

REQUEST FOR PROPOSALS

Date: **January 4, 2019**

To: Interested Vendors

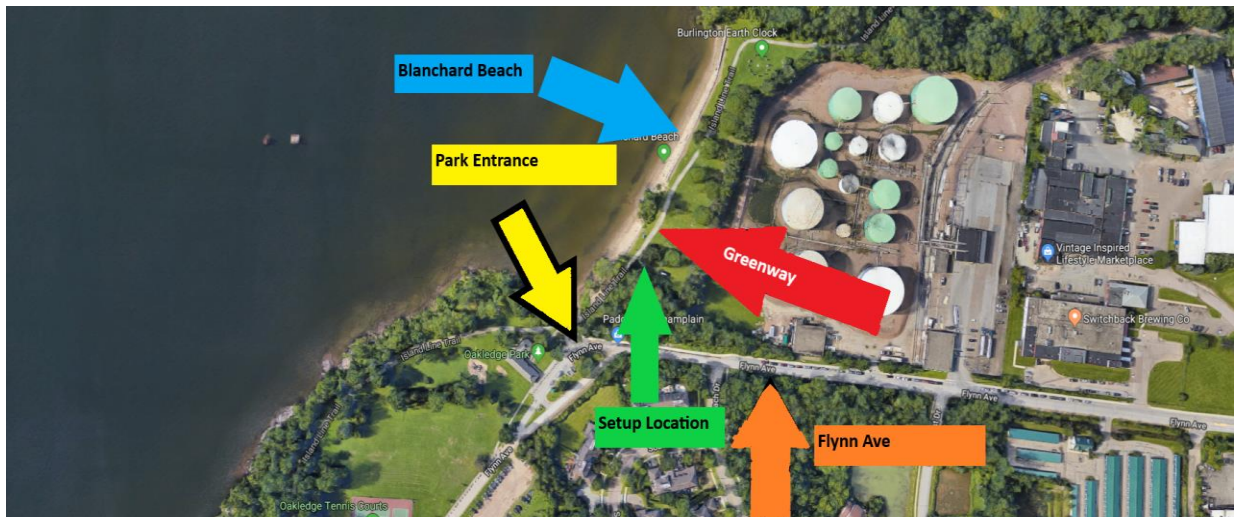
From: City of Burlington Department of Parks, Recreation & Waterfront

Re: Kayak & Paddle Board Rentals at Oakledge Park, Blanchard Beach

I. LOCATION

Oakledge Park, Burlington, VT 05401

Blanchard Beach is a beautiful sandy beach nestled in Oakledge Park at the south end of Burlington, located off Flynn Avenue. There is no lifeguard coverage at Oakledge Park. Available facilities at Oakledge Park include tennis courts, softball fields, volleyball courts, two picnic shelters, walking trails and restrooms.



II. SCOPE OF RENTALS

The Department of Parks, Recreation & Waterfront requests proposals from interested parties for a three year service contract to provide paddle craft (kayak, canoe, SUP, etc.) rentals at Blanchard Beach in Oakledge Park.

III. DESCRIPTION OF CURRENT CONDITIONS

Blanchard beach is located directly to the north of the main Oakledge park entrance. The Burlington Greenway runs parallel to the sandy beach. The greenway separates the beach from a section of

greenspace that has trees, picnic tables, & a large earth clock. Restroom facilities as well as an all-inclusive playground are mere steps from the beach. The winning bid will have a section on the green space, on the east side of the greenway, to set up operations.



IV. RENTAL SCHEDULE

- A. Blanchard Beach’s annual seasonal schedule is from May 15 through Labor Day Weekend. We would expect the rental schedule to have a minimum season of mid-June through Labor Day. A rental schedule outside of this schedule is permissible upon approval.
- B. Concessionaire must offer a selection of non-motorized recreational watercraft to rent to the public. Watercraft instruction and demonstration of safe maneuvering is required by the concessionaire. A rental price sheet is required with all proposals, including cost of per hour, half day and full day rentals. If classes are conducted, class fees are required in the rental price sheet.
- C. Concessionaire must yield to all greenway traffic. Concessionaire must have a safety plan in place for daily operations to not block or intrude upon the greenway traffic.
- D. Concessionaire may store rental equipment on site overnight and throughout the duration of the operating season, although concessionaire is responsible for providing their own safe and secure storage. This can be in the form of an enclosed trailer. All storage containers must be pre-approved by the City.

V. INSURANCE REQUIREMENTS

All concessionaries shall purchase and maintain insurance coverage for not less than the following limits listing the City of Burlington as Additional Insured (except workers’ compensation) and furnish a certificate of insurance to the City for the season or at least one week prior to each listed event listing such coverage:

Comprehensive General Liability:

Bodily Injury:	\$1,000,000 each occurrence
	\$2,000,000 in aggregate
Property Damage	\$1,000,000 each occurrence
	\$2,000,000 in aggregate

A combined single limit of \$1,000,000 each occurrence, \$2,000,000 in aggregate is acceptable. Coverage should state that covers on the water/in the water/off the water activities.

Auto liability: A combined single limit of \$1,000,000 owned/hired/non-owned coverage

Workers' Compensation (statutory); employer's liability minimum \$100,000 each employee/\$500,000 policy limit/\$100,000 each accident

VI. LIMITATION OF LIABILITY

The City of Burlington assumes no responsibility for costs incurred by respondents to this RFP (further request for interviews, additional data, etc prior to the execution of an Agreement).

VII. CITY OF BURLINGTON REQUIREMENTS

Proposers are advised that contracts in excess of \$15,000 (for any 12 month time period for LW) are subject to the Minority and Women's Business Enterprises Procurement requirements, and the Livable Wage Ordinance. Contracts in excess of \$50,000.00 are, in addition, subject to the requirements of the Women in Trades Program Compliance guidelines.

VIII. PUBLIC RECORDS POLICY

Due regard will be given for the protection of proprietary information contained in all proposals received; however, vendors should be aware that all materials associated with the procurement are subject to the terms of the Vermont Access to Public Records Act (1.V.S.A. Ch. 5, Subchapter 3) and all rules, regulations and interpretations resulting there from, including those from the Board, the office of

the Attorney General of the State of Vermont, and the office of the Vermont Secretary of State, and any other applicable rules, regulations or judicial decisions regarding access to the records of government.

IX. COMPENSATION

For the allowance to conduct business operations at Blanchard Beach, the Department asks for a proposed compensation package of 10% of gross of revenue receipts, with a minimum payment of \$1,500.00 annually. All payments must be made on November 1st of each year the contract is active. Added compensation to the Department, through site improvement, programming, sponsorship or other forms will rank higher in proposal scoring selections.

X. BID SCHEDULE & CONTACT INFORMATION

The Department will select a proposal, in accordance with the City's Procurement Policy, through a competitive review & selection based on the following:

- evaluate experience in prior concession operations
- clarity of proposal/skills/expertise
- Rental price sheet for all recreational watercraft and/or instructional classes
- compensation to the Department (or Cost/Value)
- understanding/knowledge of seasonally based recreational opportunities and market demand
- completeness of proposal

Proposals should be submitted via email to Alec Kaeding, Campground and Beach Manager, Department of Parks, Recreation & Waterfront, akaeding@burlingtonvt.gov.

Please submit all final proposals by 4:30 P.M. January 25, 2019. Questions concerning this RFP should be directed to Alec Kaeding and received by **4:30 P.M. January 18, 2019**. All answers to questions (all names withheld) will be publicly posted on our website, www.enjoyburlington.com for all interested parties to see.



Livable Wage Ordinance

EFFECTIVE JULY 1, 2015

Are You Receiving A Livable Wage?

The Burlington Livable Wage Ordinance requires that if you are working on a specific City of Burlington service contract or subcontract above a certain amount your employer must pay you at least \$13.95 an hour if the employer offers health insurance.

\$13.95

If you are working on a specific City of Burlington service contract or subcontract above a certain amount your employer must pay you at least \$15.83 an hour if the employer does not offer health insurance.

\$15.83

What Are Your Rights Under the Livable Wage?

All employees who work directly on a City of Burlington service contract or a subcontract may be eligible. To find out if you are covered by the Livable Wage Ordinance you may call the Office of the Chief Administrative Officer at 802/865-7000.

Are You Eligible to Receive The Livable Wage?

Covered employees are required to be paid at least the above amounts. If you are covered and your employer reduces your pay, your employer shall be considered in violation. You are protected by law if you assert your rights under the Livable Wage Ordinance.

Why Report A Livable Wage Violation?

If your employer is required to be paying you the Livable Wage and is not, he or she may be required to pay you back wages and be subject to any other appropriate action as outlined in the Ordinance.

Employee Earned Income Tax Credit

Are you raising a family and making less than \$30,000? If so, you could be eligible to receive the Earned Income Tax Credit (EITC.) You may even be eligible if your income is so low that you do not owe any taxes. The EITC can reduce your taxes or provide a cash refund. There is a federal and state EITC, so ask about both. To find out if you qualify and how to get this benefit speak to your employer's payroll clerk or call IRS at 1.800.TAX.1040.

To file a complaint Contact:
Office of the Chief Administrative Officer, 149 Church Street, Burlington, VT 05401
802-865-7019

Revised 4/15