

REQUEST FOR PROPOSALS (RFP)

**CLALLAM COUNTY
BOARD OF COMMISSIONERS
LODGING TAX ADVISORY COMMITTEE**

The Clallam County Board of Commissioners and Lodging Tax Advisory Committee is soliciting requests for proposals from interested Nonprofit Organizations to "Keep the Lights On" for up to four months as the COVID-19 Virus works its way through the tourism financial system.

Proposals will be received at 223 East 4th Street, Room 150, Port Angeles, Washington until 12 p.m., Monday, April 6, 2020.

The sealed proposals must be clearly marked on the outside of the envelope, "**Keep the Lights on – COVID19.**" Address proposal to: Clallam County Lodging Tax Advisory Committee – Commissioners Office, 223 East 4th Street, Suite 4, Port Angeles, Washington 98362 or hand-deliver to 223 East 4th Street, Room 150, Port Angeles, Washington. Documents delivered to other offices and received late by the Commissioners' Office will not be considered nor will ones received by facsimile or e-mail. Submittals made in an incorrect format will not be considered.

A complete informational packet on preparing a proposal may be obtained Monday through Friday, 8 a.m. to 4:30 p.m., from:

Loni Gores, Clerk of the Board
Clallam County Board of Commissioners
223 East Fourth Street, Suite 4
Port Angeles, WA 98362
agores@co.clallam.wa.us or 360.417.2256

Clallam County hereby notifies all that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in Title VI of the Civil Rights Act of 1964 at 49 CFR Part 23 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

PASSED THIS twenty-fourth day of March 2020

ATTEST:

CLALLAM COUNTY
BOARD OF COMMISSIONERS



Loni Gores, CMC, Clerk of the Board



Mark Ozias, Chair

Publish: March 27, 29 and April 3

Bill: Board of Commissioners – Lodging Tax Advisory Committee



LODGING TAX FUNDING APPLICATION 2020

Request for proposals to the Clallam County Lodging Tax Advisory Committee from tourism related Nonprofit Organizations.

WHAT IS NEEDED: A simple statement of financial needs to “Keep the Lights On” for up to four months as the COVID-19 Virus works its way through the tourism financial system. In addition, page 1 of the 2020 Clallam County Lodging Tax Advisory Committee funding application will also be required. The money requested will not pay for discretionary expenses. The amount distributed will depend on the financial availability of Lodging Tax Advisory Committee funds and the retention of necessary reserves as well as the requests submitted. It is contemplated that the amounts awarded would be in the range of \$5,000 to \$25,000.

APPLICATION DEADLINE: Applications must be received at the Board of County Commissioner’s Office, 223 East 4th Street, Suite 4, Port Angeles WA 98362-3015 (Clallam County Courthouse, main level, Room 150) until **12 p.m., Monday, April 6, 2020.**

The Clallam County Lodging Tax Advisory Committee (LTAC) will review 2020 Lodging Tax funding proposals in a public meeting as determined at the Clallam County Courthouse, Commissioner’s Boardroom 160. Applicants will be notified and attendance by the applicant’s representative is required for presentation and questions. Following review, LTAC will forward its recommendation to the Clallam County Board of County Commissioners.

APPLICATION INFORMATION SUBMITTAL:

Submit the original application and three copies to:

Clallam County Lodging Tax Advisory Committee
Board of Commissioner’s Office
223 East 4th Street, Suite 4
Port Angeles WA 98362-3015

All copies need to be single sided and not stapled.

Required Information:

- Simple statement of financial needs to “Keep the Lights On” for up to four months.
- Application

Contract Requirement – In order to be a recipient of Lodging Tax funds, a contract is required between Clallam County and the receiving agency/applicant.

APPLICATION

GUIDELINES

Clallam County lodging tax paid by visitors is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities within the unincorporated areas of Clallam County.

This application is for applicable large-scale events, projects or infrastructure improvements only. Minimum grant is \$5,000.

I **AMOUNT of Lodging Tax Requested:** \$ _____

II **Agency/Organization Name:** _____

Organization is Government Entity 501(c)3 501(c)6 Other

Federal Tax ID No. _____ UBI Number _____

III **Project/Activity/Event:** _____

IV **Representative Contact Information:**

Name, Title _____

Mailing Address _____

Phone(s) _____

Email _____

V **Service Categories, check all applicable:**

_____ Tourism Promotion/Marketing

_____ Operation of a Special Event/Festival designed to attract tourists

_____ Operation of a Tourism-Related Facility owned or operated by Non-Profit Organization

_____ Operation and/or Capital Expenditure of a Tourism-Related Facility owned by a Municipality

CERTIFICATION

- I am the authorized agent of the agency/organization applying for Lodging Tax funding. I understand and affirm that:
- If awarded, my organization intends to enter into a contract with Clallam County, and meet all specified requirements of that contract.
- My agency/organization is required to submit a report documenting economic impact results in a format determined by Clallam County.

Signature

Date: _____

Print or Type Name