance: Concessionaire acknowledges laws which require every employer to be insured against liability for Worker's Compensation and Concessionaire affirms to comply with applicable requirements of the Labor Code of the State of California. Such insurance shall include employer's liability coverage of One Million Dollars (\$1,000,000) and shall specifically cover all persons providing services by or on behalf of the Concessionaire and shall cover all risks to such persons under this contract.

3) Fire Insurance: Fire insurance with extended coverage endorsements thereon on all improvements located on the Premises, whether furnished by State or constructed upon the Premises by Concessionaire, in an amount equal to the replacement cost and/or value thereof. This policy shall contain a replacement cost endorsement naming the Concessionaire as the insured provided that if there is a lender on the security of the improvements so insured, the proceeds of any such policy or policies may be made payable to such lender.

B. In the event of destruction, loss, or damage by fire or other cause of any of the State-owned buildings, improvements, or fixtures located on the Premises that the State determines (1) to be essential to the continued operation of the contract and (2) cannot be repaired within one-hundred-eighty (180) days of the occurrence, the State may terminate this contract. A decision by the State to terminate the contract under this provision shall be communicated in writing to Concessionaire as soon as practicable. If the contract is so terminated, State shall be entitled to the proceeds payable under any applicable insurance policies pertaining to the loss as its interest may appear. Receipt of such proceeds by

State shall be in addition to the right of State to pursue whatever other remedies it may have to recover any losses due to the occurrence. If the State determines not to terminate the contract, then, in State's discretion, any buildings, improvements, or fixtures built in replacement of any damaged or destroyed property shall be subject to the terms and provisions of this contract as if they had existed at the onset. In no event shall the provisions of this Section be deemed or construed to relieve Concessionaire from the requirement to repair or replace any damaged or destroyed property except as specifically excepted by express terms of this contract.

C. Each policy of liability insurance shall contain additional named insured endorsements in the name of the State of California, through its Department of Parks and Recreation, as to all insurable interests of the State including, but not limited to, the premises and all contents as follows:

- 1) State of California, its officers, employees, and servants are included as additional insured but only insofar as operations and facilities under this contract are concerned;
- 2) The insurer will not cancel or reduce the insured's coverage without thirty (30) days prior written notice to State.

D. No cancellation provision in any insurance policy shall diminish the responsibility of Concessionaire to furnish continuous insurance throughout the term of this contract. Each policy shall be underwritten to the satisfaction of the State. A signed certificate of insurance with each endorsement required shall be submitted to State at the time this contract is executed, showing that the required insurance has been obtained. Further, at least thirty (30) days prior to the expiration of any such policy, Concessionaire shall submit to State a signed and complete certificate of insurance with all endorsements required by this Section, showing to the satisfaction of State that such insurance coverage has been renewed or extended. Within fifteen (15) days of State's request, Concessionaire shall furnish State with a signed and complete copy of the required policy.

8. ALCOHOLIC BEVERAGES

Notwithstanding anything to the contrary, the sale of liquor, beer, or other alcoholic beverages on the Premises is expressly prohibited. Exception to this restriction may be allowed through the special event permit process, as approved by State.

9. CONSTRUCTION AND COMPLETION OF IMPROVEMENTS

- A. Facility Improvement: At Concessionaire's sole cost and expense, Concessionaire shall be responsible for the design, construction, completion, and installation of facility improvements, décor, equipment, fixtures, and furnishings as described in the Concessionaire's "Facility Plan", incorporated herein and made part of this contract as **Exhibit E** within the first year of the contract. Implementation of the element will be as follows:
- 1) Plan Amendment: Within fourteen (14) days of the execution of this contract, Concessionaire shall meet with State to modify and amend the Facility Plan as is reasonable and necessary to meet the intention of the State for this concession operation and the mission of the Department.
 - 2) Schematic Design: Within four (4) weeks of amending the Facility Plan, Concessionaire shall provide to State for its review and approval a Schematic Design. The State shall not unreasonably withhold such approval. The objective of the Schematic Design is to clearly define the Facility Plan as amended and should include a site plan, building floor plans, all building elevations, outline specification, floor area usage, and Preliminary Statement of Probable Construction Cost. If the State disapproves any element of the program statement, Concessionaire shall promptly submit to State all necessary modifications and revisions.
 - 3) Design Development: Within four (4) weeks of State's approval of Concessionaire's Schematic Design, Concessionaire shall submit the Design Development for State's review and approval. The State shall not unreasonably withhold such approval. The objective of the Design Development is to define and describe all the important aspects of the

Facility Plan project and should include the necessary details of each element of the Schematic Design to adequately convey key conditions of major improvements. In addition, the Design Development should include Reflected Ceiling Plans, Schedules, Structural Requirements, Plumbing, Mechanical, and Electrical Plans, Food Service Requirements, Color Boards, Material and Systems Specifications, and an updated Preliminary Statement of Probable Construction Cost. If the State disapproves any element of the Design Development, Concessionaire shall promptly submit necessary modifications and revisions.

4) Working Drawings: Within four (4) weeks of State's approval of Concessionaire's Design Development, Concessionaire shall submit Working Drawings for State's review and approval. The State shall not unreasonably withhold such approval. The objective of the Working Drawings is to set forth in detail the requirements for construction of the Facility Plan including bidding and contracting. At a minimum, the drawings should include all Design Development elements plus: complete documentation of quantities, qualities, and relationships of all work required to construct the Facility Plan; documentation of decisions made in the Design Development phase; all documentation needed for obtaining regulatory and State approvals; and the final Statement of Probable Construction Cost. If the State disapproves any drawings, plans or specifications, Concessionaire shall promptly submit necessary modifications and revisions. Once approved, the Working Drawings will be made a part of the Facility Plan and incorporated as **Exhibit E** in this contract. No changes or alterations shall be made to the approved Working Drawings without prior written approval of State.

B. Use of Consultants: Concessionaire shall employ licensed contractor(s) in the completion of all required construction work. Additionally, Concessionaire shall utilize professional contractors and consultants, including architects(s) and engineer(s), acting in accordance with the latest American Institute of Architects' standards of practice to develop comprehensive construction plans, including

schematic design plans, design development plans, and working drawings, and to conduct independent inspections and monitoring of all construction.

Concessionaire agrees to select contractors and consultants who are licensed to practice in the State of California and are acceptable to the State. However, in no event shall State be deemed to have control of or be responsible for Concessionaire's final hiring decisions, the day-to-day management of the project, or administration of contracts with contractors or consultants. Contracts between Concessionaire and any contractor or consultant must be approved in writing by State in advance of execution by Concessionaire.

C. State Approval/Acceptance of Plans and Work: State's approval of the work and plans shall be for the purpose of determining that such work conforms in scope and quality to State's policies and standards, and in no way shall relieve Concessionaire or its contractors or subcontractors of the responsibility to perform and complete the work (1) in accordance with generally accepted industry standards, (2) faithfully adhering to the approved plans, specifications, and drawings, and (3) in accordance with all applicable codes, laws, regulations, or other requirements, including but not limited to *The Secretary of the Interior's Standards for the Treatment of Historic Properties (The Standards)* and *The Secretary of the Interior's Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (The Guidelines)*. Additionally, all sub-surface work must be examined by a State approved archeological consultant at the proposer's expense prior to work being done, and the standards contained in this contract.

D. Permits: At its sole cost and expense, including mitigation costs, Concessionaire shall obtain all permits, licenses, and other approvals necessary for the construction and completion of the Facility Plan. Such permits may include, but are not limited to, those required under the California Environmental Quality Act (CEQA), Public Resources Code 5024, County Fire Department, California Coastal Act, California Building Code, and State Fire Marshal. Concessionaire shall reimburse State for all costs incurred by State on behalf of Concessionaire in association with acquisition of said permits. State will produce

records of such costs for review by Concessionaire on a monthly basis. The State shall cooperate with Concessionaire with respect to securing said permits including the execution of documents required by a governmental authority to be initiated by State. In the event Concessionaire, having exercised all due diligence in applying for and seeking all approvals, cannot secure all required permits within two (2) years from Concessionaire's taking possession of the premises, the State shall have the option to terminate this contract.

E. Alterations: It is the intent of this contract and the contracting parties that the concession facilities contemplated herein shall not only be constructed in accordance with the requirements herein, but in coordination with State's development of the unit. The State, in its discretion after consultation with Concessionaire, may alter the Facility Plan and Working Drawings, and/or the construction timeline to agree with its schedule of development for the unit. Any changes to the timeline shall not be earlier than the dates set forth in the Working Drawings, as approved by State, except with concurrence of Concessionaire.

F. Completion of Improvements: Upon State approval of the Working Drawings and receipt of all required permits, licenses, and other approvals, Concessionaire shall commence improvements to the facility as described herein, and prosecute the same to completion with all due diligence and within **twelve (12) months**. Such time shall be extended as reasonably necessary in the event of delays caused by fire, earthquakes, wars, strikes, adverse weather, or other calamity beyond Concessionaire's control. Concessionaire shall hold monthly or more frequent status meetings throughout the period of construction, which shall include representatives of the general contractor, appropriate subcontractors, a representative of Concessionaire, and a representative of the State.

Upon completion of construction, Concessionaire shall (1) file a Notice of Completion of Construction with State; (2) provide State with a complete set of "as-built" plans for all improvements in a format acceptable to State; (3) submit evidence that all improvements are clear of any mechanic's liens; (4) have work certified by a licensed architect or engineer to be in compliance with the Working

Drawings as approved by State and all applicable building or other laws, codes, or regulations; and (5) submit an account of the cost for all facility improvements, excluding equipment and trade fixtures that are the personal property of Concessionaire.

10. CONTRACT NOTICE

Any notices required to be given or that may be given by either party to the other shall be deemed to have been given when made in writing and deposited in the United States mail, postage prepaid, and addressed as follows:

Concessionaire at: Concessionaire

Address

CityState Zip

Phone

State at: Department of Parks and Recreation

San Diego Coast District

4477 Pacific Highway

San Diego, CA 92110

(619) 688-3260

Copy to: Department of Parks and Recreation

Concessions, Reservations & Fees Division

P.O. Box 942896

Sacramento, California 94296-0001

916-653-7733

The address to which notices shall or may be mailed as aforesaid by either party shall or may be changed by written notice given by such party to the other, but nothing in this Section shall preclude the giving of any such notice by personal service.

11. RECORDS AND REPORTS

Concessionaire shall keep separate true and accurate books and records showing all of Concessionaire's business transactions under this contract in a manner that conforms to

industry standards and practices and in a manner acceptable to State. Concessionaire shall keep all records for a period of at least four years.

In accordance with Public Resources Code Section 5080.18(b), copies of all sales and use tax returns submitted by Concessionaire to the California State Board of Equalization, the Employment Development Department, the Franchise Tax Board, or any other governmental agency shall be concurrently submitted to State.

In accordance with Public Resources Code Section 5080.18(c), State shall have the right through its representative and at all reasonable times to conduct such audits as it deems necessary and to examine and copy Concessionaire's books and records including all tax records and returns. Concessionaire hereby agrees to make all such records, books, and tax returns available to State upon State's request therefore.

Concessionaire further agrees to allow interviews of any employees who might reasonably have information related to such records.

Concessionaire will submit to State, no later than May 1st of each year during the term of this contract, a verified profit and loss statement for the previous calendar year. Such statement shall be submitted on Form DPR 86, "Concessionaire's Financial Statement", attached hereto as **Exhibit G**, or in a format previously approved by the State, and shall contain an appropriate certification that all gross receipts during the yearly accounting period covered by said statement shall have been duly and properly reported to the State. Within forty-five (45) days of the expiration or termination of this contract, Concessionaire shall submit to the State a profit and loss statement for the period of operation not previously reported prepared in the manner stated above.

Concessionaire shall obtain and install cash registers or other accounting equipment acceptable to the State, through which Concessionaire shall record all gross receipts from the operation of the concession. This equipment shall be non-resettable and shall supply an accurate recording of all sales on tape and produce a receipt for each transaction. All such equipment shall have a customer display that is visible to the public. Concessionaire shall make all cash register tapes available to the State upon State's request. Concessionaire shall provide a cash register receipt to each customer setting forth the full amount of a sale.

12. GROSS RECEIPTS

The term "gross receipts", wherever used in this contract, is intended to and shall mean all moneys, property, or any other thing of value received by or owed to Concessionaire and any sub-concessionaire or operator, if other than Concessionaire, through or in connection with the operation of the concession, including any concession related business carried on through the internet or catalog sales, or from any other business carried on or in connection with the Premises, or from any other use of the Premises, and/or of any business of any kind that uses the names licensed by this contract, or that associates with or implies an endorsement by State, all without deduction. The term "gross receipts" shall not include any sales taxes imposed by any governmental entity and collected by Concessionaire.

13. RATES, CHARGES AND QUALITY OF GOODS AND SERVICES

Concessionaire shall staff, operate, manage, and provide all goods, services, and facilities offered in a first-class manner and comparable to other high quality concessions providing similar facilities and services. State reserves the right to prohibit or modify the sale or rental of any item, accommodation, or service for public safety and/or to ensure that the public receives, in the State's view, fair pricing, proper service, and appropriate quality. State reserves the right to prohibit the sale or use of non-recyclable containers or plastics. A competent person shall be on the premises at all times while the concession is in operation. If the on-site manager is other than the Concessionaire, State reserves the right to approve such manager.

14. PERFORMANCE EVALUATIONS AND INSPECTION

As part of its administration of this contract, State will conduct periodic inspections of concession facilities, equipment, services, and programs and prepare written performance evaluations based upon its observations. A "Concessionaire Performance Rating" (DPR Form 531) attached hereto as **Exhibit H**, or other similar format(s) as may be adopted by the State will be utilized for evaluation purposes. State further reserves the right of ingress and egress without notice to inspect concession operations for the purposes of evaluating Concessionaire's performance of the terms and conditions of

this contract; to inspect, investigate, and/or survey the Premises; and to do any work thereon of any nature necessary for preservation, maintenance, and operation of the State Park System. Concessionaire agrees to cooperate with State in all respects related to the implementation of State's Concession Performance Evaluation program and with State's activities on the Premises. State shall not be liable in any manner for any inconvenience, disturbance, loss of business, nuisance, or other damage arising out of State's entry in the Premises as provided herein, except damage resulting from the active negligence or willful misconduct of State or its authorized representatives.

15. HOLD HARMLESS AGREEMENT

Concessionaire hereby waives all claims and recourse against the State, including the right to contribution for loss or damage to persons or property arising from, growing out of, or in any way connected with or incident to this contract, except claims arising from, and to the extent of, the sole gross negligence or willful misconduct of the State, its officers, agents, or employees. Concessionaire shall protect, indemnify, hold harmless, and defend State, its officers, agents, and employees against any and all claims, demands, damages, costs, expenses, attorneys fees, expert costs and fees, or liability costs arising out of the development, construction, operation, or maintenance of the Premises property described herein and compliance with all laws, including but not limited to the Americans With Disabilities Act of 1990 as provided for herein, except for liability arising out of, and to the extent of, the sole gross negligence or willful misconduct of State, its officers, agents, or employees or other wrongful acts for which the State is found liable by a court of competent jurisdiction.

16. TAXES

A. By signing this contract, Concessionaire acknowledges that occupancy interest and rights to do business on state property being offered Concessionaire by this contract may create a possessory interest as that term is defined in Revenue and Taxation Code Section 107.6, which possessory interest may subject Concessionaire to liability for the payment of property taxes levied on such possessory interest.

B. Concessionaire agrees to pay all lawful taxes, assessments, or charges that at any time may be levied by the State, County, City, or any tax or assessment levying body upon any interest in or created by this contract, or any possessory right that Concessionaire may have in or to the premises covered hereby, or the improvements thereon by reason of Concessionaire's use or occupancy thereof or otherwise, as well as all taxes, assessments, and charges on goods, merchandise, fixtures, appliances, equipment, and property owned by Concessionaire in or about the Premises.

17. MODIFICATIONS, ADDITIONS, TITLE TO IMPROVEMENTS

In the event that Concessionaire desires to make modifications, improvements, or additions to the Premises or any part of the Premises, including changes to structural design, required accessibility barrier removal work, landscape design, or interior or exterior fixtures, design, and/or furnishings, (collectively "Alteration(s)"), the approval in writing of State shall be obtained prior to the commencement of any Alterations. State shall dictate the plan approval process.

The Premises as shown on Exhibit A include a state historic facility, as defined in Public Resources Code Section 5024. No alternation, modifications, demolition, or construction, other than those which may be outlined herein, may be commenced without prior written approval from State in accordance with Public Resources Code Section 5024.5.

Once any Alteration has been approved by State and the work has begun, Concessionaire shall, with reasonable diligence, prosecute to completion all approved Alterations. All work shall be performed in a good and workmanlike manner, shall substantially comply with plans and specifications submitted to State as required herein, and shall comply with all applicable governmental permits, laws, ordinances, and regulations. It shall be the responsibility of Concessionaire, at its own cost and expense, to obtain all licenses, permits, and other approvals necessary for the construction of approved Alterations.

Title to all Alterations and improvements existing or hereafter erected on the Premises, regardless of who constructs such improvements, shall immediately become State's

property and, at the end of the Term, shall remain on the Premises without compensation to Concessionaire. Concessionaire agrees never to assail, contest, or resist title to the Alterations and improvements. The foregoing notwithstanding, State may elect, by notice to Concessionaire, that Concessionaire must remove any Alterations that are peculiar to Concessionaire's use of the Premises and are not normally required or used by State and/or future occupants of the Premises. In this event, Concessionaire shall bear the cost of restoring the Premises to its condition prior to the installment of the Alterations.

18. PERSONAL PROPERTY

Except to the extent covered by Section 17, "Modifications, Additions, Title to Improvements", title to all personal property provided by Concessionaire shall remain in Concessionaire. Concessionaire shall not attach any personal property to any building without first obtaining State's written approval. Unless approved in writing by State, all property attached to real property will be considered a real property improvement and shall become property of State at the time this contract is terminated.

19. HOUSEKEEPING, MAINTENANCE, REPAIR AND REMOVAL

During the term of this contract at Concessionaire's own cost and expense, Concessionaire shall maintain and operate the Premises and areas in, on, or adjacent to a distance of not less than fifty (50) feet, including personal property and equipment, in a clean, safe, wholesome, and sanitary condition free of trash, garbage, or obstructions of any kind. Concessionaire shall remedy without delay any defective, dangerous, or unsanitary conditions.

A. Housekeeping: Housekeeping activities are defined as all those activities concerned with keeping facilities clean, neat, and orderly, and includes, but is not limited to, mowing, raking, sweeping, vacuuming, mopping, stripping, waxing, dusting, wiping, washing, hosing, and other general care or cleaning of interior and exterior floors, walls, ceilings, doors, windows, facility fixtures, and all adjacent grounds and walks. Concession housekeeping shall conform to California State Park standards.

B. Maintenance and Repairs: Concessionaire shall maintain all concession facilities and personal property and equipment on the Premises in good condition and repair at Concessionaire's sole cost and expense at all times during the term of this contract. Such maintenance shall conform to State Park standards in accordance with **Exhibit I**, Concession Maintenance Program. For the purposes of this contract, the term "maintenance" is defined as all repair and preservation work necessary to maintain concession facilities and personal property and equipment in a good state of repair, as well as to preserve them for their intended purpose for an optimum useful life.

Pest inspections shall be performed regularly. Concessionaire will remedy all pest infestations in a timely manner. Concessionaire shall provide to State copies of all pest inspection reports or other professional assessments of the condition of the facilities.

Should Concessionaire fail, neglect, or refuse to undertake and complete any required maintenance, State shall have the right to perform such maintenance or repairs for Concessionaire. In this event, Concessionaire shall promptly reimburse State for the cost thereof provided that State shall first give Concessionaire ten (10) days written notice of its intention to perform such maintenance or repairs. State shall not be obligated to make any repairs to or maintain any improvements on the Premises. Concessionaire hereby expressly waives the right to make repairs at the expense of State and the benefit of the provisions of Sections 1941 and 1942 of the Civil Code of the State of California relating thereto if any there be. State has made no representations respecting the condition of the Premises, except as specifically set forth in this contract.

C. Removal and Restoration. At the expiration or sooner termination of this contract, Concessionaire at its own expense shall remove all personal property brought onto the Premises by Concessionaire. Concessionaire, at Concessionaire's expense, shall restore and repair the Premises, and any of Concessionaire's improvements or fixtures remaining thereon, to a good, clean, safe, and fit condition, reasonable wear and tear excepted, and shall completely remedy all injuries to the Premises.

20. UTILITIES AND SERVICES

Concessionaire shall be responsible for all costs associated with the installation and provision of all utilities necessary to and used in connection with the Premises, including but not limited to sewage disposal. When installing facilities, no trees shall be trimmed or cut without permission of State. Removal and disposal of all rubbish, refuse, and garbage resulting from concession's operations shall be the Concessionaire's responsibility and shall be disposed of outside the park unit and in accordance with applicable laws and local ordinances. All trash containers and/or trash bins shall be adequately screened to the satisfaction of State.

21. RESOURCE CONSERVATION

A. Environmental Conservation Program: Concessionaire shall set a positive example in waste management and environmental awareness that shall lead to preservation of the resources of the State. Accordingly, Concessionaire shall prepare and execute a program, subject to the prior written approval of the State, designed to reduce environmental impacts that result from concession operations. This program shall address, but not be limited to: solid waste management, including reduction, reuse and recycling; water and energy conservation, pest management, grease removal and disposal, hazardous materials handling and storage, and air quality. Specifically, the program must include the following:

- 1) **Recycling and Beverage Container Programs:** The Concessionaire shall implement a source reduction and recycling program designed to minimize concession and patron use of disposable products, per Public Contract Codes Sections 12161 and 12200 et seq. Reusable and recyclable products are preferred over "throwaways". Where disposable products are needed, products that have the least impact on the environment will be selected. No Styrofoam containers or other non-biodegradable containers are to be used or sold by Concessionaire. The use of "post-consumer" recycled products is encouraged wherever possible.

The Concessionaire shall participate in the California beverage container redemption/recycling program. Products to be recycled include, but are not limited to, paper, newsprint, cardboard, bimetal, plastics, aluminum and glass. At the start of each contract year, Concessionaire and State shall review items sold, and containers or utensils used or dispensed by Concessionaire, and, whenever possible, eliminate the use of non-returnable or non-recyclable containers or plastics.

- 2) **Water and Energy Conservation:** The Concessionaire shall implement water and energy conservation measures. As new technologies are developed, Concessionaire shall explore the possibility of integrating them into existing operations where there is potential for increased efficiency, reduced water or energy consumption, and/or reduced impacts on the environment.
 - 3) **Erosion Control/Water Quality/Environmental Sensitivity:** The Concessionaire shall comply with all requirements set forth by various oversight agencies that have jurisdiction and oversight authority relating to the Premises and surrounding properties, including, but not limited to, erosion control, water quality and environmental sensitivity standards.
- B. **Resource Management and Preservation:** Concessionaire shall comply with State's resource management and preservation mandates in the conduct of all activities that impact cultural, natural, or scenic resources. These mandates include the Public Resources Code Sections 5024 and 5097 et seq. the Department's Resource Management Directives and the Secretary of the Interior's Guidelines for Historic Preservation.
- C. **Air and Water Pollution Violation:** Under State laws, Concessionaire shall not be (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

22. HAZARDOUS SUBSTANCES

- A. Use of Premises: On the Premises, Concessionaire shall not:
- 1) Keep, store, or sell any goods, merchandise, or materials that are in any way explosive or hazardous;
 - 2) Carry-on any offensive or dangerous trade, business, or occupation;
 - 3) Use or operate any machinery or apparatus that shall injure the premises or adjacent buildings in any way; or
 - 4) Do anything other than is provided for in this contract.
 - 5) Nothing in this Section shall preclude Concessionaire from bringing, keeping, or using on or about said premises such materials, supplies, equipment, and machinery as is appropriate or customary in carrying-on Concessionaire's business.
 - 6) Gasoline, oil, and other materials considered under law or otherwise to be hazardous to public health and safety shall be stored, handled, and dispensed as required by present or future regulations and laws.
- B. Storage of Hazardous Materials: Concessionaire shall comply with all applicable laws and best practices pertaining to the use, storage, transportation, and disposal of hazardous substances. Concessionaire shall protect, indemnify, defend, and hold harmless the State or any of its affiliates, successors, principals, employees, or agents against any liability, cost, or expense, including attorney's fees and court costs, arising from illegal use, storage, transportation, or disposal of any hazardous substance, including any petroleum derivative, by Concessionaire. Where Concessionaire is found to be in breach of this provision due to the issuance of a government order directing Concessionaire to cease and desist any illegal action in connection with a hazardous substance, or to remediate a contaminated condition directly caused by Concessionaire or any person acting under Concessionaire's direct control or authority, Concessionaire shall be responsible for all cost and expense of complying with such order,

including any and all expenses imposed on or incurred by the State in connection with or in response to such government order. Notwithstanding the foregoing, in the event a government order is issued naming Concessionaire, or Concessionaire incurs any liability during or after the term of the contract in connection with contamination that preexisted the Concessionaire's obligations and occupancy under this contract or prior contracts, or that were not directly caused by Concessionaire, the State shall be solely responsible as between Concessionaire and the State for all expenses and efforts in connection therewith, and State shall reimburse Concessionaire for all reasonable expenses actually incurred by Concessionaire therewith.

C. Certification: Upon termination of this contract, when requested by State, Concessionaire shall provide certification prepared by a Certified Industrial Hygienist that there is no hazardous waste contamination and/or damage to the Premises.

D. Pest Control Activities: All pest control activities, chemical and non-chemical, shall be approved by the State prior to action by the Concessionaire. Concessionaire, or the pest control business acting on behalf of Concessionaire, shall submit a DPR 191, "Pest Control Recommendation" (or equivalent) to the State for approval. The State has fourteen (14) days to approve or deny the request. Such approval shall be solely for compliance with State's policies and in no way shall relieve Concessionaire or its contractors, employees, agents or representatives from compliance with all laws and regulations concerning such activities and from carrying out the work in a workmanlike manner. Concessionaire, or the pest control business acting on behalf of Concessionaire, shall submit a report of completed work for each pest management action to the State no later than seven (7) days after performance of the work. The report may be submitted on a DPR 191, "Pest Control Recommendation" (or equivalent information).

23. EQUIPMENT

Concessionaire, at Concessionaire's own expense, shall completely equip the concession improvements described herein and shall keep the same equipped in a safe and first-class manner throughout the term of this contract.

24. SIGNS AND ADVERTISING

No signs, logos, names, placards, or advertising matter shall be inscribed, painted, or affixed upon Premises, circulated, or published, including electronically or on the internet, without prior written consent of the State and only consistent with the purposes of the contract. To the extent possible, signs and advertising shall conform to A Guideline for Signs.

25. PHOTOGRAPHY

State may grant permits to persons or corporations engaged in the production of still and motion pictures and related activities for the use of the Premises for such purposes when such permission shall not interfere with the primary business of Concessionaire. Such permits shall not be deemed to be a competitive activity with regard to Concessionaire's rights to possession and operation under this contract.

26. INTELLECTUAL PROPERTY RIGHTS

Any names, logos, and/or trademarks developed during and/or pursuant to this contract that will in any way associate with, identify, or implicate an affiliation with California State Parks shall be approved by State, but, whether or not so approved, shall be deemed to have been developed pursuant to this contract and licensed hereunder to Concessionaire for the term of this contract only; shall belong to State upon creation; and shall continue in State's exclusive ownership upon termination of this contract, and all goodwill and other rights in said marks shall inure to the benefit of the State as the mark owner. Further, any original works of authorship in which copyright resides, and any other proprietary rights, including without limitation trade secrets and know-how, which are developed during and/or pursuant to this contract, shall be deemed to be works made for hire in consideration of Concessionaire's rights and benefits hereunder, or alternatively Concessionaire agrees to assign such copyrights to the State, and shall

be owned by the State; shall belong to State upon creation; and shall continue in State's exclusive ownership upon termination of this contract. These works shall include, but are not limited to, all drawings, designs, reports, specifications, notes, and other work developed in the performance of this contract. Further, Concessionaire shall deliver to the State upon request the disk or tape that contains the design or other such files containing such information, and shall specify the supplier of the software and hardware necessary to use the files of any work that is performed with the assistance of Computer Aided Design and Drafting Technology. Concessionaire intends and agrees to assign to State all right, title, and interest in and to such materials, as well as all related copyrights and other proprietary rights therein, unless otherwise agreed to in writing. Concessionaire warrants that it has the right, power, and authority over and is the sole exclusive owner of all tangible and intangible property deliverable to State in connection with this contract and that title to such materials conveyed to State shall be delivered free and clear of all claims, liens, charges, judgments, settlement, encumbrances, or security interests.

Concessionaire agrees not to incorporate into or make any deliverables dependent upon any original works of authorship or Intellectual Property Rights of third parties without first (i) obtaining State's prior written permission, and (ii) granting to or obtaining for State a nonexclusive, royalty-free, paid-up, irrevocable, perpetual, world-wide license to use, reproduce, sell, modify, publicly and privately perform, publicly and privately display and distribute any such prior works for any purpose whatsoever. Concessionaire further warrants that all deliverables do not infringe or violate any patent, copyright, trademark, trade secret, or any other intellectual property rights of any person, entity, or organization. Concessionaire agrees to execute any documents reasonably requested by State in connection with securing State's registration of patent and/or copyrights, or any other statutory protection in such work product, including an assignment of copyright, in all deliverables. Concessionaire further agrees to incorporate these provisions into all of its contracts with architects, engineers, and other consultants or contractors.

Concessionaire, at its sole expense, shall hold harmless, protect, defend, and indemnify State against any infringement action and/or dispute brought by a third party in

connection with any deliverable hereunder. Concessionaire shall pay all costs, expenses, losses and damages, judgments and claims including reasonable attorney's fees, expert witness fees and other costs.

27. PARTICIPATION IN STATE PARK MARKETING PROGRAMS

Concessionaire acknowledges that the State has an established advertising and marketing program designed to promote additional revenue for the State and to deliver a consistent and positive image to the public, and Concessionaire agrees to participate in this program in the manner described below without compensation from the State for such cooperation.

A. Concessionaire agrees to honor all statewide graphic standards, licensing, and merchandising agreements entered into with corporate sponsors of the Department of Parks and Recreation.

B. Concessionaire agrees to place on the Premises any advertising that the State approves under this program. Any advertising approved by the State under this program will be placed at State's expense.

Concessionaire agrees to rent or sell, along with all other items of merchandise that are part of the Concessionaire's normal and customary inventory, any item of merchandise that the State approves under this program, provided that Concessionaire is authorized to sell or rent it under the terms of the contract, and the Concessionaire receives reasonable compensation for its sale.

28. DEFAULT BY CONCESSIONAIRE

A. Defaults: The occurrence of any one of the following shall constitute a default and breach of this contract by Concessionaire:

- 1) Failure to Pay Rent: Any failure of Concessionaire to timely pay any rent due or any other monetary sums required to be paid hereunder where such failure continues for a period of ten (10) consecutive days after such sums are due.
- 2) Absence from Premises: Any complete absence by Concessionaire or its agents and employees from the Premises for thirty (30) consecutive

days or longer. The Premises shall be deemed abandoned after State has followed the procedures set forth in Civil Code Section 1951.3.

3) Nuisance: Should Concessionaire create or allow to be created a nuisance on the Premises, State may declare an immediate event of default and enter upon and take possession and/or demand an assignment of the right to operate the Premises without notice to Concessionaire. Concessionaire shall immediately vacate the Premises and remove all personal property within thirty (30) days after State's declaration of default.

4) Failure to Observe Other Provisions: Any failure by Concessionaire to observe or perform another provision of this contract where such failure continues for twenty (20) consecutive days after written notice thereof by State to Concessionaire; this notice shall be deemed to be the notice required under California Code of Civil Procedure Section 1161. However, if the nature of Concessionaire's default is such that it cannot reasonably be cured within the twenty (20) day period, Concessionaire shall not be deemed to be in default if it is determined at the sole discretion of State that Concessionaire has commenced such cure within the twenty (20) day period and thereafter continues to diligently prosecute such cure to completion to the satisfaction of State.

5) Involuntary Assignments, Bankruptcy: State and Concessionaire agree that neither this contract nor any interest of Concessionaire hereunder in the Premises shall be subject to involuntary assignment or transfer by operation of law in any manner whatsoever, including, without limitation, the following: (a) transfer by testacy or intestacy; (b) assignments or arrangements for the benefit of creditors; (c) levy of a writ of attachment or execution on this contract; (d) the appointment of a receiver with the authority to take possession of the Premises in any proceeding or action in which Concessionaire is a party; or (e) the filing by or against Concessionaire of a petition to have Concessionaire adjudged a bankrupt, or of a petition for reorganization or arrangement under any law

relating to bankruptcy. Any such involuntary assignment or transfer by operation of law shall constitute a default by Concessionaire and State shall have the right to elect to take immediate possession of the Premises, to terminate this contract and/or invoke other appropriate remedies as set forth below, in which case this contract shall not be treated as an asset of Concessionaire.

B. Notices of Default: Notices of default shall specify the alleged default and the applicable contract provision and shall demand that Concessionaire perform the provisions of this contract within the applicable time period or quit the Premises. No such notice shall be deemed a forfeiture or a termination of this contract unless State specifically so states in the notice.

29. STATE'S REMEDIES

In the event of default by Concessionaire, State shall have the following remedies. These remedies are not exclusive; they are cumulative and are in addition to any other right or remedy of State at law or in equity.

A. Collection of Rent: In any case where State has a cause of action for damages, State shall have the privilege of splitting the cause to permit the institution of a separate suit for rent due hereunder, and neither institution of any suit, nor the subsequent entry of judgment shall bar State from bringing another suit for rent; it being the purpose of this provision to provide that the forbearance on the part of State in any suit or entry of judgment for any part of the rent reserved under this contract, to sue for, or to include in, any suit and judgment the rent then due, shall not serve as defense against, nor prejudice a subsequent action for, rent or other obligations due under the contract. The claims for rent may be regarded by State, if it so elects, as separate claims capable of being assigned separately.

B. Maintain Contract in Effect: The State has the remedy described in California Civil Code 1951.4 (lessor may continue lease in effect after lessee's breach or abandonment and recover rent as it becomes due, if lessee has right to sublet or assign, subject only to reasonable limitations). The following do not

constitute a termination of the Concessionaire's right to possession: (1) Acts of maintenance or preservation or efforts to relet the Premises; (2) The appointment of a receiver upon initiative of the State to protect State's interests under the contract; (3) Withholding consent to a subletting or assignment so long as such consent is not unreasonably withheld.

C. Continued Performance: At State's option, Concessionaire shall continue with its responsibilities under this contract during any dispute.

D. Termination of Concessionaire's Right to Possession: Upon an event of default, State may terminate Concessionaire's right to possession of the Premises at any time by written notice to Concessionaire. In the absence of such written notice from State, no act by State, including, but not limited to, acts of maintenance, efforts to relet and/or assign rights to possession of the Premises, or the appointment of a receiver on State's initiative to protect State's interest under this contract shall constitute an acceptance of Concessionaire's surrender of the Premises, or constitute a termination of this contract or of Concessionaire's right to possession of the Premises. Upon such termination, State has the right to recover from Concessionaire:

- 1) the worth, at the time of the award, of the unpaid rent that had been earned at the time of termination of this contract;
- 2) the worth, at the time of the award, of the amount by which the unpaid rent that would have been earned after the date of termination of this contract until the time of the award exceeds the amount of loss of rent that Concessionaire proves could have reasonably been avoided;
- 3) the worth, at the time of the award, of the amount by which the unpaid rent for the balance of the term after the time of the award exceeds the amount of the loss of rent that Concessionaire proves could have been reasonably avoided; and
- 4) any other amount necessary to compensate State for all the detriment proximately caused by Concessionaire's failure to perform its obligations under this contract, which, without limiting the generality of the foregoing, includes any cost and expenses incurred by the State in

recovering possession of the Premises, in maintaining or preserving the Premises after such default, in preparing the Premises for a new concessionaire, in making any repairs or alterations to the Premises necessary for a new concessionaire, in making any repairs or alterations to the Premises, and costs of clearing State's title of any interest of Concessionaire, commissions, attorneys' fees, architects' fees, and any other costs necessary or appropriate to make the Premises operational by a new concessionaire.

"The worth, at the time of the award," as used herein above shall be computed by allowing interest at the lesser of a rate of ten percent (10%) per annum or the maximum legal rate.

E. Assignment at State's Direction: In the event of a default by Concessionaire, when cure is not received and acknowledged by State after having provided notice of the breach as provided herein above, Concessionaire shall, in addition to the damages provided for herein, be obligated to assign all rights to occupy, possess, and operate on and in the Premises to State's designee within thirty (30) days of receipt of written demand by State. Concessionaire shall further remove itself and its personal property from the Premises within the same time frame. Concessionaire agrees to execute all documents necessary to effectuate and implement this provision. Upon such assignment, all rights of Concessionaire under the contract shall transfer to the assignee.

Any designated assignee, as provided for herein, shall take and operate the concession under the same terms and conditions as those set forth herein, except for requirements that have already been performed and are no longer applicable. However, Concessionaire shall not be relieved of obligations incurred. An assignment of the contract pursuant to the terms hereof shall not cause the contract to terminate and shall not work a merger.

F. Receiver: If Concessionaire is in default of this contract, State shall have the right to have a receiver appointed to collect rent and conduct Concessionaire's business or to avail itself of any other pre-judgment remedy.

Neither the filing of a petition for the appointment of a receiver nor the appointment itself shall constitute an election by State to terminate this contract.

G. Right to Cure Concessionaire's Default: At any time after Concessionaire commits a default, State can cure the default at Concessionaire's cost. If State, at any time by reason of Concessionaire's default, pays any sum or does any act that requires the payment of any sum, the sum paid by State shall be due immediately from Concessionaire to State, and if paid at a later date shall bear interest at the rate of ten percent (10%) per annum from the date the sum is paid by State until State is reimbursed by Concessionaire. Any such sum shall be due as additional rent.

H. Personal Property of Concessionaire: In the event any personal property or trade fixtures of Concessionaire remain at the Premises after State has regained possession or after an assignment is accomplished, that property or those fixtures shall be dealt with in accordance with the provisions for Surrender of the Premises provided below.

1) State's Obligations after Default: State shall be under no obligation to observe or perform any covenant of this contract on its part to be observed or performed that accrues after the date of any default by Concessionaire. Such nonperformance by State shall not constitute a termination of Concessionaire's right to possession nor a constructive eviction.

2) No Right of Redemption: Concessionaire hereby waives its rights under California Code of Civil Procedure Sections 1174 and 1179 or any present or future law that allows Concessionaire any right of redemption or relief from forfeiture in the event State takes possession of the Premises by reason of any default by Concessionaire.

3) Other Relief: All monetary obligations of the Concessionaire of any kind shall be considered rent. State shall have such rights and remedies for failure to pay such monetary obligations as State would have if Concessionaire failed to pay rent due. The remedies provided in this

contract are in addition to any other remedies available to State at law, in equity, by statute, or otherwise.

4) No Buy-out: In accordance with Public Resources Code Section 5080.18 (h), where the contract has been terminated due to a breach on the part of the Concessionaire under any terms of this contract the State shall not be obligated to purchase any improvements made by Concessionaire or to pay the Concessionaire for said improvements before or after taking possession of the Premises.

30. DEFAULT BY STATE

State shall not be in default of the performance of any obligation required of it under this contract unless and until it has failed to perform such obligation for more than thirty (30) days after written notice by Concessionaire to State specifying the alleged default and the applicable contract provision giving rise to the obligation. However, if the nature of State's obligation is such that more than thirty (30) days is required for its performance, then State shall not be deemed in default if it shall commence performance within such 30-day period and thereafter diligently prosecute the same to completion.

31. STATE BUY-OUT PROVISIONS

A. Notwithstanding any other provision in this contract and in addition to any other remedy available to State, upon twelve (12) months written notice, State shall have the option to terminate the contract and to pay Concessionaire the then depreciated cost of the facilities placed, created, or developed by Concessionaire on the Premises.

B. It is expressly understood that this Section does not apply to the situation where the State may terminate this contract for any breach on the part of the Concessionaire under Section 28, "Default by Concessionaire", or where the contract is terminated at Concessionaire's request. Where there has been a breach on the part of the Concessionaire, under any terms of this contract, the State shall not be obligated to pay the Concessionaire before or after taking possession of the Premises.

In the event of breach, bankruptcy, insolvency, abandonment, or the contract is terminated at Concessionaire's request, the buy-out provisions contained herein are not to be considered as an obligation of the State.

C. For the purposes of this Section, such facilities shall be deemed to be the structures Concessionaire is expressly required to construct, create, or develop under Section 9, "Construction and Completion of Improvements", or later adds, exclusive of Concessionaire's personal property. The cost of such facilities for the purposes of this Section shall be those values established under Section 9 (e), "Construction and Completion of Improvements", above.

D. The amount to be paid as the then depreciated cost of the facilities in the event of termination under this Section shall be based on a 10 percent (10%), ten (10) year capital recovery schedule, which shall provide one thousand six hundred twenty seven dollars (\$1,627) for each ten thousand dollars (\$10,000) of beginning cost, multiplied by the remaining years of the contract.

E. In the event there is an assignment of this contract for security and as consented to by State, then any payments made pursuant to this Section shall be used to satisfy such assignee to the extent of assignee's interest.

F. This Section shall only be operative when funds required by State for such buy-out are lawfully available to State, either through appropriation by the Legislature and through the normal budgeting processes of the State or otherwise.

32. SURRENDER OF THE PREMISES; HOLDING OVER

A. Surrender: On expiration or within thirty (30) days after earlier termination of the contract, Concessionaire shall surrender the Premises to State with all fixtures, improvements, and Alterations in good condition, except for fixtures, improvements, and Alterations that Concessionaire is obligated to remove. Concessionaire shall remove all of its personal property and shall perform all restoration required by the terms of this contract within the above stated time unless otherwise agreed to in writing.

1) Personal Property: All of Concessionaire's personal property remaining on the Premises beyond such time specified in this Section shall be dealt with in accordance with California Code of Civil Procedure Section 1174 and California Civil Code Sections 1980, or such other laws as may be enacted regarding the disposition of Concessionaires' property remaining at the Premises. Concessionaire waives all claims against State for any damage to Concessionaire resulting from State's retention or disposition of Concessionaire's personal property. Concessionaire shall be liable to State for State's costs in storing, removing, and disposing of Concessionaire's personal property or trade fixtures.

2) Failure to Surrender. If Concessionaire fails to surrender the Premises to State on the expiration, assignment, or within thirty (30) days after earlier termination of the term as required by this Section, Concessionaire shall hold State harmless for all damages resulting from Concessionaire's failure to surrender the Premises.

B. Holding Over: After the expiration or earlier termination of the term and if Concessionaire remains in possession of the Premises with State's express consent, such possession by Concessionaire shall be deemed to be a temporary tenancy terminable on thirty (30) days written notice given at any time by either party. During such temporary tenancy, the Minimum Rent shall be increased by 10% over the Minimum Rent of the last year prior to the expiration or earlier termination of the contract and in addition to any changes as the result of Consumer Price Index adjustments required by this contract in accordance with Section 4, "Rent", unless otherwise agreed to in writing by State. Concessionaire shall pay such rent and all other sums required to be paid hereunder monthly on or before the fifteenth day of each month. All other provisions of this contract except those pertaining to the term shall apply to the month-to-month tenancy.

33. NO RECORDATION; QUITCLAIM

A. No Recordation: This contract shall not be recorded.

B. Quitclaim: Concessionaire shall execute and deliver to State on the expiration or termination of this contract immediately on State's request, a quitclaim deed to the Premises and the rights arising hereunder, in recordable form or such other document as may be necessary, to remove any claim of interest of Concessionaire in and to all property belonging to the State. Should Concessionaire fail or refuse to deliver to State a quitclaim deed or other documents as aforesaid, a written notice by State reciting the failure of the Concessionaire to execute and deliver said quitclaim deed as herein provided, shall after ten (10) days from the date of recordation of said notice be conclusive evidence against the Concessionaire and all persons claiming under Concessionaire of the termination of this contract.

34. ATTORNEYS FEES

Concessionaire shall reimburse the State on demand for all reasonable attorney fees (including attorneys fees incurred in any bankruptcy or administrative proceeding or in any appeal) and expenses incurred by State as a result of a breach or default under this contract. If Concessionaire becomes the prevailing party in any legal action brought by State, Concessionaire shall be entitled to recover reasonable attorney fees and expenses incurred by Concessionaire and need not reimburse the State for any attorney fees and expenses incurred by the State.

35. EXPATRIATE CORPORATIONS

Concessionaire hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1 and is eligible to contract with the State.

36. COMPLIANCE WITH LAWS, RULES, REGULATIONS AND POLICIES

Concessionaire shall comply with all applicable laws, rules, regulations, and orders existing during the term of this contract, including obtaining and maintaining all necessary permits and licenses. Concessionaire acknowledges and warrants that it is or will make itself through its responsible concession managers, knowledgeable of all

pertinent laws, rules, ordinances, regulations, or other requirements having the force of law affecting the operation of the concession facilities, including but not limited to laws affecting health and safety, hazardous materials, pest control activities, historic preservation, environmental impacts, and State building codes and regulations.

37. NONDISCRIMINATION

During the performance of this contract, Concessionaire and its employees shall not unlawfully discriminate, harass, or allow harassment against any employee, applicant for employment, or any member of the public because of sex, sexual orientation, race, color, religious creed, marital status, need for family and medical care leave, ancestry, national origin, medical condition (cancer/genetic characteristics), age (40 and above), disability (mental and physical) including HIV and AIDS, need for pregnancy disability leave, or need for reasonable accommodation. Concessionaire shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.

For contracts over \$100,000 in goods and services per year, executed or amended after January 1, 2007, the Concessionaire certifies compliance with Public Contract Code Section 10295.3 concerning domestic partners.

Further, as part of compliance with the foregoing, Concessionaire and Concessionaire's employees shall not discriminate by refusing to furnish any person any accommodation, facility, service, or privilege offered to or enjoyed by the general public. Nor shall Concessionaire or Concessionaire's employees publicize the accommodation, facilities, services, or privileges in any manner that would directly or inferentially reflect upon or question the acceptability of the patronage of any such person.

Concessionaire shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990 (a)-(f), are incorporated into this contract by reference and made a part hereof as if set forth in full (California Code of Regulations, title 2, Section 7285.0 et seq.). Concessionaire shall give written notice of

their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. Concessionaire shall include the non-discrimination and compliance provisions of this clause in all contracts to perform work under and/or in connection with this contract.

In the event of violation of this Section, the State will have the right to terminate this contract, and any loss of revenue sustained by the State by reason thereof shall be borne and paid for by the Concessionaire.

38. DISABILITIES ACCESS LAWS

Without limiting Concessionaire's responsibility under this contract for compliance with all laws, with regard to all operations and activities that are the responsibility of Concessionaire under this contract, Concessionaire shall be solely responsible for complying with the requirements of the Americans With Disabilities Act of 1990 ("ADA") [Public Law 101-336, commencing at Section 12101 of Title 42, United States Code (and including Titles I, II, and III of that law)], the Rehabilitation Act of 1973, and all related regulations, guidelines, and amendments to both laws.

With regard to facilities for which Concessionaire is responsible for operation, maintenance, construction, restoration, or renovation under this contract, Concessionaire also shall be responsible for compliance with Government Code Section 4450, et seq., Access to Public Buildings by Physically Handicapped Persons, and Government Code Section 7250, et seq., Facilities for Handicapped Persons, and any other applicable laws. Written approval from State is required prior to implementation of any plans to comply with accessibility requirements.

39. DRUG-FREE WORKPLACE

Concessionaire agrees to comply with Government Code Section 8355 in matters relating to the provision of a drug-free workplace. This compliance is evidenced by the executed Standard Form 21 entitled "Drug-Free Workplace Certification", **Exhibit J**, attached hereto and made a part of the contract.

40. NATIONAL LABOR RELATIONS BOARD CERTIFICATION

The Concessionaire, by signing this contract, does hereby swear, under penalty of perjury, that no more than one final, unappealable finding of contempt of court by a Federal Court has been issued against Concessionaire within the two-year period immediately preceding the date of this contract because of Concessionaire's failure to comply with a Federal Court order that Concessionaire shall comply with an order of the National Labor Relations Board.

41. CHILD SUPPORT COMPLIANCE ACT

In the event the annual gross income generated as a result of this contract shall exceed One Hundred Thousand Dollars (\$100,000.00), Concessionaire acknowledges that:

- A. The Concessionaire recognizes the importance of child and family support relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as obligations and shall comply with all applicable state and federal laws provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and
- B. The Concessionaire to the best of its knowledge complies with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

42. EMPLOYEE TRAINING

All concession employees shall receive training to include an orientation on the State Park System, the history of Old Town San Diego, and local points of interest, provided by Concessionaire. Such orientation shall be sufficient to permit concession employees to reply adequately to inquiries from the visiting public. Training also shall include job or task-specific training necessary to ensure high-quality job performance and accessibility in a manner consistent with the protection of the State Park System

and its visitors. Concessionaire's Employee Training/Orientation Program is subject to approval by the State.

43. CONFLICT OF INTEREST

Concessionaire warrants and covenants that no official, employee in the state civil service, other appointed state official, or any person associated with same by blood, adoption, marriage, cohabitation, and/or business relationship: (a) has been employed or retained to solicit or aid in the procuring of this contract; (b) will be employed in the performance of this contract without the immediate divulgence of such fact to State. In the event State determines that the employment of any such official, employee, associated person, or business entity is not compatible, Concessionaire shall terminate such employment immediately. For breaches or violation of this Section, State shall have the right both to annul this contract without liability and, in its discretion, recover from the Concessionaire the amount of any compensation paid to such official, employee, or business entity.

44. WAIVER OF CLAIMS

The Concessionaire hereby waives any claim against the State of California, its officers, agents, or employees for damage or loss caused by any suit or proceeding directly or indirectly attacking the validity of this contract or any part thereof, or by any judgment or award in any suit or proceeding declaring this contract null, void, or voidable, or delaying the same or any part thereof from being carried out.

45. WAIVER OF CONTRACT TERMS

Unless otherwise provided by this contract, no waiver by either party at any time of any of the terms, conditions, or covenants of this contract shall be deemed as a waiver at any time thereafter of the same or of any other term, condition, or covenant herein contained, nor of the strict and prompt performance thereof. No delay, failure, or omission of the State to re-enter the Premises or to exercise any right, power, privilege, or option arising from any breach, nor any subsequent acceptance of rent then or thereafter accrued shall impair any such right, power, privilege, or option or be

construed as a waiver of such breach or a relinquishment of any right or acquiescence therein. No notice to the Concessionaire shall be required to restore or revive time as of the essence after the waiver by the State of any breach. No option, right, power, remedy, or privilege of the State shall be construed as being exhausted by the exercise thereof in one or more instances. The rights, powers, options, and remedies given to the State by this contract shall be deemed cumulative.

46. INTERPRETATION OF CONTRACT

This contract is made under and is subject to the laws of the State of California in all respects as to interpretation, construction, operation, effect, and performance.

47. DURATION OF PUBLIC FACILITIES

By entering into this contract, State makes no stipulation as to the type, size, location, or duration of public facilities to be maintained at this unit, or the continuation of State ownership thereof, nor does the State guarantee the accuracy of any financial or other factual representation that may be made regarding this concession.

48. TIME OF ESSENCE

Time shall be of the essence in the performance of this contract.

49. EMINENT DOMAIN

If, during the term of this contract, any property described herein or hereinafter added hereto is taken in eminent domain, the entire award shall be paid to State.

50. TEMPORARY TENANCY

This tenancy is of a temporary nature and the parties to this contract agree that no Relocation Payment or Relocation Advisory Assistance will be sought or provided in any form as a consequence of this tenancy.

51. SECTION TITLES

The Section titles in this contract are inserted only as a matter of convenience and for reference, and in no way define, limit, or describe the scope or intent of this contract, or in any way affect this contract.

52. CONTRACT IN COUNTERPARTS

This contract may be executed in counterparts, each of which shall be deemed an original.

53. INDEPENDENT CONTRACTOR

In the performance of this contract, Concessionaire and the agents and employees of Concessionaire shall act in an independent capacity and not as officers or employees or agents of the State.

54. ASSIGNMENTS AND SUBCONCESSIONS

No transfer, assignment, or corporate sale or merger by the Concessionaire that affects this Contract or any part thereof or interest therein directly or indirectly, voluntarily or involuntarily, shall be made unless such transfer, assignment, or corporate merger or sale is first consented to in writing by State. Before State considers such assignment, evidence must be given to State that the proposed assignee qualifies as a "best responsible bidder" under the terms of Section 5080.05 of the Public Resources Code or "best responsible person or entity submitting a proposal" under the terms of Section 5080.23 of the Public Resources Code and the Bid Prospectus or Request for Proposals under which this Contract was awarded and executed. To be effective, any such assignment must comply with applicable law including, without limitation on generality, Public Resources Code Sections 5080.20 and 5080.23.

Portions of this concession may be operated by others under a subconcession agreement with prior written consent of State under the following conditions:

A. The subconcessionaire must be qualified.

- B. The subconcessionaire's interest shall be subordinate and in all ways subject to the terms of this contract.
- C. Concessionaire's gross receipts shall include all receipts of the subconcessionaire.

55. MODIFICATION OF CONTRACT

This concession contract contains and embraces the entire agreement between the parties hereto and neither it, nor any part of it, may be changed, altered, modified, limited, or extended orally or by any agreement between the parties unless such agreement be expressed in writing, signed, and acknowledged by the State and the Concessionaire or their successors in interest.

An amendment is required to change the Concessionaire's name as listed in this contract upon receipt of legal documentation to support such change.

Notwithstanding any of the provisions of this contract, the parties may hereafter, by mutual consent expressed in writing, agree to modifications thereof, additions thereto, or terminations thereof, which are not forbidden by law. Such written modifications or additions to this contract shall not be effective until signed and acknowledged by the State and Concessionaire and approved in writing by the Department of General Services and the Attorney General of the State of California. The State shall have the right to grant reasonable extensions of time to Concessionaire for any purpose or for the performance of any obligation of Concessionaire hereunder.

56. UNENFORCEABLE PROVISION

In the event that any provision of this contract is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this contract have force and effect and shall not be effected thereby.

57. APPROVAL OF CONTRACT

This contract, amendments, modifications, or termination thereof shall not be effective until approved by Department of General Services and the Attorney General of the State of California.

58. STATE'S DISTRICT SUPERINTENDENT

For the purposes of this contract, the "District Superintendent" is the State representative responsible for the Premises. The District Superintendent is charged with the day-to-day administration of this contract and is the Concessionaire's initial contact with the State for information, contract performance, and other issues as might arise. The District Superintendent may delegate these responsibilities to a Sector or Park Superintendent or other individual.

IN WITNESS WHEREOF, the parties hereto warrant that they respectively have the requisite authority to enter this contract, binding the named parties for which they sign, and have executed this concession contract at the respective times set forth below.

CONCESSIONAIRE:

STATE OF CALIFORNIA
DEPARTMENT OF PARKS & RECREATION
DIRECTOR

Signed: _____

Signed: _____

Name: _____

Name: Ruth Coleman

Title: _____

Title: _____

Date: _____

Date: _____

APPROVED:

APPROVED:

ATTORNEY GENERAL:

DEPARTMENT OF GENERAL SERVICES:

**Approved as to legal sufficiency
in accordance with the requirements
of Sections 5080.02-5080.21 of the
Public Resources Code.**

EDMUND G. BROWN JR., Attorney General
of the State of California

By: _____
Deputy Attorney General

Dated: _____

EXHIBIT B - CONSUMER PRICE INDEX ADJUSTMENT FORMULA

Consumer Price Index (CPI) adjustments shall be based on changes in the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index for "All Urban Consumers, Los Angeles All Items, (1982-84=100)." Calculations shall employ the following formula:

"Base Index" = CPI Index published for the month preceding the commencement date of this contract.

"Base Rent" = Minimum rent during the first contract year.

"Year End Index" = CPI Index for the month preceding the start of the subject contract year.

Step #1: $\frac{\text{"Year End Index"} - \text{"Base Index"}}{\text{"Base Index}}$ = % Change

Step #2: % Change x Base Rent = Adjustment

Step #3: Base Rent + Adjustment = New Rent

EXHIBIT C – DPR 54, CONCESSIONAIRE’S MONTHLY REPORT OF OPERATION

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

CONCESSIONAIRE'S MONTHLY REPORT OF OPERATION

FOR THE MONTH OF _____, YEAR _____

(Instructions on reverse.)

FOR DEPARTMENT COMPLETION	
DISTRICT NO.	PARK UNIT NO.
ROC DOCUMENT NO.	

NAME OF CONCESSION	
ADDRESS	CITY/STATE/ZIP CODE
DISTRICT	PARK UNIT

TYPE OF RECEIPT	GROSS RECEIPTS	NUMBER OF UNITS (WHERE APPLICABLE)	CUMULATIVE GROSS TO DATE (CONTRACT YEAR)	PERCENT RATE OR AMOUNT PER UNIT DUE STATE	AMOUNT DUE TO STATE
FOOD & NONALCOHOLIC BEVERAGES					
ALCOHOLIC BEVERAGES					
MERCHANDISE					
EQUIPMENT RENTALS					
PAY SHOWERS					
VENDING MACHINES (SEE REVERSE)					
SUBTOTALS					
ADJUSTMENTS (EXPLAIN REASON ON REVERSE)					
TOTAL DUE (EXPLAIN REASON ON REVERSE)					

MAINTENANCE FEES (COMPLETE THIS SECTION IF APPLICABLE)	
THIS MONTH'S MAINTENANCE FEE ALLOCATION _____ % x Monthly Gross Revenue = \$	CUMULATIVE MAINTENANCE FEE ALLOCATION YEAR TO DATE _____ % x Cumulative Gross Revenue = \$
AMOUNT SPENT ON ELIGIBLE MAINTENANCE THIS MONTH \$	CUMULATIVE AMOUNT EXPENDED ON ELIGIBLE MAINTENANCE YEAR TO DATE \$

SEASONAL CONCESSIONS (COMPLETE THIS SECTION IF APPLICABLE)	EXACT DATE YOU CEASED OPERATIONS	DATE YOU EXPECT TO RESUME OPERATIONS

DECLARATION		
<i>I declare under penalty of perjury that the information on this form is accurate and complete to the best of my knowledge.</i>		
CONCESSIONAIRE'S SIGNATURE	PRINTED NAME	DATE
TITLE/POSITION	PHONE NO.	

EXHIBIT C – *continued*

DPR 54 COMPLETION INSTRUCTIONS

1. Provide the month and year of operation for which this report is being prepared.
2. Provide full name of the concession and the name and address of the concessionaire, including city, state and zip code.
3. Include all revenue for the month for each appropriate category. For "Vending Machine" revenue, please include the following sources:
 - Ice machines
 - Newspaper vending machines
 - Map and brochure vending machines
 - Grab boxes
 - Firewood dispensers
 - Air compressors
 - Washing machines and dryersDo not include the following sources as "Vending Machine" revenue:
 - Park UR Self machines
 - Pay showers
 - Iron rangers
4. Types of revenue that might be recorded on a "per unit" basis include:
 - Petroleum products (per gallon)
 - Group tours (per adult or children's ticket)
5. Complete the "Maintenance Fees" and "Seasonal Concessions" sections of the form if your concession contract requires a maintenance fee allocation and/or if your concession operates on a seasonal basis.
6. Sign and date the form and provide the preparer's title and telephone number.

COMMENTS/EXPLANATIONS:

EXHIBIT D – OPERATION PLAN

This section will incorporate the successful concessionaire's plans.

SAMPLE

EXHIBIT E – FACILITY PLAN FOR JOHNSON HOUSE

At a minimum, the concessionaire's Facility Plan shall consist of the following:

- Treat building for termites and repair any damage. This may including tenting of the building,
- Replace all recessed lighting with matching electrified American Period style lamps (see pages 179-188 of the Old San Diego Retailer's Reference Guide).

Important Note:

All facility improvements are to be pre-approved by the State in conformance with Section 9 of this contract.

SAMPLE

EXHIBIT E – FACILITY PLAN FOR BUILDING LOCATED AT 2627 SAN DIEGO AVENUE

At a minimum, the concessionaire's Facility Plan shall consist of the following:

Cut and install glass to fit existing window casings on the side of the building. Provide for the opening of shutters to increase natural light upon store opening and close the shutters for security at store closing,

Improve period appropriate lighting throughout interior of the building with matching electrified American Period style lamps (see pages 179-188 of the Old San Diego Retailer's Reference Guide),

Replace exterior light fixture at back door with a period kerosene style lantern fixture with a frosted chimney.

Porch deck and access deck from San Diego Avenue need to be removed and replaced with period appropriate design and materials. Must meet accessibility compliance for any slope and transitions.

Build and install a period appropriate front counter or retrofit existing as specified in the Old San Diego Retailer's Reference Guide; which as part of this facility improvement shall become the property of the State upon the termination of the contract. It is the State's expectation that any counters, casework, furnishings, etc., will be antiques or constructed per the Retailer's Reference Guide to ensure the integrity of the historical time period and provide for accessibility.

Provide for an electrical contractor inspection of wiring and panel boxes, repair and upgrade as necessary.

Wooden enclosures which hide the utility boxes need to be replaced with new.

Rehabilitation of the French drain on the alley side of the building, install drainage rock bed.

Provide for a State approved treatment plan to permanently eradicate the invasive ivy plant on the exterior of the building; provisions for an archeological consultation must be accomplished prior to the work. All chemicals/herbicides must be submitted to the State in advance for approval.

Install a period appropriate drop ceiling. Suggestions may include tin or copper squares or a State Fire Marshal approved treated muslin.

Important Note:

All facility improvements are to be pre-approved by the State in conformance with Section 9 of this contract.

EXHIBIT E – FACILITY PLAN FOR LIGHT-FREEMANS’ SAN DIEGO HOUSE

At a minimum, the concessionaire’s facility Plan shall consist of the following:

- Re-level interior and exterior tile/brick flooring the ADA specifications of no more than ¼” of space between the tile/bricks in areas as necessary,
- Modify the existing period appropriate front counter to meet current ADA requirements,
- It is the State’s expectation that any counters, casework, furnishings, etc., will be antiques or constructed per the Old San Diego Retailer’s Reference Guide to ensure the integrity of the historical time period and therefore the wall shelving and main counter are to be modified or replaced with period correct furnishings that meet current health & safety and ADA requirements.
- Install State Fire Marshal approved treated muslin ceiling cloth,
- Design a lighting plan which replaces all or some of the recessed and track lighting fixtures with electrified tin candle style chandelier ceiling light fixtures (see page 182 of the Old San Diego Retailer’s Reference Guide), and tin wall sconce fixtures (if approved by State Fire Marshal some of the recessed lighting may remain underneath the drop muslin ceiling either providing additional light or disabled – whichever is approved by the State and State Fire Marshal.
- Rehabilitate raised herb gardens in the back to provide for year-round healthy growth of period herbs and native Mexican plants.

Important Note:

All facility improvements are to be pre-approved by the State in conformance with Section 9 of this contract.

EXHIBIT F - INTERPRETIVE PLAN

This section will incorporate the successful concessionaire's plans.

EXHIBIT G - DPR 86, CONCESSIONAIRE FINANCIAL STATEMENT

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

CONCESSIONAIRE FINANCIAL STATEMENT

CONCESSIONAIRE NAME	CONCESSION NAME
PARK UNIT NAME	REPORTING PERIOD From: _____ To: _____

A. CASH FLOW STATEMENT

GROSS SALES/RECEIPTS

		\$ _____
Less Returned Sales and Allowances	\$ _____	
Less Sales Taxes	_____	
Net Sales for Period		\$ _____
Cost of Goods Sold:		
Inventory at Beginning of Period	\$ _____	
Add Purchases During Period	_____	
Merchandise Available for Sale	_____	
Less Inventory at Close of Period	_____	
Less Cost of Goods Sold		\$ _____

GROSS PROFIT

\$ _____

LESS EXPENSES

Salaries & Wages <i>(do not include Concessionaire salaries)</i>	\$ _____
Rent to State	_____
Insurance	_____
Materials & Supplies	_____
Maintenance & Repairs	_____
Utilities <i>(including telephone)</i>	_____
Advertising	_____
Taxes & Licenses <i>(other than income & sales)</i>	_____
Legal & Accounting	_____
Travel & Transportation	_____
Interest	_____
Security	_____
Administrative Overhead	_____
Depreciation <i>(equipment)</i>	_____
Amortization <i>(improvements)</i>	_____
Other: _____	_____

TOTAL EXPENSES

\$ _____

NET PROFIT FROM OPERATIONS

(before income taxes)

\$ _____

CONCESSIONAIRE FINANCIAL STATEMENT

CONCESSIONAIRE NAME	CONCESSION NAME
PARK UNIT NAME	REPORTING PERIOD From: _____ To: _____

C. BALANCE SHEET

ASSETS

CURRENT ASSETS

Cash	\$ _____
Accounts Receivable	_____
Merchandise Inventory	_____
Notes Receivable (Less than 1 year)	_____
TOTAL CURRENT ASSETS	\$ _____

NONCURRENT ASSETS

Equipment/Property	\$ _____
Less Depreciation Reserve	_____
Net Equipment/Property Cost	_____
Prepaid Expenses	_____
Other: _____	_____
Other: _____	_____
TOTAL NONCURRENT ASSETS	\$ _____

TOTAL ASSETS \$ _____

LIABILITIES

CURRENT LIABILITIES

Accounts Payable	\$ _____
S & W Payable	_____
Short-Term Notes Payable	_____
Interest Payable	_____
Short-Term Loan Payable	_____
Other: _____	_____
Other: _____	_____
TOTAL CURRENT LIABILITIES	\$ _____

OTHER LIABILITIES

Other: _____	\$ _____
Other: _____	_____
TOTAL OTHER LIABILITIES	\$ _____
TOTAL LIABILITIES	\$ _____

CAPITAL

OWNER'S EQUITY

Capital	\$ _____
Less Personal Drawing	\$ _____
Net Addition	\$ _____
Stockholder's Equity	\$ _____
Other: _____	\$ _____
TOTAL CAPITAL	\$ _____

TOTAL LIABILITIES AND CAPITAL \$ _____

CONCESSIONAIRE FINANCIAL STATEMENT

CONCESSIONAIRE NAME	CONCESSION NAME
PARK UNIT NAME	REPORTING PERIOD From: _____ To: _____

D. STATEMENT OF MONTHLY GROSS SALES/RECEIPTS

Jan 20 ___ \$ _____	April 20 ___ \$ _____	July 20 ___ \$ _____	Oct 20 ___ \$ _____
Feb 20 ___ \$ _____	May 20 ___ \$ _____	Aug 20 ___ \$ _____	Nov 20 ___ \$ _____
Mar 20 ___ \$ _____	June 20 ___ \$ _____	Sept 20 ___ \$ _____	Dec 20 ___ \$ _____
TOTAL MONTHLY GROSS SALES/RECEIPTS \$ _____			

If the "Total Monthly Gross Sales/Receipts" above does not match the Cash Flow Statement "Gross Sales/Receipts," please explain below.

SAMPLE

The undersigned declares and certifies that the above statement and the attached Cash Flow Statement, Schedule of Depreciation, and Balance Sheet are correct.

AUTHORIZED SIGNATURE	DATE
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▶

PRINTED NAME OF PREPARER

EXHIBIT H - DPR 531, CONCESSION PERFORMANCE RATING

CONCESSION PERFORMANCE RATING

State of California - The Resources Agency
CALIFORNIA STATE PARKS

DISTRICT		PARK UNIT		DATE				
CONCESSIONAIRE		TYPE OF CONCESSION						
CATEGORIES		EXCELLENT (E)	SATISFACTORY (S)	NEEDS IMPROVEMENT (NI)	NONCOMPLIANCE/ UNACCEPTABLE (NON)	COMPLIANCE (COM)	NOT APPLICABLE (NA)	COMMENTS
<i>Circle the appropriate points in each category. If category is not applicable, check not applicable (NA) box.</i>								<i>Explain items which are rated excellent, needs improvement or noncompliance/unacceptable. Make recommendations for correction for NI and NON rating. Attach additional sheets as necessary.</i>
ACCOUNTING	RENTAL PAYMENT	8	6	2	0			
	MONTHLY DPR 54 SUBMITTAL	4	3	1	0			
	ANNUAL DPR 86 SUBMITTAL	4	3	1	0			
	MAINTAINS REGISTER JOURNAL/\$ TRAIL				0	4		
	OTHER:				0	4		
BONDS/INSURANCE	PERFORMANCE BOND				0	4		
	LIABILITY INSURANCE				0	4		
	FIRE INSURANCE				0	4		
	AUTOMOBILE INSURANCE				0	4		
	OTHER:				0	4		
CONSTRUCTION	REQUIRED IMPROVEMENTS				0	4		
	TIME SCHEDULE				0	4		
	PAYMENT BOND				0	4		
	OTHER:				0	4		
USE OF PREMISES	OPERATING DAYS/HOURS	4	3	1	0			
	AUTHORIZED GOODS/SERVICES	4	3	1	0			
	APPROPRIATE SIGNAGE/ADVERTISING	4	3	1	0			
	OTHER:	4	3	1	0			
QUALITY ASSURANCE	GOODS	8	6	2	0			
	SERVICES	8	6	2	0			
	PRICES (COMPETITIVE/POSTED)	4	3	1	0			
	CUSTOMER SERVICE	8	6	2	0			
	OTHER:	4	3	1	0			
TOTAL POINTS PER COLUMN					0			
PAGE 1 ONLY								

EXHIBIT H - DPR 531, CONCESSION PERFORMANCE RATING

CATEGORIES		E	S	NI	NON	COM	NA	COMMENTS
SAFETY	FIRE SAFETY/PREVENTION	4	3	1	0			
	GAS/ELECTRIC	4	3	1	0			
	GENERAL SAFETY	4	3	1	0			
	OTHER:	4	3	1	0			
FACILITY MAINTENANCE	INTERIOR - HOUSEKEEPING/CLEANLINESS	4	3	1	0			
	INTERIOR - FACILITY MAINTENANCE	4	3	1	0			
	EXTERIOR - HOUSEKEEPING/CLEANLINESS	4	3	1	0			
	EXTERIOR - FACILITY MAINTENANCE	4	3	1	0			
	GROUNDS - HOUSEKEEPING/CLEANLINESS	4	3	1	0			
	GROUNDS - FACILITY MAINTENANCE	4	3	1	0			
	MAINTENANCE PLAN	4	3	1	0			
	OTHER:	4	3	1	0			
	INTERPRETIVE PROGRAM <small>(When Applicable)</small>	COSTUMES	4	3	1	0		
MERCHANDISE AND INTERPRETIVE PLAN		4	3	1	0			
FURNISHINGS AND INTERPRETIVE PLAN		4	3	1	0			
EVENTS/ACTIVITIES AND INTERPRETIVE PLAN		4	3	1	0			
IMPLEMENTATION OF INTERPRETIVE PLAN		4	3	1	0			
OTHER:		4	3	1	0			
TOTAL POINTS PER COLUMN <i>PAGE 2 ONLY</i>					0	0		
TOTAL POINTS PER COLUMN <i>PAGE 1 + PAGE 2</i>					0			
TOTAL POINTS RECEIVED FROM ALL CATEGORIES		MAXIMUM POINTS POSSIBLE FOR RATED CATEGORIES		PERCENT RATING		ARE THERE ANY NONCOMPLIANCE OR UNACCEPTABLE RATINGS IN ANY CATEGORY?*		
$\left(\frac{\quad}{\quad} \right) \times 100 = \text{\#DIV/0!}$						<input type="checkbox"/> Yes <input type="checkbox"/> No		
OVERALL RATING (Based on percent rating)								
<input type="checkbox"/> EXCELLENT (90% to 100%) <input type="checkbox"/> SATISFACTORY (70% to 89%) <input type="checkbox"/> NEEDS IMPROVEMENT (60% to 69%) <input type="checkbox"/> UNACCEPTABLE (less than 60%)								
RATER'S SIGNATURE			TITLE		DATE		RATER DISCUSSED REPORT WITH CONCESSIONAIRE?	
							<input type="checkbox"/> Yes. Date: _____ <input type="checkbox"/> No	
<i>In signing this report I do not necessarily agree with the conclusion of the rater.</i>								
CONCESSIONAIRE'S SIGNATURE					TITLE		DATE	

***NOTE:** A rating of UNACCEPTABLE or NONCOMPLIANCE in any category will result in an overall rating of no higher than NEEDS IMPROVEMENT.

EXHIBIT I – CONCESSION MAINTENANCE PROGRAM

MAINTENANCE SCHEDULE

The minimum guidelines for maintenance of this facility are as follows:

Monthly:

1. Service HVAC unit; change filters and clean condenser fins every 90 days.
2. Maintain housekeeping duties to interior and exterior of building including exterior landscaping.
3. Twice annually, wash and wax interior wood floors. Wash with mineral spirits (paint thinner). Wax with a floor wax. After wax dries, buff to a soft shine.

Annually:

1. Have a certified building inspector conduct an annual maintenance inspection of the facility and provide a written report to the District Superintendent thirty (30) days prior to the end of each contract year.

2-Year Interval:

1. Paint interior of building and exterior trim.
 2. Termite inspection and extermination as needed and any repairs resulting from termite damage.
 3. Inspect all windows and doors for proper operation and broken glass, repair as needed.
4. Resurface interior wooden flooring in retail area.
5. Repair all counter tops and display cases.
6. Inspect all plumbing fixtures for damage or leakage and repair as needed.
 7. HVAC unit to be tested for proper operation and refrigerant charge and repair as needed.

5-Year Interval:

1. Repaint exterior of building and all signage.
2. Complete roof inspection and repair any damage as needed.
3. Replace water heater.

Important Note:

All maintenance projects listed above as bi-annual through 5 year interval are to be pre-approved by the State. Any additional maintenance projects the concessionaire wants to accomplish through the contract term shall also be pre-approved by the State. There may be additional Project Evaluation Form (“PEF”) submittals that may be required so concessionaire must allow adequate time for project review. Initially, however, the concessionaire shall:

1. Submit a written proposal package (Concession Maintenance Project Proposal Form) to the District Superintendent for prior written approval. The Project Proposal Package is to include, but is not limited to the following:
 - a. Provide a background narrative & justification statement (for work other than the above listed “Maintenance Schedule”).
 - b. Provide a Written Description of Project:

- What work is to be accomplished,
- Cost estimates with basis,
- Design/Construction drawings, photos, maps, etc. (if appropriate),
- Material and equipment submittals,
- How the work is to be accomplished,
- Who is doing the work (include license number if applicable),
- Proposed start date and estimated completion date,
- Hours of planned work activity,
- Description of proposed safety measures to be taken,
- Listing of Project Supervisor and On-Site Supervisor,
- List anticipated archeological impacts,
- List archeological consultant to be used (if applicable).

- c. Compliance with Federal and State Accessibility Standards.
 - d. Analysis of foreseen impacts to the visiting public and to natural and cultural resources.
2. All work which modifies the existing configuration of facilities and/or site improvements shall be defined by construction documents and shall comply with Section **9. Construction and Completion of Improvements.**
 3. All approved projects shall be performed by licensed California contractors, except with the prior written authorization of the District Superintendent, with work meeting or exceeding all applicable codes and regulations. All work on electrical systems, fire protection systems, or gas-fired heating systems shall be performed by a California licensed contractor.
 4. Projects and work sites are subject to on-site inspection and review by the State.

EXHIBIT J – DRUG-FREE WORKPLACE CERTIFICATION

STATE OF CALIFORNIA

DRUG-FREE WORKPLACE CERTIFICATION

STD. 21 (Rev. 12/93)(CA ST PKS, EXCEL 4/9/1999)

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized to legally to bind the contractor or grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

CONTRACTOR/BIDDER FIRM NAME	FEDERAL ID NUMBER
BY (Authorized Signature)	DATE EXECUTED
 PRINTED NAME AND TITLE OF PERSON SIGNING	TELEPHONE NUMBER (Include Area Code) ()
TITLE	
CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS	

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy in maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that everyone who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free workplace policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
4. At the election of the contractor or grantee, from and after the "Date Executed" and until _____^(DATE) (NOT TO EXCEED 36 MONTHS), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.