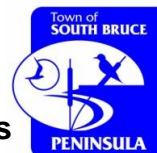


Town of South Bruce Peninsula
Finance 2017-01
Request for Quotation – Bluewater Park Watercraft Rentals



The Town of South Bruce Peninsula (the Town) is requesting quotations for the provision of watercraft rentals at beautiful Bluewater Park during the summer and early fall of 2017.

The Town will rent space to a vendor at Bluewater Park by the dock/parking area. The vendor will be required to rent watercraft and provide related services directly to consumers.

'Watercraft' rentals are for things like: kayaks, canoes, stand up paddleboards (SUP). The rentals can include other products or services (e.g., lessons). The intent is to provide a suite of watercraft services to Bluewater Park visitors so that they can enjoy Colpoy's Bay and enhance their visit to the beautiful environment around the Bay, such as Bruce Trail and the Niagara Escarpment.

The vendor would be allowed to operate between May 15, 2017 and October 15, 2017.

The successful vendor will be responsible for:

- Storing their equipment off-premises. No overnight storage of equipment at Bluewater Park will be allowed;
- Providing their own docking (if needed). No permanent docking facilities will be supplied. Any approvals required for docking must be obtained by the vendor at the vendor's sole expense;
- Collecting their own fees. Rental or lesson fee collection will be the vendor's responsibility, not the Town's;
- Administering their own contracts with consumers (renters). Town staff will not administer rental contracts or waiver forms on behalf of the vendor;
- Providing adequate insurance. See Appendix for details.
- Entering into a contract with the Town.

Quotations should specify the following:

- The amount of rent per season (May 15 – Oct. 15, 2017) they would be willing to pay the Town;
- Dates and times of operation;
- The number and type of equipment provided, including boats, life jackets, paddles, temporary docking or flotation equipment;
- The amount and type of support or service provided, such as staffing and services offered;
- The fee schedule the vendor would charge consumers for services (e.g., rental or lesson rates).
- Any signage the vendor would like to be placed in Bluewater Park and at any other location in the Town of Wiarton;

- The total area that will be required to operate the vendor’s business in Bluewater Park. Please include any structures or shelter you may plan.

This is a one-season contract. At the end of the season, the successful vendor will share income statement information for their Bluewater Park rental business with the Town. This information will be treated confidentially (in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*), used only to help the Town understand demand for services and improve recreational programming.

Evaluation of Bids

The quotation should also included the signed ‘Statement by Bidder’” document attached to this Request for Quotation.

Quotations on the bidder’s own letterhead must be received by the undersigned no later than 12:00 noon on May 10, 2017. Quotations can be e-mailed to tsbpfinance@bmts.com; delivered to the Manager of Financial Services’s attention at Town Hall; or mailed to the Manager of Financial Services (postal address below). The Town reserves the right not to consider quotations received after the bid date.

The Town reserves the right of award or non-award subject to any factor deemed appropriate by the Town. Quotations will be evaluated based upon the following criteria:

| Category | Weighted Percentage |
|---|----------------------------|
| Rental Revenue for Town | 60% |
| Dates and times of operation | 15% |
| Number and type of equipment available | 10% |
| Range of support and service provided | 5% |
| Fee schedule charged to renters | 5% |
| History of Work for the Town | 2.5% |
| Properly completed Statement by Bidder and Application Form | 2.5% |
| Total | 100% |

The highest quotation (Rental Revenue for Town) will not necessarily be accepted based on the weighted scoring, but it is the most heavily weighted factor.

Dates and times of operation refer to when the rental business at Bluewater Park will be open. More points will be accorded to businesses that will be open more often from May 15, 2017 through October 15, 2017. Vendors can specify days/hours they will be open on a weekly basis and note days that they will be closed.

The greater the number and type of equipment (including safety equipment, such as life jackets) made available, the higher this category will be scored. The Town's aim is to have a range of watercraft and services available to a broad range of consumers or visitors.

Range of support and service will be scored more highly for vendors that can show a high-level of support or guidance accompanying their rentals.

Fee schedule charged to renters will be scored more highly based on affordability to consumers or visitors to Bluewater Park.

History of work for the Town will be scored positively for vendors who have worked successfully with the Town in the past. Vendors with no previous experience will receive a score of zero. Vendors with whom the Town has had a negative experience will be scored negatively. Unweighted scores on this category can range from +5 to -5.

A properly completed Statement by Bidder and Application Form includes the submission of a signed and completed

Please be advised that the submission of a quotation should not be taken nor construed to constitute any contract or agreement for any rental. The Town policies and procedures (including the Purchasing Policy) must be adhered to in all instances. The Town of South Bruce Peninsula contracts, quotes and tenders are subject to the MASH Annex.

Quotations may be discussed in open meetings and therefore, the bidder should indicate clearly and give reasons outlining their position if there are any portions of the quotation submission which are considered confidential. At minimum, those items required by the Town to be included in the quotation bid as indicated herein shall not be considered confidential.

The Town reserves the right not to move forward with any quotation. For fairness, if applicants have questions, these will be posted along with responses as Addenda on the Town's website.

Issued this 3rd day of May, 2017.

Christopher Chen
Treasurer & Manager of Financial Services
Town of South Bruce Peninsula
315 George Street, PO Box 310
Warton ON N0H 2T0
519-534-1400 ext 106
tsbfinance@bmts.com



**Town of South Bruce Peninsula
Request for Quotation Finance 2017-01
Bluewater Park Watercraft Rentals**

Statement by Bidder

Bid Document Name: _____

Bid Document Number (if applicable): _____

1. I/We have reviewed all terms and conditions of all forms included as part of this bid package.
2. I/We have read and understand all of the terms and conditions of the forms included as part of this bid package.
3. I/We understand that if our bid is successful, all requirements of the successful bidder as outlined in this bid document will be completed by the time and in the format required.

Dated at _____ this _____ day of _____, 20____.

Witness

Signature of Authorized Person

Name of Authorized Person

Position



Town of South Bruce Peninsula
Bluewater Park Watercraft Rental Application Form

PO Box 310, 315 George Street Wiarton ON N0H 2T0
519-534-1400 ext. 106 Toll Free 1-877-534-1400 tsbpfinance@bmts.com

Applicant Information

| | |
|-----------------|--|
| Name | |
| Mailing Address | |
| Phone Number | |
| Email Address | |

Signature of Applicant

Date

Signature of Owner (if owner is not applicant)

Date

Appendix – Minimum Insurance Coverage

The Consultant shall ensure that all insurance coverage including all provisions relating to insurance coverage set out in this section are in place prior to the commencement of services pursuant to this Agreement.

(a) During the Term of this Agreement, and any renewal or extension thereof, the Consultant will, at its expense (including the cost of deductibles) maintain in effect, with an insurer licensed in Ontario:

(i) a contract of general liability insurance for its operations, with limits of not less than Two Million (\$2,000,000) Dollars, in addition to coverages for defense and claimants' costs, all for any one occurrence, including coverages for:

- personal injury including death;
- property damage or loss (direct or indirect and including loss of use thereof);
- broad form property damage;
- contractual liability;
- non-owned automobile liability;
- products – completed operations;
- contingent employers liability;
- cross liability;
- severability of interest; and
- blanket contractual liability.

The policy of insurance shall name the Town of South Bruce Peninsula as an additional insured with respect to its interest in the operations of the Consultant; shall provide that the policy shall be non-contributing with, and apply only as primary and not as excess to any other insurance available to the Town; and shall also provide that neither the Consultant nor the insurer shall cancel, materially change or allow the policy to lapse without first giving the Town thirty days prior written notice. All policies of insurance shall be in form and content acceptable to the Town acting reasonably.

(ii) a policy of professional liability insurance or other errors and omissions insurance covering claims and expenses for liability for loss or damage arising from negligence in the administration or application of professional services or guarantee or work rendered, of standard wording, with coverage of no less than Two Million (\$2,000,000) Dollars; and

(iii) a policy of motor vehicle liability insurance of standard wording, covering:

- motor vehicles owned, leased or operated by or on behalf of the Consultant, in connection with the Services provided or to be provided under this Agreement, with coverage of not less than Two Million (\$2,000,000) Dollars per claim; and
 - equipment leased, borrowed, rented or operated by or on behalf of the Consultant, with coverage of not less than Two Million (\$2,000,000) Dollars.
- (c) Every policy of insurance shall contain either no deductible amount or a deductible amount which is reasonable considering the financial circumstances of the Consultant. The Consultant shall be responsible to pay all deductible amounts.
- (d) No policy shall contain any provision which would contravene the obligations of the Consultant hereunder or otherwise be to the detriment of the Town.
- (e) The Consultant shall provide or cause to be provided to the Town, prior to award of Contract, a certificate from its insurer, which shows that the policy or policies placed and maintained by it complies with the requirements of this agreement. No review or approval of any such insurance certificate by the Town shall derogate from or diminish the Town's rights or the Consultant's obligation contained in this Agreement.
- (f) If at any time the Town is of the opinion that the insurance taken out by the Consultant is inadequate in any respect, it shall forthwith advise the Consultant of the reasons therefore and the Consultant shall forthwith take out additional insurance satisfactory to the Town.
- (e) The taking out of insurance shall not relieve the Consultant of any of its obligations under this agreement or limit its liability hereunder.
- (f) Failure to provide the aforementioned insurance will result in the withholding of payments or at the sole option of the Town, forfeiture of the Contract.