



Request for Proposals Kayak and Paddleboard Rentals at The

Introduction

The City of Excelsior is requesting proposals from qualified organizations to provide kayak and paddleboard rental services at The Commons park near the beach off First Street. The City is looking for a contractor to provide the following services:

- Provide the public with safe, high quality kayaks and paddleboards for rent.
- Provide adequately trained staff to supervise and operate the business in a safe, professional, clean, and efficient manner. The contractor is responsible for reviewing and complying with all laws, regulations, and ordinances applicable to rental operations.
- Provide all necessary furnishings, equipment, and merchandise related to operating a successful kayak and paddleboard rental business. Kayaks and paddleboards may be brought into the park on storage trailers and the contractor may operate from these trailers. Electricity and water are not available on the rental site.

Tentative Schedule

The following is a potential schedule for selection of a contractor. This schedule is dependent on many internal and external factors and is subject to change at any time. It is provided only to give respondents an idea of the length of the process.

<u>Date</u>	<u>Activity</u>
04/06/21	RFP issued
04/28/21	Last day for accepting responses to RFP
05/03/21	Selection of a contractor

Submission Requirements

The following information must be provided as part of your submission:

1. Experience and Qualifications

Specify how long the organization has been in business and its expertise in and experience with providing these services.

Submission Requirements - Continued

2. Facilities Plan

A plan showing the location of any facilities related to the rental operation, such as an office, storage area for the kayaks and/or paddleboards, furnishings, and any other items. The Facilities Plan should also include photos of the items that will be stored in The Commons during the season.

3. Services

A listing of the number of kayaks and paddleboards to be rented, the prices that will be charged, and a listing of the operating days and hours.

4. Compensation

The amount the organization will be compensating the City to lease space at The Commons to provide kayak and paddleboard rental services. Compensation can be proposed as a fixed lease amount or as a percentage fee of gross rental income.

5. References

A list of references concerning the professional capabilities and resources of the organization. Each reference must include the name of the organization and the name, title, and telephone number of a contact person within the organization.

Contact Person

All inquiries concerning this Request for Proposals (RFP) should be directed to:

Kristi Luger, City Manager
City of Excelsior
339 Third Street
Excelsior, MN 55331
952-653-3672
kluger@excelsiormn.org

Deadline for Responses

Proposals will be received by mail or electronically at the addresses listed above until 12:00 p.m. on Wednesday, April 28, 2021.

Award of Contract

The contract, if awarded, will be awarded to the contractor whose proposal is responsive, responsible, and the most advantageous to the City, as determined by the City in its sole discretion. The City Council will make the determination as to which proposal best serves the interests of Excelsior.

Special Conditions

- The City reserves the right to accept or reject any and all proposals.
- During the evaluation process, the City reserves the right to request additional information or clarifications from those submitting proposals and to allow corrections of errors or omissions.
- The City reserves the right to retain all statements submitted and to use any ideas.
- The selected contractor will be required to enter into a formal agreement with the City.
- The City is not responsible for any expenses, costs, or damages of whatever nature incurred as the result of a respondent's participation in this RFP process.
- The contractor will not use the name of the City nor reference any endorsement from the City in any advertisement or otherwise for any purpose without the express prior consent of the City.