

NOTICE OF REQUEST FOR PROPOSALS

Notice is hereby given that the City of Biloxi, Mississippi, will receive sealed bids at said City Hall, Second floor, Mayor's Office, until 10:00 a.m. on the 16th day of October, 2019, for the following:

**LEASE AND CONCESSION SERVICES
(Bait Shop and Kayak Rental)
POPPS FERRY CAUSEWAY PARK
CITY OF BILOXI**

Requirements and specifications will be available on-line at www.biloxiplans.com

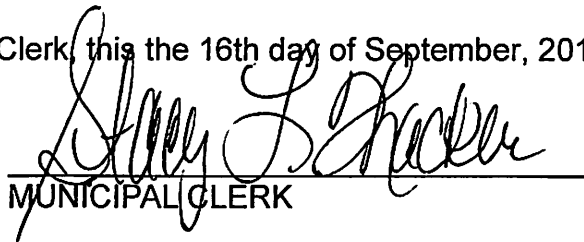
The City of Biloxi reserves the right to reject any and all bids and to waive any informality in the proposal subjected. The city of Biloxi is an equal opportunity employer.

Bids shall be in letter form with the envelope and bid plainly marked "Popps Ferry Causeway Park Concession Services." The envelope should list all applicable state and local license numbers. All bids should be delivered to City of Biloxi, City Hall, PO Box 429, 39533, or to the Mayor's Office, second floor City Hall, 140 Lameuse Street, Biloxi, Mississippi 39530.

Bids must be received before 10:00 a.m. October 16, 2019. The selection committee will review each proposal and select a qualified firm to begin negotiation of a subcontract. Performance is intended to begin no later than December 1, 2019.

Published by the order of the Municipal Clerk, this the 16th day of September, 2019.

SEAL


MUNICIPAL CLERK

SEND PROOF OF PUBLICATION:

Publish Twice: September 19 & 26, 2019.

**REQUIREMENTS
LEASE AND CONCESSION SERVICES
(Bait Shop and Kayak Rental)
POPPS FERRY CAUSEWAY PARK
CITY OF BILOXI**

RESPONSE DUE DATE: 10:00 AM (CST), October 16, 2019

CONTACTS: Keith Stuart
City of Biloxi
140 Lameuse Street
Biloxi, Mississippi 39530
Telephone: (228) 435-6252
E-mail: kstuart@biloxi.ms.us

SCOPE OF REQUEST: The City of Biloxi, Mississippi (referred to herein as the "City") is seeking proposals for the opportunity to lease certain real property and provide concession services for a bait / concession shop and kayak rental located in the Popps Ferry Causeway Park.

COMPLETED RESPONSES MUST INCLUDE: Submission by 10:00 AM (CST), October 16, 2019, by sealed and labeled proposal (original and two copies) and at a minimum containing the following:

- a. A signed and dated submission form;
- b. A detailed narrative summary of the intended use/business concept. At a minimum, this summary should include the following:
 - i. Submitter's plans regarding sale of bait and concessions, included a statement of proposed equipment necessary;
 - ii. Submitter's intentions, if any, for improvements to the property;
 - iii. Submitter's intentions, if any, for sublease or other agreement with a third party necessary to the operation of the property;
 - iv. Submitter's proposed products and/or services to be offered on the property;
 - v. A statement detailing the necessary licenses and/or permits which will be required in order to operate; and
 - vi. Submitter's plans regarding proposed kayak rentals.
- c. At a minimum, all responses must address the following:
 - i. Description of services and goods to be offered;
 - ii. Rental Payments and terms of payment;

- iii. Security deposit;
 - iv. Proposed hours of operation;
 - v. Responsibility for repairs and maintenance;
 - vi. Any proposed minor sub-leasing of the property; and
 - vii. Property and General Liability Insurance.
- d. A certified check in the amount of \$500.00 earnest money to be applied against lease payments (will be returned if proposal is not accepted within 45 days of submission). There shall be no modification or withdrawal of the response after the response receipt date.

SPECIFICATIONS: Specifications will be available on-line at www.biloxiplans.com

VIEW OF PROPERTY The City will allow a view of the property on request at a mutually agreed upon time and date

REQUIREMENTS: The successful submitter shall include the sale of live bait and kayak rentals as a part of his/her/its operations. The successful submitter may offer other additional products and/or services on the property.

The bait shop shall, at a minimum, be open from 7am to 6pm, 7 days a week.

EARNEST MONEY: All submissions must include certified funds in the amount of \$500.00 as earnest money. All checks (except for the check of the successful submitter) will be held and returned to the submitter no later than November 16, 2019. For the successful submitter, the earnest money shall be applied against the security deposit and/or first month's rental payment.

AGREEMENT: The successful submitter (the "Operator") will enter with the City into a Lease and Concessions Services Agreement (the "Agreement"). All terms and conditions of which must be mutually acceptable to all parties and will be subject to approval by the Biloxi City Council, in its sole and absolute discretion. The Agreement must be fully executed and approved by all parties within 30 days after the Response Due Date, unless extended in writing by the Mayor and the successful submitter.

AWARD CRITERIA: The City intends to select a proposal and enter into the Lease based upon the following criteria that will be evaluated, weighted and measured in the City's sole and absolute discretion, as follows:

- a. the highest and best use of the property;
- b. whether the proposed use of the property for the purpose for which it is leased will promote and foster the development and improvement of the community and the civic, social, educational, cultural, moral, economic or industrial welfare thereof and is in the best interest of the economic growth and development of the City;
- c. the resulting direct and indirect economic benefits to the City;
- d. whether the proposed use is consistent with City plans applicable to the Popps Ferry Causeway Park, in which the site is located;
- e. whether the proposed use will comply with laws and ordinances pertaining to the site;
- f. any other factors or criteria that the City deems appropriate for evaluation in the circumstances; and
- g. amount of lease rental.

QUESTIONS:

Questions should be submitted via email to kstuart@biloxi.ms.us. The subject line should reference Popps Ferry Causeway Park Lease.

COST OF PREPARING RESPONSE:

The cost of developing and submitting the response is entirely the responsibility of the persons and firms submitting a response to this request for proposals. This includes, but is not limited to, costs to response, submitting the response, negotiating for the Lease and other costs associated with this request for proposals.

NO ORAL OR IMPLIED CONTRACTS:

There shall be no oral or implied contracts relating to this request for proposals.

ACCEPTANCE OR REJECTION:

The City reserves the right to:

- a. select, accept or reject any or all proposals or part of a proposal, with or without cause;
- b. to waive any informalities or technicalities, minor errors and inconsistencies;
- c. to clarify any ambiguities in proposals;
- d. to modify any criteria in this request for proposals; and
- e. to negotiate with any submitter upon terms that do not differ substantially from those set forth herein.

OPEN RECORDS LAW:

All responses become the property of the City unless designated confidential. All information contained in the responses shall become open for public review after the lease is awarded.

**SUBMISSION OF
RESPONSES:**

An original and two copies of the response must be received by the City on or before the time and date outlined above, in a sealed envelope marked "Proposal: Popps Ferry Causeway Park Bait Shop," addressed to:

City of Biloxi
Mayor's Office, Second Floor of City Hall
140 Lameuse Street
Biloxi, Mississippi 39530

The envelope should list all applicable state and local license numbers.

**SIGNATURE OF
RESPONSES:**

Each response shall give the complete mailing address of the submitter and be signed by an authorized representative with his or her name and legal title typed below the signature line.

NOTICE OF AWARD:

The award will be announced on or before 30 days after the Response Due Date. No response may be withdrawn, or made available to the public, until such award or rejection of all responses. Only the City is authorized to issue news releases relating to this request for proposals, selection of the successful submitter, and/or implementation of the resulting agreement.

PERFORMANCE:

The successful submitter must be open and operational no later than December 1, 2019.

**PROHIBITION OF
GRATUITIES:**

Neither the successful submitter nor any person, firm or corporation employed by the successful submitter shall offer or give any gift, money or anything of value or any promise of future award or compensation to any of the City's officials, officers, directors, or employees at any time.

**THIRD PARTY
BENEFICIARIES:**

This request for proposals and resulting agreement shall not be construed as providing an enforceable obligation to any third party.

NO LIABILITY:

The City shall not have any liability and no obligation to any person nor shall it be compelled to enter into any agreement or any other arrangement as a result of issuing this request for proposals.

**Popps Ferry Bait Shop
Submission Form**

Attach a narrative description of your proposed use of the subject real property and any proposed renovation, addition, alteration, or new improvements on, in or to the subject property.

Attach a narrative history describing your experience and/or qualifications as they relate to the proposed use of the subject real property.

Submitter's Contact Information

Name: _____
Address: _____
Phone: _____
Email: _____

Signature

Title

Date