



REQUEST FOR PROPOSAL

The City of Kingston is currently seeking proposals for a Contractor to provide a seasonal paddle board and kayak rental program.

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

Project Overview

The City of Kingston Parks and Recreation Department is seeking proposals for a licensed, qualified paddleboard and kayak rental business to provide a seasonal rental program from approximately June 2016 through September 2016. Services will be provided at the waterfront access on Lakewood Road, commonly referred to as "Between the Bridges".

Proposed Timeline

The City anticipates having a service provider selected and program in place for implementation and operation from approximately June through September 2016.

Optional Walk-Thru

No mandatory walk through will be conducted; however, all interested parties are encouraged to visit the site to observe typical activities, traffic, facilities, etc.

Due Date / Time

The City of Kingston must receive proposals no later than 4:00 PM on Thursday, May 5th. Proposals received after such time will be rejected. Proposals may be mailed or hand delivered to the City of Kingston, Attention: David L. Bolling, City Manager, 900 Waterford Place, Kingston, TN 37763.

Response Requirements and Format

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

- Proposed price schedule for rental items (including instructional or other services, if offered)
- Proposed Operational Plan
- Proposed storage requirements
- Proposed Safety Plan
- Marketing Plan

- Proposed Hours of Operations
- Proposed monthly rental fee payable to the City for use of the site during period of operation.

Additional Response Requirements include:

1. Proposals must be made in the official name of the firm or individual under which the business is conducted, showing the 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 services proposed.
3. All responses shall clearly demonstrate Contractor's capability and experience with providing rental services of this size, nature and scope.
4. A list and explanation of all equipment that Contractor will be providing at the site.
5. A list of business references, including contact name and telephone number, which the City may use to contact for the purpose of accessing customer satisfaction and operational success. Local area references are preferred. The City reserves the right to contact references without prior notification.
6. Provide a statement to the effect that respondent understands and agrees to obtain and / or maintain a City of Kingston business license for the duration of the contract.
7. A statement to the effect that the respondent understands and agrees that they shall not be an insured party under any applicable liability coverage maintained by the City. The Contractor shall obtain liability insurance in the amount of no less than \$1,000,000.
8. The Contractor understands that the work to be performed under an agreement with the City may involve Contractor or Contractor's personnel having unsupervised access to children under 18 years of age, developmentally disabled persons or vulnerable adults. The Contractor certifies that he / she and any personnel have not:
 - been convicted of any offense against children or other persons; or
 - been convicted of any crimes related to financial exploitation, where the victim was a vulnerable adult; or
 - been adjudicated in any civil action to have committed child abuse.
9. Proof of any applicable state licenses or permit associated with the providing of this service.
10. The City requires two (2) copies of all responses.

Selection and Award

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

The City intends to enter in to an agreement with the Contractor who provides a proposal that, in the opinion of the City, best meets all of the below listed evaluation criteria as determined by the City Manager.

Evaluation Criteria

Proposed Revenue Split with City (e.g. 60/40, 70/30, 80/20, etc.)
Qualifications and Experience
Proposed Approach to operations, variety of services provided, etc.

The initial term shall cover a one year period (one rental season). The contract may be renewed for two (2) additional one year periods under the existing terms and conditions at the sole discretion of the City.

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. Continued poor performance shall be deemed a breach of these specifications and shall serve as cause for termination of the contract.

Contracting Notice

Upon selection of a Contractor, the City intends to enter in to an agreement to secure these services. The City reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision will be made at the sole discretion of the City of Kingston, and the respondents to this request have no appeal rights or procedures guaranteed to them.