City of Redmond, Washington

Purchasing Division, M/S: 3SFN
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710

Request for Proposal

The City of Redmond is currently seeking proposals for a Contractor to provide a seasonal boat (paddle boards, canoes and/or kayaks) rental program at the City's Idylwood Beach Park.

RFP 10421-14/CHA

The City of Redmond, Washington requests interested parties to submit proposals for the above referenced Request for Proposal.

Project Overview

The City of Redmond, Parks & Recreation Department operates Idylwood Beach Park on Lake Sammamish; located at 3650 West Lake Sammamish Parkway NE, Redmond, WA 98052. The City is seeking proposals for a licensed, qualified boat rental business to provide a seasonal boat (paddle boards, canoes and/or kayaks) rental program in the City's Idylwood Beach Park from approximately May 2014 through September 2014 within established park hours.

Scope of Work

Idylwood Park encompasses approximately 19.8 acres (17 acres for the park and 2.8 acres for an overflow parking area). Popular activities include picnicking, walking, sand volleyball, fishing (during non-beach guarded hours), swimming, sunbathing, visiting the playground and boating. The park is anticipated to be open dawn to dusk, with lifeguards on duty from 11:00 a.m. to 6:00 p.m. seven days a week, from approximately June through September 2014. In 2013, over 25,000 people visited Idylwood Beach Park between mid-June and Labor Day.

The north end of the park includes a picnic shelter, large grassy meadow and boat launch (non-motorized) area. Motorized boats (except personal watercraft) are permitted to access the park from this area of the park. The south end of the park includes a playground area, sand volleyball court, bathrooms, lifeguard station and sandy beach (staffed with lifeguards during the summer months). The park is divided by a creek and natural wetland area.

The City is seeking to augment its current offering with the addition of hiring an external Contractor to operate a whole-owned, self-contained seasonal boat rental program. The City expects each proposal to demonstrate how the Contractor's proposed service shall provide competitive pricing for rentals as well as to provide references demonstrating past experience with other public or private entities. Qualifying proposal should include, at a minimum the following key elements:

- Program Overview
- Program Operational plan (including proposed set-scheduled hours, storage requirements, safety plan, marketing strategy, etc.)

- Evidence that Contractor can successfully obtain adequate insurance and agreement to name the City as an additional insured party as a condition of contract award
- Contractor will have the exclusive right and responsibility to provide rental services at Idylwood Beach Park
- The boat rental program will operate from approximately May through September 2014
- The Contractor will also be responsible for the following:
    - Provide litter/garbage pick-up around the space at the close of each day
    - Removal of all garbage to a (City provided) dumpster at the close of each day
- Contractor will be responsible for securing any items in a City provided (on-site) storage unit when park is closed to the public and for removal of any cash or valuables
- No signage may be posted in or around the park (however, a portable sandwich board may be placed and removed daily next to the rental site)

Proposed Timeline

The City anticipates having a service provider selected and program in place for implementation and operation from approximately May through September 2014.

Optional Walk-thru

No mandatory walk-thru will be conducted; however, all potential bidders are encouraged to visit the site during regular park hours to observe typical park activities, traffic, and usage and for possible site locations purposes.

Due Date/Time

3:00 PM (local time) on Tuesday, March 4, 2014. The City of Redmond – Purchasing Division must receive proposals no later than said date and time. Proposals received after such time will be returned unopened. Responses may be mailed or hand delivered to the City of Redmond, Purchasing Division, MS: 3SFN, 15670 NE 85th Street, PO Box 97010, Redmond, WA 98073-9710.

Response Requirements & Format

The City of Redmond is an active member of the State of Washington, Office of State Procurement governmental cooperative; the King County Director's Association and several other joint purchasing entities and would be eligible to seek access to any and all price considerations, terms and conditions outlined in master agreements formed by one of these agencies. If a proposal is based on any of these pricing agreements/arrangements it shall be the responsibility of the bidder to identify such. It is requested that the City is contacted prior to bid submission if beneficial pricing may be achieved by the City via access to an existing contract with one of these agencies.

The City requests all responses provide an itemized price breakdown of:

- Proposed price schedule for rental items (including instructional services, if offered)
- Proposed Operational Plan
- Proposed Storage Unit requirements
- Proposed Safety Plan
- Marketing Plan (if any)
- Proposed Hours of Operations
- Proposed Site location and overall footprint proposed of site needs

- Proposed utility access (if needed) requirements
- Proposed monthly rental fee payable to the City for use of site during each month of operation (which will is subject to leasehold excise tax)

Additional Response Requirements include:

1. Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and **must be signed** by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. A corporation must indicate place and date of incorporation.

2. Proposals must include all information requested and meet all specifications and requirements outlined in this RFP. Proposals will be evaluated based upon the information submitted and the quality of the service proposed.

3. All responses shall clearly demonstrate Contractor's capability and experience with providing rental services of this size, nature and scope.

4. Contractor shall provide two (2) printed response copies, unbound, and not exceeding eight (8) pages (double sided) in length.

5. A list and explanation of additional equipment (if any) Contractor will be providing at the site.

6. A list of references (including contact name and telephone number) of at least three (3) current or recent customer arrangements of this nature and size that the City may use to contact for the purpose of accessing customer satisfaction and Contractor operational success. Local area references are preferred. The City reserves the right to contact references without prior notification.

7. A statement to the effect that respondent understands and agrees to obtain a City of Redmond business license as a requirement for the implementation and daily management of this program. A city business license application can be found at: http://redmond.gov/BusinessDevelopment/BusinessLicenses/Applications/

8. A statement to the effect that the respondent understands and agrees that they shall not be an insured party under any applicable liability insurance coverage obtained by the City. The Contractor shall obtain adequate liability insurance to cover the boat rental program. Contractor shall be required to provide proof of liability insurance of at least $1 million or as reasonably agreed between the parties. Further, Contractor agrees to name the City an additional insured party and to furnish a copy of an insurance endorsement naming the City as an additional insured party to the City.

9. The Contractor understands that the work to be performed under an agreement with the City may involve Contractor's personnel having unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults, as those terms as defined in RCW 43.43.830. The Contractor certifies that none of its personnel who will or may be given such access shall have:

- been convicted of any offense against children or other persons, as defined in RCW 43.43.830; or
- been convicted of any crimes related to financial exploitation, where the victim was a vulnerable adult, as defined in RCW 43.43.830; or
- been adjudicated in any civil action to have committed child abuse, as defined in RCW 43.43.830; or

- had a disciplinary board final decision rendered against them or has been convicted of criminal charges associated with a disciplinary board final decision, as defined in RCW 43.43.830.

10. Proof of license to operate a boat rental program in the state of Washington.

Cooperative Purchase Language:

The City of Redmond has entered into intergovernmental (Interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party's accepted bid price. By submitting an offer, the Contractor agrees to make the same bid terms and price, exclusive of freight, available to other Washington governmental agencies. Only those public agencies that have complied with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase order/contract from the public agency, directed to the Contractor or other party contracting to furnish goods or services to the City of Redmond. The City of Redmond will not accept responsibility for purchase orders/contracts issued by other public agencies.

This offer of cooperative purchasing shall be extended by the Contractor to cover the city's contract duration (for any subsequent purchase agreements/contracts resulting from this RFP/IFB) or 30 days post award (for one time purchases).

Selection & Award

All interested individuals are requested to provide a response containing all required elements herein to the City of Redmond at the stated address by the deadline given.

The City intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the City, best meets all of the below listed evaluation criteria (receives the highest score) as determined by a selection committee. Upon selection of a Consultant, the City intends to enter into an agreement using its standard, General Services Agreement which shall be used to secure these services. A copy of this document is attached, as Attachment A, and shall be incorporated into this RFP by this reference.

The initial term shall cover a one year period (one rental season). The contract may be renewed for two (2) additional one year periods (rental seasons) under the existing terms and conditions by mutual agreement by the City and Contractor.

Evaluation Criteria	Weight
Pricing: *Show proposed revenue split with City (e.g. 60/40, 70/30).*	40
Qualifications and Experience: *Provide your previous experience and qualifications with similar programs. Identify previous public agencies with projects of similar size.*	35
Proposed Approach: *Explanation of proposed approach to include operation of rental program, the variety of program offerings as well as recreational (fun) component of the program.*	25
Total	100

The Contractor shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards and commercial practices. Charges of poor performance/service against the Contractor shall be documented by the City and submitted to the Contractor for corrective action, review and file. Continued poor performance shall be deemed a breach of these specifications and shall serve as cause for termination of the contract.

The City of Redmond reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond, and the respondents to this request have no appeal rights or procedures guaranteed to them.

Questions/Inquiries

Please direct any questions concerning this Request for Proposal, the City's requirements or its evaluation process to the agent listed below. No other City official or employee is empowered to speak for the City with respect to this acquisition. Any information obtained from any other source shall not be binding and may disqualify your proposal.

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