REQUEST FOR PROPOSALS/QUALIFICATIONS

FOR

OPERATION of the CITY OF DUNKIRK BOAT LAUNCH

CITY OF DUNKIRK
342 CENTRAL AVENUE
DUNKIRK, NEW YORK 14048
ATTN: OFFICE OF THE CITY CLERK
(716)-366-0452
FAX (716) 363-0058

PROPOSAL DUE: **3:00 P.M., FRIDAY, MARCH 28, 2014**

REQUEST FOR PROPOSALS

Operation of City of Dunkirk Boat Launch/Fish Cleaning Station

Introduction:

The City of Dunkirk, New York (Dunkirk) is soliciting proposals from qualified vendors capable of operating a Boat Launch and Fish Cleaning Station located in Dunkirk, at the City's Pier, located at the foot of Central Avenue in the City.

The primary purpose of the Boat Launch/Fish Cleaning Station is to provide recreational and sportsmen boaters and fishermen with appropriate and available services.

The successful submission, as approved by the Dunkirk Common Council and consistent with the terms of a written agreement with Dunkirk, will be granted a terminable revocable license to manage and to operate Dunkirk's facilities, upon terms and conditions further detailed in a written License Agreement with Dunkirk.

Proposals should provide the following: qualifications, experience, accomplishments and history of the proposed manager/operator (including key staff qualifications), services to be provided (including hours of operation) and proposed license fee structure/payments to City for right to operate the Boat Launch and Fish Cleaning Station.

Dunkirk reserves the right to accept the proposal deemed most favorable to Dunkirk or to reject any and all proposals with no notification to those submitting proposals/qualifications. The proposal, if accepted, shall be required to provide insurance of the type and amounts as approved by Dunkirk's Attorney and shall be required to execute a License Agreement, all subject to the approval and direction of the Dunkirk Common Council.

Dunkirk will be selecting one (1) vendor and it is Dunkirk's intent to execute an agreement that will commence in 2014. Dunkirk's selection decision will be based on the creativity, economic feasibility, economic investment of the vendor, practical application, prospective vendors experience, the financial return to Dunkirk and the extent to which the proposal addresses the Dunkirk's objectives relative to the ongoing development of the waterfront.

Proposal Requirements:

Prospective vendors shall address each of the items identified below. Failure to address any of these items will result in the disqualification of the proposal.

1. Proposed payment(s) to the City for the rights to operate the Boat Launch and Fish Cleaning Station.
2. A schedule of daily hours of operation, and opening and closing dates for the season.
3. Specific information relative to seasonal installation and removal of any property.
4. Provisions for sale of marina supplies and/or general convenience supply store, if any.
5. Insurance coverage naming the City of Dunkirk as an additional insured.
6. Boat Launch/Fish Cleaning Station staffing plan, including number of personnel, days and hours. Full operation is required during various fishing tournaments throughout the year.
7. Communications/reporting between Vendor and City representatives.
8. Plan for promoting the Boat Launch/Fish Cleaning Station.

In addition to the above information, all proposals shall contain the following.

- Company description, history, and listing of principal partners.
- Listing of all similar ventures including contact names, telephone numbers and e-mail addresses if available.
- Qualifications of specific individuals that will be directly involved with the project.
- Brief statement as to the reasons why the vendor is best qualified to be awarded the proposed contract.

Restricted Operations:

Dunkirk shall have the exclusive right to restrict launch and fish cleaning operations that, in Dunkirk's sole opinion, does not promote and / or enhance the Dunkirk's waterfront development or project a positive image of the waterfront. All operations shall be approved by Dunkirk prior to that operation being initiated by the selected vendor.

Proposal Submission:

One (1) original and four (4) copies of the proposal shall be received by Dunkirk no later than 3:00 p.m. EST on Friday, March 28, 2014. All proposals shall be submitted to:

Office of the City Clerk
342 Central Avenue
Dunkirk, New York 14048

Selection Process:

Proposals meeting the requirements outlined in this RFP shall be given due consideration and shall be reviewed promptly. The selection of a vendor shall be based on Dunkirk's evaluation of the entire proposal submitted.

Dunkirk, at its sole discretion, may request; additional information on any or all proposals, oral presentations by one or all vendors, or may elect to disqualify all proposals and reissue the RFP.

Inquiries:

Specific questions and/or general information relative to this RFP shall be submitted in writing to:

Office of the City Clerk
342 Central Avenue
Dunkirk, New York 14048

All written inquires shall be responded to in writing.

To facilitate correct drawing and execution of the Agreement, please supply full information concerning legal status:

FIRM NAME: _____

PRINCIPAL OFFICE: _____

_____

_____

Telephone (_____)_____ Fax (_____)_____

E-mail _____

CHECK ONE:

Corporation_____ Partnership_____

Individual_____ Other _____

(Incorporated under the Laws of the State of _____)

(If foreign corporation, state if authorized to do business in the State of New York: Yes_____ No_____ Not Applicable_____)

TRADE NAMES: _____

NAMES AND ADDRESSES OF PARTNERS/PRINCIPALS: _____

_____

_____

_____

NAME, TITLE AND ADDRESS OF PERSON AUTHORIZED TO SIGN CONTRACT:

Name:_____

Title:_____

Address: _____

Federal I.D. Number: _____