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Request for Proposal (RFP) for Lehmann Mansion Services For the Village of Lake Villa



Proposals due by August 16, 2021 (Sample Agreement enclosed)

Lehmann Mansion Request for Proposal

Providing Services for Catered Events and Facility Management

INTRODUCTION & SCOPE

The Village desires to pursue an agreement with a company having extensive experience in the service of food and beverages, coordinating large events and working with multiple parties to continue to make the Lehmann Mansion a successful entertainment venue in Lake County. It is the Village's desire to create a cooperative relationship, with this agreement, that fosters a successful business relationship for both parties.

DESCRIPTION OF THE LEHMANN MANSION

The Lehmann Mansion is located at 485 North Milwaukee Avenue in Lake Villa, Illinois. The Mansion was constructed in 1912 as a summer home for Edward J. Lehmann and his family. Lehmann Mansion is a huge part of Lake Villa's history.

The Lehmann Mansion has been owned by the Village of Lake Villa since 2001. Upon the Village's purchase, it was fully restored to a historic look, with the addition of a modern kitchen, bathrooms and a year round heated and cooled tent. The Lehmann Mansion is located in close proximity to Loffredo Park and the Sun Lake Forest Preserve. Listed below are the event spaces at the Lehmann Mansion;

Name	Seated Capacity	Size, Square Feet	Location
Executive Loft	60	1,750	Second Floor
East Wing	90	1,428	First Floor
Living Room	72	1,728	First Floor
Reception Tent	300	6,490	First Floor
TOTAL	522	11,396	

The Lehmann Mansion also includes a number of rooms on the second floor currently being used as offices and wedding preparation rooms for guests. Storage and preparation spaces are available in the basement. Internet and telephone service is available.

The Lehmann Mansion has a large outdoor area. The outdoor area includes a seated area with a pavilion, fountain, two story deck, bricked patio area and a large grassy area in the front and in the back of the mansion.

The Lehmann Mansion has over 180 paved parking spaces.

Additional information on the Lehmann Mansion can be viewed at the Village's website, www.lake-villa.org.

LEHMANN MANSION GOALS AND OBJECTIVES

1. Maintain and enhance the Lehmann Mansion as a high quality venue for all types of entertainment;
2. Have paid operations occur a minimum of 180 days in a 365-day period, with that number increasing to 275 at by 2026;
3. Become a local restaurant destination;
4. Maintain a high quality standard for appearance, décor and food and beverage;
5. Be a place for a variety of high quality public events and activities;
6. Be widely known throughout the Chicagoland regional as a destination for a variety of events and activities such as weddings, private parties, corporate events, public events, etc.;

ANTICIPATED SCHEDULE

1. Advertisement of Request for ProposalMay 1, 2021
2. Showing Dates (Approximate).....June 15 and July 8
3. Questions Due Date.....July 30, 2021
4. Application Due Date.....August 16, 2021
5. Anticipated Approval of Agreement Date.....October 18, 2021
6. Preparation of Items for Contract Commencement.....January 1, 2022 to April 30,2022
7. Contract Commences..... May 1, 2022

CONTRACTOR RESPONSIBILITIES

1. The Contractor shall be granted the exclusive right to book, hold, conduct and supervise catered food events and to book, hold, conduct, and supervise all other events at the Mansion.
2. The Contractor shall be expected to operate a restaurant at the Lehmann Mansion.
3. The Contractor shall provide a high quality level of food and beverage products for all activities.
4. Contractor shall lease from the Village, the Lehmann Mansion for approved events, including wedding, private events, corporate events, restaurant operations and public events. In lieu of this lease, the Contractor shall pay to the Village a quarterly lease fee to cover the Village's costs of depreciation and overhead expenses.
5. The Contractor shall agree that number of public events shall be held at the Lehmann Mansion by and through cooperation with the Village. The Contractor shall provide food and beverage services during these events, if requested by the Village.
6. Contractor shall provide insurance, as required by the Village, that shall remain in full force and effect during the term of the agreement.
7. In addition to the lease payment, the Contractor shall pay all utility and operational bills, including natural gas, electricity, water and sewer, internet, security system, telephone, alarm system and fire suppression equipment.
8. The Contractor shall provide general maintenance to the Lehmann Mansion, including mowing, landscaping, cleaning and day to day tasks such as replacing light bulbs.
9. The Contractor shall repair any damage caused by their operation of the Lehmann Mansion.
10. A Lake Villa resident booking any rental at the Lehmann Mansion shall receive a 10% fee reduction from the Contractor's standard facility rental fees.
11. The Contractor maximize the usage and financial viability of the Lehmann Mansion.
12. The Contractor shall use all viable marketing outlets to secure rentals and generally market the Lehmann Mansion.
13. The Contractor shall perform all required snow and ice control on the driveway, parking lot and walking areas.
14. The contractor shall provide all tables, chairs, appliances, dishes and all other equipment and supplies necessary to perform the services as described in this agreement.

15. The Contractor shall perform these tasks to a level consistent with a higher level of service to successfully attract a “high level” of client.
16. The Contractor shall provide a certificate of insurance with coverages to be determined by the Village.

VILLAGE RESPONSIBILITIES

The Village shall perform the following maintenance tasks:

1. The Village shall be responsible for all “fixed asset” repairs and replacements, including all equipment “fixed” to the Lehmann Mansion, including the broiler, air conditioning units, windows, deck, etc.
2. The Village agrees to issue the required Village liquor license upon receipt of a duly executed application therefor from the Contractor and provided that the Contractor is duly qualified to be issued said license.
3. The Village shall use its marketing opportunities, such as the newsletter, social media accounts, etc. to assist in the promotion of the Lehmann Mansion.
4. The Village shall work cooperatively with the Contractor regarding possible improvements that could financially enhance the Lehmann Mansion.
5. The Village may hold a variety of public events at the Lehmann Mansion during the term of the agreement and will coordinate these events with the Contractor.
6. Contractor shall be provided office and storage space as part of this agreement.

GENERAL AGREEMENT TERMS

1. The Village is seeking a five-year agreement with the contractor, with the possibility of a longer termed agreement based on the contractor’s responses and/or anticipated financial investment. The agreement would have termination options if the terms of the agreement are not met.
2. The Village and the Contractor shall meet annually and agree to a calendar of all events for the Lehmann Mansion.

SUBMITTALS

Interested parties shall review the contents of this Request for Proposal (RFP) and shall submit the following information to the Village. The Village will use this information as part of our evaluation and determination on the successful candidate. Once the Village reviews each proposal, it will make a determination on which Contractor(s) to further vet for a possible agreement for the services stated here within.

Please provide:

1. Name, address, and a list of all stakeholders in the company seeking an agreement for the services described here within.
2. A cover letter describing your interest, intent in providing services at the Lehmann Mansion and why you feel you would be the most successful at operating the Lehmann Mansion.
3. A letter stating the desired term of the agreement, the annualized base rent schedule to be paid for leasing the Lehmann Mansion and the breakpoint and breakpoint percentage fee.
4. A description of your company including, current and past business that operate similarly to the services described here within.
5. Financial disclosures that demonstrate your financial ability to purchase all necessary equipment, fund the operation of the Lehmann Mansion and make the required lease payments.
6. Sales projections by area: Restaurant, weddings, corporate events, private events, etc.
7. Proposed menu/hours/days of operation for each sales area.
8. Anticipated financial investment.
9. Anticipated facility improvements desired.
10. Provide information on how you would coordinate the operation of multiple operations at one time, such as restaurant/wedding/private/corporate events.

Submit any questions and submit your proposal to kwarwick@lake-villa.org. Full submittal of all required documents shall be submitted by August 16th, 2021.

APPLICATION REVIEW AND SELECTION PROCESS

1. Only applications submitted by the application due date will be reviewed.
2. Incomplete applications may be removed from consideration.
3. Village staff will review applications and final approval will be made by the Lake Villa Village Board.
4. Applicants may be asked to be interviewed.

APPLICATION REVIEW CRITERIA

Application review criteria shall include:

1. The qualifications of the applicant, including the applicant's professional qualifications, skills, experiences, financial ability and financial commitment to the project;
2. The quality, including the creative and innovative nature of the proposed foods, commodities or services being proposed;
3. The extent to which the proposal is consistent with the goals described here within;

PICTURES











