

REQUEST FOR PROPOSALS

**COMMERCIAL VENDORS – RECREATIONAL SERVICES
WATERFRONT PARK & SPORTS COMPLEX
SISTER BAY, WIS.**

DATE ISSUED

JANUARY 27, 2025

PROPOSAL DUE DATE AND TIME

FEBRUARY 21, 2025, 12:00 NOON CST



REQUEST FOR PROPOSALS COMMERCIAL VENDORS – RECREATIONAL SERVICES

SUBMISSION DEADLINE: February 21, 2025, by Noon, submitted to the Village of Sister Bay Administrative Office located at 2383 Maple Dr., PO Box 769, Sister Bay WI, 54234 or electronically (PDF) to julie.schmelzer@sisterbaywi.gov. It shall be the responsibility of the proposer to ensure their submission was received.

All questions concerning this solicitation should be directed to Julie Schmelzer, Village Administrator, at julie.schmelzer@sisterbaywi.gov on or before February 14, 2025. All questions will be answered to the best of staff's ability on February 17, 2025, the date selected to respond to questions, and all questions and answers posted to the Village website that same day by 4:00 PM to ensure all proposers have access to the same information. To view the questions and responses, visit www.sisterbaywi.gov and scroll towards the bottom of the home page to the *Bids & RFPs* tab.

PROJECT DESCRIPTION: The Village of Sister Bay frequently allows commercial vendors to operate out of their park system to provide popular services the village is unable to provide, such as kayak tours, or bike rentals. The village is looking for vendors to provide recreational services either at Waterfront Park (located off North Bay Shore Drive) or at the Sports Complex (south of Autumn Court) for the coming three-year period.

OVERVIEW/SOLICITATION: The Village of Sister Bay seeks proposals for commercial vendors willing to offer their services and/or goods to users of Waterfront Park located at 2362/2364 Mill Road (the park is bordered by Mill Road and North Bay Shore Drive), and/or the Sports Complex located at 2155 Autumn Court (corner of Woodcrest Road and Autumn Court).

Successful proposers will be asked to sign a three-year vendor contract.

The proposer shall fully describe the services and/or goods to be provided (herein, 'services'); which park and where in the park the services are to be provided; parking needs; signage needs; number of employees on site at the greatest shift; how trash is to be disposed of; hours of operation; days of operation; months of operation; how the services will be marketed (marketing or business plan); anticipated sales; what portion of sales shall be paid to the village; any other information the proposer believes may be necessary for a successful review.

Proposer must be able to show proof of liability insurance.

I. Instruction to Proposers

- All respondents (proposers) must submit contact information including: Business name, contact person, corporate ownership, address, phone number, email address, and website.
- All costs associated with submission of this Request for Proposals are the sole responsibility of the respondent.
- All submissions are considered public record, and as such, may be searched or requested by members of the public.
- The Village of Sister Bay offers no guarantee of financial success to the respondent(s), and respondents should use their own business acumen to determine if they are endeavoring in a financially viable enterprise.
- This is a Request for Proposals, not an invitation to bid. Responses will be evaluated on the basis of the relative merits of the proposal.

II. Submission Materials

The following should be incorporated into each submission:

Format: Electronic submissions preferred (PDF), but in-person delivery or mail delivery is acceptable, provided the proposal is delivered to the contact by the delivery due date and time.

General Information. Business name, contact person, corporate ownership, address, phone number, email address of contact person, website, and insurance information. Please include a narrative introducing the company, its history of operation, relevant staff, total number employed, and capacity to service the Village.

Project Proposal. At a minimum, provide information on approach, services, ideas, costs, timeline.

Prior Experience. A narrative explaining prior experience with providing recreational services and examples.

References. A minimum of three references from similar service locations desired.

III. Evaluation and Selection

Evaluation Process

Each Parks, Property & Streets Committee member will be an evaluator and rank proposals based on the service to be provided; benefit to the park system and village; experience; and the information requested in the OVERVIEW section above.

If at any point in the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

The Village, at its sole election, may require presentations by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

IV. Award

Upon final selection, all respondents will be notified by the Village, via email.

The Village reserves the right to accept or reject any or all responses, to award on the basis of merit alone, and to act in its best interests and the interests of the public.

The Village reserves the right to make an award or to reject any or all proposals based on what it considers to be its best interests. A contract will be required to effectuate service.

V. Administrative Contact

Name: Julie Schmelzer

Title: Village Administrator

E-Mail: julie.schmelzer@sisterbaywi.gov

Mailing/Physical Address: Village Administrator, 2383 Maple Dr., PO Box 769, Sister Bay, WI 54234