

MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

JET SKI/PADDLE BOAT RENTALS FOR LAKE TOBESOFKEE

RFP 15-045-DAE



MACON-BIBB COUNTY

ISSUE DATE: February 13, 2015

DUE DATE: March 5, 2015

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Dr. James Louis Bumpus, Director of Small Business Affairs at (478) 951-2192 or jbumpus@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Proposals (original **plus 5 copies**) in the Procurement Department, 682 Cherry Street, 8th Floor, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, March 5, 2015, for **Jet Ski/Paddle Boat Rentals at Lake Tobesofkee** for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on Thursday, March 5, 2015, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located on the 8th Floor of the Government Center Annex Building at 682 Cherry Street, Macon Georgia 31201.

B. Definitions

Wherever the term “Owner”, “County”, or “Macon-Bibb County” occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Proposals may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory

Errors and Omission: \$1,000,000

General Liability: \$1,000,000

Automobile Liability: \$1,000,000

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

“RFP # 15-045-DAE – Jet Ski/Paddle Boat Rentals at Lake Tobesofkee”

Macon-Bibb County Procurement Department

682 Cherry Street

8th Floor

Macon, Georgia 31201

Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RFP shall become the property of Macon-Bibb County.

F. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- All Other documents included in Attachment “A” – Required Submission Documents
 - Bidder Information Form
 - Bidder Qualification Form
 - List of Sub-contractors
 - Bidder Minority Participation Goal
 - Financial and Legal Stability Statement
 - Insurability Statement
 - Georgia Security and Immigration Compliance Act Affidavit

G. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Licensed to do business in the State of Georgia
- Financially and Legally responsible to perform the services included herein

H. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RFP. Owner will not be bound to act by any previous knowledge, communication or submission by the firms other than this RFP.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. None responsive submissions will not be reviewed for potential award.

II. BACKGROUND

The Macon-Bibb County Government requests proposals from qualified distributors to operate a **Jet Ski/Paddle Boat Rentals** at Lake Tobesofkee at the designated area of Sandy Beach from April thru September. The land lease area is the northeast corner of the beach along with adjacent concrete band stand to setup the rental area. Map included as Attachment “B”.

III. SCOPE OF SERVICES

The project should consist of furnishing all new Jet Skis and paddle boats for rental along with maintenance and repairs:

- Must be New with an Inventory List.
- Must have a governor for a speed limit (30 mph max.).
- Provide liability insurance covering Tobesofkee Recreation Area, Macon-Bibb County Parks & Recreation, Macon-Bibb County and its officers and employees.
- Must provide an instructor to outline the proper use and safe operation of the jet skis.
- Must have a Waiver form for each rental and kept in file as an archive, form must be approved by Macon-Bibb County.
- Must have the ability to keep archived files for a period of five (5) years.
- Must be able to retrieve jet skis and paddle boats when not returned on time.
- Must maintain all fueling of jet skis on each return.
- Must provide cost of rental to Macon-Bibb County. (per hour, per day)
- Accident Reporting
- Minimum monthly land lease proposed is \$350/month.

IV. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be limited to a total of twenty (20) pages and must be organized in a manner to display the required information in easily accessible tabs labeled:

Firm’s History / Background

- Letter of Interest
- History of the Firm (including years in business)
- Contact information (including address(es), telephone/Fax numbers, email, etc.
- Structure of the firm (include principal(s), project team, if applicable)

Experience

- Resume(s) of key personnel
- Reference list
- List of projects with similar scope and size
- Attachment “A” Required Submission Document

Detailed Proposal

- Proposed operation strategy- including number of staff, schedules,
- Safety and Training Plan

Project Timeline

- Include a detailed plan for propose start-up and operation
- Include a weekly Operation schedule for the proposed season

Price Proposal

- Provide prices on the form included

V. SCORING (total possible number of points = 100)

Experience – Maximum 20 points

Proposal Suitability – Maximum 20 Points

Start-up Timeline and Operational Schedule – Maximum 25 Points

Safety and Training Plan – Maximum 15 Points

Price Schedule /Affordability– Maximum 15 Points

Local Preference – 5 Points

Scoring will be performed by a team of reviewers utilizing the Point Allocation Guidelines developed for this RFP.

VI. AWARD BASIS

Award will be recommended to the respondent with the highest number of points.

