

**CITY OF CHARLEVOIX  
REQUEST FOR PROPOSAL  
NON-MOTORIZED BOAT AND WATERCRAFT RENTAL FOR CITY BEACHES**

The City of Charlevoix is seeking proposals for non-motorized (Kayaks, SUP, and Canoe) boat and watercraft rental contractor to provide rental service at Michigan Beach, Ferry Beach, and Depot Beach.

The City will receive sealed proposals in the City Clerk's office, 210 State Street, Charlevoix, MI 49720. Proposals must be received by 1:00 P.M., Wednesday April 10, 2019

The complete RFP may be obtained at the City Manager's office or viewed on the City's website at [www.charlevoixmi.gov](http://www.charlevoixmi.gov). This Request for Proposal may be canceled at the discretion of the City Manager. Small businesses and minority-owned businesses are specifically invited to submit proposals.

In the award of proposals, consideration shall be given to such matters as supplier integrity, record of past performance, financial and technical resources, and accessibility to other necessary resources. The City of Charlevoix reserves the right to reject any and all proposals, to waive any informality in the RFP process, and to make the award to the supplier providing the proposal that, as determined by the City, best meets the City's needs.

Mark L. Heydlauff, City Manager

## **CITY OF CHARLEVOIX REQUEST FOR PROPOSAL**

### **I. PURPOSE OF REQUEST.**

The City of Charlevoix ("City") is requesting proposals for the furnishing of all staffing and equipment necessary to provide a non-motorized boat and watercraft rental and outfitter service at Michigan Beach, Ferry Beach, and Depot Beach. The City's needs are outlined in the following Request for Proposal ("RFP"). The City of Charlevoix is committed towards developing and growing new non-motorized boat and watercraft experiences for our residents and visitor. The City will consider proposals for individual locations, but preference will be given to a vendor operating at all three locations.

### **II. TIME SCHEDULE.**

Deadline for Submittal of Proposals Wednesday April 10, 2019 at 1:00 P.M.

### **III. INSTRUCTIONS TO PROPOSERS.**

All proposals should be submitted to the Charlevoix City Clerk's Office, 210 State Street, Charlevoix, Michigan 49720.

All proposals must be in a sealed envelope and clearly marked "RFP Non-Motorized Boat Rental for City Beaches." All proposals must be received by Wednesday, April 10, 2019 at 1:00 P.M. at which time they will be opened. No faxed or telephone proposals will be accepted. Proposals received after the specified date and time will not be considered.

Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. All proposals must include the following information:

- The names of individuals from those firms who will be working on the project and their areas of responsibility
- A narrative background of proposer's ability and experience in providing boat/watercraft rental services in a remote location setting. All employees must fill out a "Background Investigation Authorization" and be authorized by the City of Charlevoix.

- A narrative on employee training in handling watercraft, safety, customer service and all other staff training provided.
- A minimum of three references indicating recent experience pertaining to boat rentals, include individual/company name, contact person and telephone number.
- An explanation of any temporary or permanent site improvements the proposer will make based on a two-year renewable agreement, if the proposer meets all requirements. The term of the renewable shall not exceed the original term.
- List of proposed days of operation and hours.
- A list of onsite equipment the proposer will be providing (such as EZ up tents, vans, mobile work stations).
- A proposed list of all boats and watercraft available and costs for items to be rented.
- A list of any programs or adventure services that will be offered beyond just basic equipment rental (guided tours, learn to kayak, learn to SUP, full moon tours, etc.).
- A list of any other merchandise that may be available for sale such as sunglasses, dry storage boxes, etc. Food and Beverage sales are not allowed.
- An explanation of routine cleaning and preventative maintenance schedules intended to insure attractive and safe equipment.
- Proposed revenue share or monthly rental fee to be paid to the City of Charlevoix for exclusive boat and watercraft rental.
- Copy of all licenses, insurance certificates, and health cards obtained by proposer.

#### **IV. SELECTION CRITERIA.**

The ultimate objective of this RFP is to provide dependable services to the citizens and visitors of the City of Charlevoix. Accordingly, the successful proposer will be selected by the City after evaluation of the following RFP elements:

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|----|--|-----|
| A. | Sale/rental Price of Products<br>Competitiveness of pricing for boat and watercraft rentals. | 20% |
|----|--|-----|

B.	Quality of Products and Service Quality of boats and watercraft offered and the firm's cleaning, maintenance, repair and employee training capabilities.	20%
C.	Experience/References Experience/performance on similar contracts with other public entities.	20%
D.	Programming/Unique experiences Quality of proposed program/adventure/unique experiences beyond basic equipment rental	10%
E.	Compensation A monthly rental fee or revenue share proposed for exclusive rental opportunities at Michigan Beach, Ferry Beach, and Depot Beach.	30%
	Total Criteria Weight	100%

Each proposal will be independently evaluated on factors A-D.

#### V. **TERMS AND CONDITIONS.**

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the city shall be in a form supplied or approved by the City and shall reflect the specifications in this RFP. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does

not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.

- F. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

## VI. SCOPE OF SERVICES.

Provide all non-motorized boat and watercraft rentals at Michigan Beach, Ferry Beach, and Depot Beach. Contractors will be able to rent boats only in a designated area.

Recognizing growth in the sports of Kayaking and Stand up Paddle boards, The City of Charlevoix's Recreation Masterplan calls for the development of future Kayak Launches. Ideally this will benefit contractors. Our hope and intent would be for business plan that includes new and unique ways to introduce new participants to watersports as well as supporting existing participants.

Contractor may be able to also provide basic provisions such as sunglasses, sunscreen, dry boxes for sale or rent to users.

## VII. COMPENSATION.

Please present detailed information on the firm's proposed fee schedule for the use of the Michigan Beach, Ferry Beach, and Depot Beach. If selected, proposer shall pay the City the following for the term of the Agreement:

- (a) Sale of service or rental of equipment- Percentage of Gross Revenue\*  
\_\_\_\_\_ **% of gross revenue - Minimum 10%**

*\*"Gross Revenue" is defined as all rentals of equipment as well as sales of all other merchandise, less sales tax. Deductions for client non-payments or bad-debt expenses are not allowed.*

OR

- (b) To be suggested by the Proposer:

ATTACHMENT A

**ACKNOWLEDGMENT OF CERTAIN CONDITIONS  
OF NON-MOTORIZED BOAT AND WATERCRAFT  
RENTAL FOR CITY BEACHES CONCESSIONAIRE**

In the event of a successful award of contract, proposer acknowledges that:

1. Proposer will be able to comply with the insurance provisions of the City of Charlevoix Contract, and to timely provide a certificate of insurance.
2. He/She will have in their possession, or will obtain prior to contract commencement, a valid City of Charlevoix business license as well as all other required permit or licenses required by the State of Michigan, Charlevoix County, City of Charlevoix or any other lawful authority.
3. Proof of all staff safety training.
4. Proposer will submit detailed monthly reports, due the 15<sup>th</sup> day of the following month, which shall indicate the amount and type of sales/rentals made.

Proposer:

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone# \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_