



**CLAY COUNTY
PURCHASING DEPARTMENT
REQUEST FOR PROPOSAL (RFP)**

RFP NO:	08-21	PURCHASING SPECIALIST II:	ETHEL KITCHELL
TITLE:	RECREATIONAL EQUIPMENT RENTAL	EMAIL:	EKITCHELL@CLAYCOUNTYMO.GOV
ISSUE DATE:	1/29/2021	PHONE NO:	816-407-3600

**PROPOSAL RESPONSES MUST BE RECEIVED NO LATER THAN:
2/22/2021 AT 10:00 AM CENTRAL TIME**

SUBMITTAL INSTRUCTIONS: In an effort to support the County's initiative for conservation, it is preferred that the Request for Proposals (RFP) be submitted via www.PublicPurchase.com. Sealed RFPs may be delivered to the Clay County Purchasing Department prior to the return date and time. Print the **Sealed RFP Label** found in Attachment 1 or type **RFP Number, RFP Title** and **Return Due Date** on the lower left hand corner of the envelope or package. In order for a response to be considered complete, the Clay County document **MUST** be completed in its entirety which includes this cover page. All subsequent pages **MUST** also be initialed and the Terms and Conditions Acknowledgement form **MUST** be signed.

RETURN RFP TO:	US MAIL/DELIVER TO: CLAY COUNTY ATTN: ~ PURCHASING DEPARTMENT 1 COURTHOUSE SQUARE 3rd FLOOR COMMISSION DESK LIBERTY, MISSOURI 64068	COURIER/DELIVER TO: CLAY COUNTY ATTN: ~ PURCHASING DEPARTMENT 16 W. FRANKLIN, SUITE B LIBERTY, MISSOURI 64068
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**AGREEMENT PERIOD: DATE OF AWARD THROUGH ONE YEAR; WITH FOUR ONE-YEAR RENEWALS
DELIVER SUPPLIES/SERVICES/INVOICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:**

PUBLIC SERVICES
DEPARTMENT OF PARKS, RECREATION & HISTORIC SITES OFFICE
17201 PARADESIAN
SMITHVILLE, MO 64089

By signing this RFP cover page, the vendor shall hereby declare understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Contract Terms and Conditions. The vendor shall further agree that the language of this RFP shall govern in the event of a conflict with their proposal. In addition, the vendor shall further agree that upon receipt of an authorized purchase order from Clay County or when a Vendor Agreement is fully executed by an authorized agent of Clay County, a binding agreement shall exist between the vendor and Clay County.

SIGNATURE REQUIRED

Company Name	Authorized Representative (Print)	Title
Street Address	Authorized Signature	
City/State/Zip	County	Date
Telephone No.	Facsimile No.	Company Tax ID No.
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt		
Vendor Tax Filing Type with IRS (Check One)		

1. INTRODUCTION AND GENERAL INFORMATION

This section of the RFP includes a brief introduction and background information about the intended acquisition for which the requirements herein are written. The contents of this section are intended for informational purposes and do not require a response.

Submittal instructions and determination of award information can be found on our website by clicking the following link <https://www.claycountymo.gov/bids/current>

1.1 Purpose:

1.1.1 This document constitutes a request for competitive, sealed proposals from prospective vendors for Recreational Equipment Rental for Public Services, Parks at Smithville Lake in accordance with the requirements and provisions stated herein.

1.1.2 RFP Document Contents:

- Introduction and General Information
- Scope of Work/Functional Specifications
- Zoom Meeting Information Page
- Agreement Terms and Conditions Acknowledgement Form

- Exhibit A - Experience and Expertise
- Exhibit B - Project Approach
- Exhibit C - Miscellaneous Information

- Attachment 1 – Sealed RFP Label

1.2

1.3 Questions:

1.3.1 Questions relating to the RFP must be submitted via the www.PublicPurchase.com website or e-mailed to Purchasing@ClayCountyMo.gov

1.3.2 **All questions and issues should be submitted no later than Friday, February 12, 2021.** If not received prior to the aforementioned date, the Clay County Purchasing Department may not be able to fully research and consider the respective questions or issues.

1.4 Background Information:

1.4.1 The current Agreement awarded through Resolution 2016-39 to Northland Outdoor Adventures, LLP is expiring in its entirety.

1.4.2 Although an attempt has been made to provide accurate and up-to-date information. Clay County does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Qualification.

Vendor's Initials: _____

1.5 Estimated Quantities:

- 1.5.1 The County shall not guarantee any minimum or maximum amount of the vendor's services that may be required under the Agreement.
 - a. The vendor shall provide products/services on an as needed basis.
 - b. The County shall not guarantee any usage of the contract whatsoever.

1.6 Award Determination

- 1.6.1 Any award of Agreement must be approved by the County Commissioners and shall be made by notification from the Purchasing Department to the successful bidder.
 - a. Clay County shall have the right to make awards by items, or as an all or none basis.
 - b. Clay County may make awards to multiple vendors.
 - c. The grouping of items and/or multiple vendor awards shall be determined by Clay County based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of Clay County.

Vendor's Initials: _____

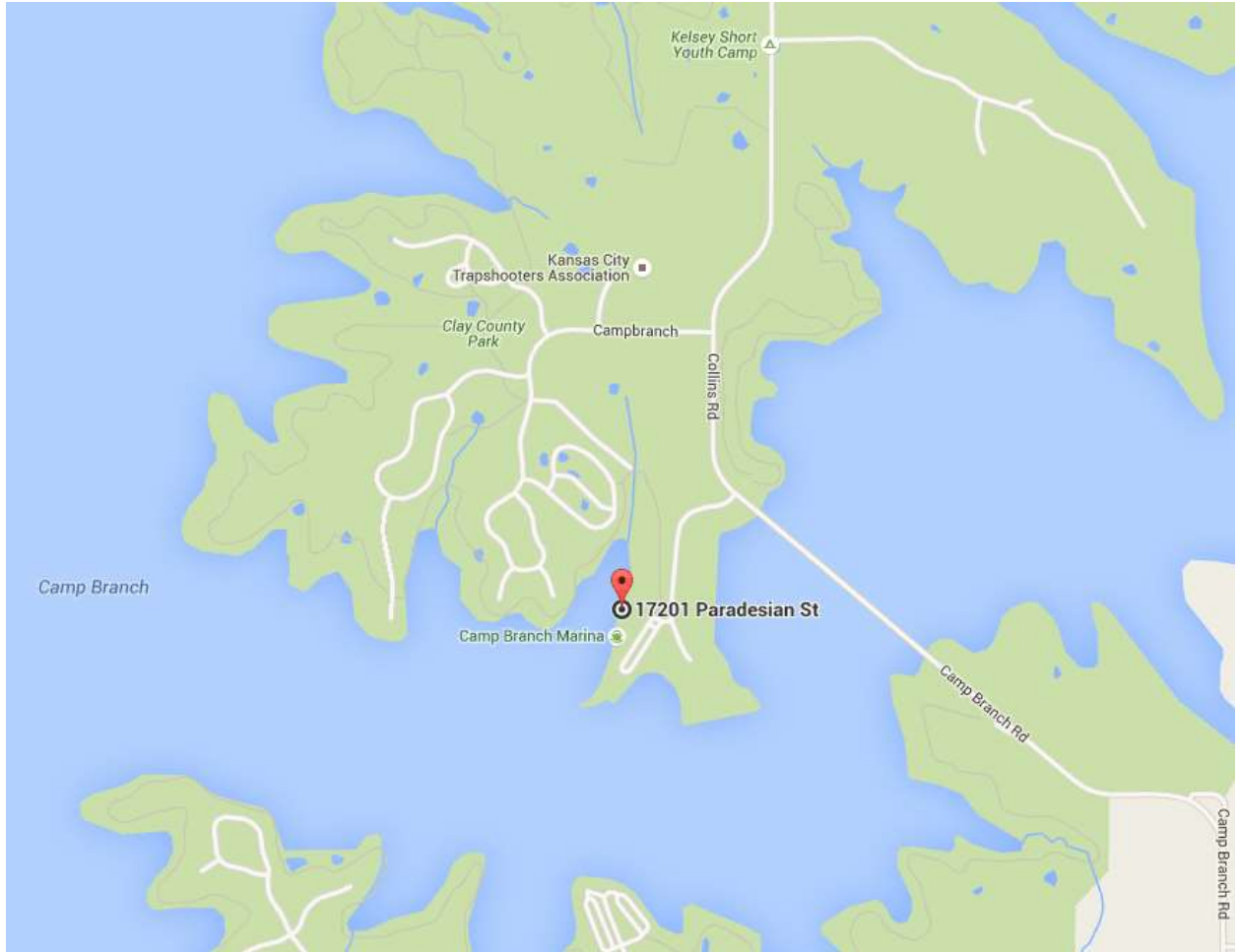
2. SCOPE OF WORK

This section of the RFP includes requirements as well as desirable attributes and provisions relating specifically to the scope of work requirements of Clay County. The contents of this section include mandatory requirements that will be required of the successful vendor and subsequent vendor. The vendor is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The vendor's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the proposal is accepted by Clay County. The vendor must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes by the vendor (if any) in the appropriate sections of Exhibit A, Pricing Pages.

2.1 Specific Requirements:

- 2.1.1 The Vendor shall provide Paddlesport Services, which meets or exceeds the specifications contained in this document.
- 2.1.2 Provide safe and family friendly equipment and instructions open to the public.
- 2.1.3 Provide rental and delivery of kayak and stand up paddleboard (SUP) rentals to visitors of Smithville Lake.
- 2.1.4 All prices, fees, and increases for any and all proposed rental services must be approved by the County.
- 2.1.5 Proposers should submit their proposed price lists and hours of operation.
- 2.1.6 The Vendor must cooperate with County during special events or other unanticipated eventualities.
- 2.1.7 The Vendor will also be required to obtain all necessary City, County, State and Federal permits necessary for the outfitting and operation of this business.
- 2.1.8 Vendor shall have and maintain insurance for the duration of Agreement.
The County assumes no liability for the use of the service or equipment provided by the Vendor.
See Insurance: section 1.23 in the General Terms and Conditions
- 2.1.9 The awarded Vendor may conduct business on lake property via mobile concession.
- 2.1.10 The awarded Vendor would need to pay entry fees or may purchase a pass like any other patron of the lake.
- 2.1.11 Suggested uses of non-motorized watercraft are to be in no wake zones.
- 2.1.12 The hours of operations vary by the season at Smithville Lake, so the Vendor will need to adjust their hours accordingly.
- 2.1.13 Vendor agrees County has the right to publish Vendors Services on County Website or other means of media

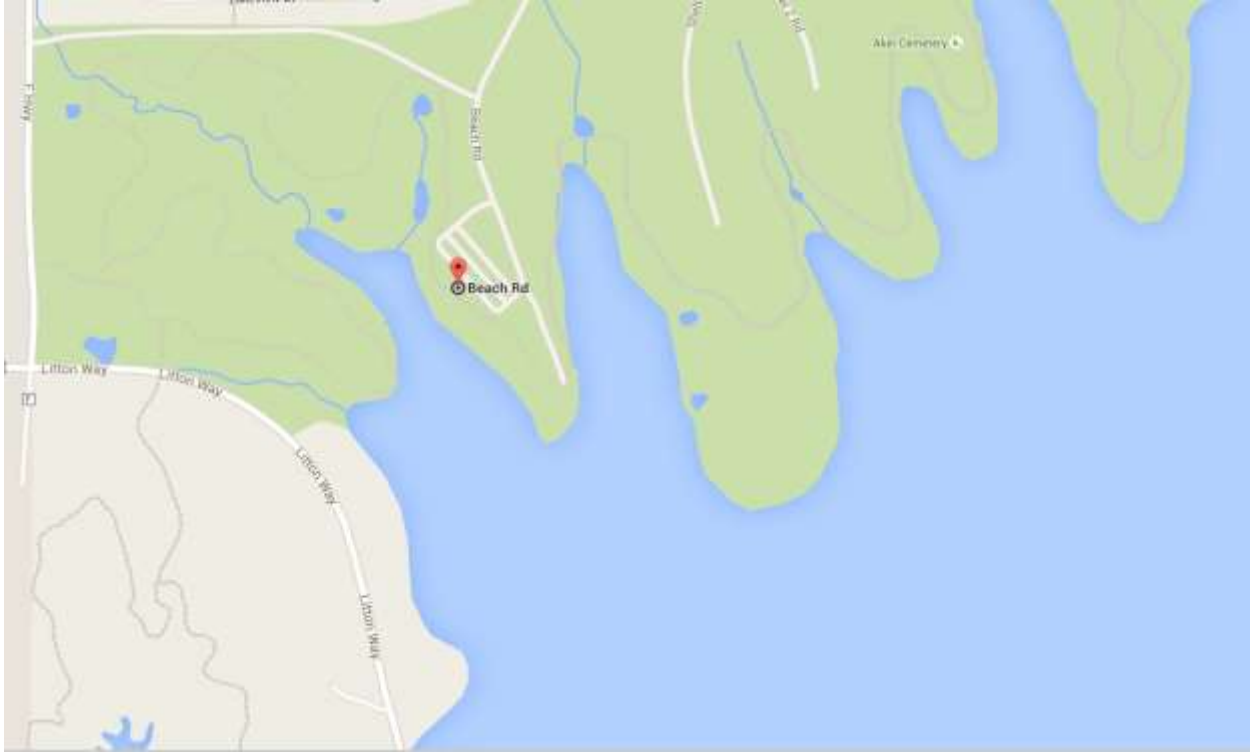
Vendor's Initials: _____



Vendor's Initials: _____



Vendor's Initials: _____



Vendor's Initials: _____



Vendor's Initials: _____

2.2 Miscellaneous Requested Information:

2.2.1 The vendor should respond to the information requested in all sections and all exhibits.

3. ZOOM MEETING INFORMATION

DUE TO CO-VID 19 PROTOCOLS THERE WILL BE NO IN-PERSON PUBLIC OPENING OF RFP 08-21 RECREATIONAL EQUIPMENT RENTAL. THE RESPONSES WILL BE PUBLICLY OPENED AND READ ALOUD VIA ZOOM MEETING AT 11:00 A.M. SEE BELOW:

Join Zoom Meeting

<https://us02web.zoom.us/j/86218962181?pwd=d21scON1TkVOSllLdEljL1hXaHEydz09>

Meeting ID: 862 1896 2181

Passcode: 798228

One tap mobile

+19292056099,,86218962181#,,,,*798228# US (New York)

+13017158592,,86218962181#,,,,*798228# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 862 1896 2181

Passcode: 798228

Find your local number: <https://us02web.zoom.us/u/kdhAv0HTMJ>

Vendor's Initials: _____

4. AGREEMENT TERMS AND CONDITIONS ACKNOWLEDGEMENT FORM

The undersigned vendor has read, understood, and accepted the Terms and Conditions as published on the Clay County Official Website located at:

https://www.claycountymo.gov/application/files/1515/9923/0486/CONTRACT_TERMS_AND_CONDITIONS.pdf

All terms and conditions as stated shall be adhered to by vendor upon acceptance of Agreement. Vendors enter into this agreement voluntarily, with full knowledge of its effect.

Vendor Signature

Date

Vendor Name

Vendor's Initials: _____

**EXHIBIT A
Experience and Expertise**

The evaluation of the vendor’s experience and expertise shall be subjective based on the requirements stated herein. Therefore, the vendor should present detailed information regarding current and/or prior experiences in providing the services and expertise of the organization as well of its personnel. The County shall have the right to use the information provided herein, including information gained from any other source, in the evaluation process.

A.1 EXPERIENCE:

A MINIMUM of 5 years experience is required of the successful vendor, in similar services, as described in the scope. Experience and references provided by vendors shall be verified and will be a significant factor in the evaluation. Vendors should provide the information below.

How many years has your company been in the Recreational Equipment Rental business? _____

List a minimum of three (3) references showing Agreements held by your company providing the same or similar services for other public entities, local government or private companies.

Reference No. 1 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	
Reference No. 2 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	
Reference No. 3 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	

Vendor’s Initials: _____

EXHIBIT A, continued

A.2 EXPERTISE:

PERSONNEL QUALIFICATIONS

Vendors should provide the information below.

Indicate person who will be supervising services and years of experience in similar work.

Name: _____ No. of Years _____

Type of Experience: _____

Complete the following for employees that would be working on these Services . List any previous work directly relating to the RFP specifications that have been performed for other public entities, local government or private companies in the last five years. Attach a separate sheet of paper if needed.

EMPLOYEE NAME	QUALIFICATIONS	EXPERIENCE/TRAINING/CERTIFICATIONS

Vendor's Initials: _____

EXHIBIT B
Project Approach

The evaluation of the Vendor's proposed method of performance/project approach shall be subjective based on the requirements stated herein. Therefore, the vendor should present detailed information regarding the proposed method of performance/project approach. The County shall have the right to use this information, including information gained from any other source, in the evaluation process.

It is the vendor's responsibility to make sure all services proposed are adequately described. It should not be assumed that the evaluator has specific knowledge of the services proposed; however, the evaluator does have sufficient technical/business background to conduct an evaluation when presented complete information.

B.1 PROJECT APPROACH INFORMATION

1. Describe your goals and objectives for the rental operation.
2. Describe your proposed rental list in detail.
3. Describe how you will market the activities and services offered at the site.
4. Describe how you will address public access.
5. Provide background information on your organization including the mission and history, and any other relevant information you would like the County to know.

Vendor's Initials: _____

Exhibit B
Reliability and Resources

The evaluation of the offeror's reliability and resources shall be subjective based on the requirements stated herein. Therefore, the offeror should present detailed information regarding the company's reliability and resources. The County shall have the right to use this information, including information gained from any other source, in the evaluation process.

B.1 RELIABILITY & RESOURCES:

Provide a Statement of Financial Condition.

What is your overall inventory of kayaks and/or SUP?

Vendor's Initials: _____

EXHIBIT C
Miscellaneous Information

C.1 LOCAL GOVERNMENT USE (COOPERATIVE PROCUREMENT):

1) This section is optional, it will not affect proposal award. If the County awarded you the proposed Agreement, would you sell under the prices and terms of this Agreement to any Municipal, County Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the Greater Kansas City Metropolitan Trade Area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Agreement.)

YES: NO: INITIALS: _____

- 2) Sales shall be made in accordance with the prices, terms, and conditions of the RFP and any subsequent term Agreement.
- 3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the Agreement unless they are specifically named in the RFP as a joint participating entity.
- 4) All sales to other jurisdiction shall be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other Agreement administration shall be the responsibility of the ordering jurisdiction.
- 5) The Purchasing Manager shall be responsible to handle the solicitation and award the Agreement. The Purchasing Manager shall have the sole authority to modify the Agreement and handle disputes regarding the substance of the Agreement.
- 6) Each jurisdiction that is a party to the joint bid has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

C.2 WEBSITE

- 1) Does your company have a website? YES: NO:
- 2) If yes please provide the website address:

C.3 EMPLOYEE BIDDING/CONFLICT OF INTEREST:

Vendors who are elected or appointed officials or employees of Clay County or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the vendor or any owner of the vendor’s organization is currently an elected or appointment official or an employee of Clay County or any political subdivision thereof, please provide the following information.

Name and title of elected or appointed official or employee of Clay County or any Political sub-division thereof:	
If employee of Clay County or Political sub-division thereof, provide name of Clay County entity or political sub-division where employed:	
Percentage of ownership interest in vendor’s organization held by elected or appointed official or employee of Clay County or political sub-division thereof:	

Vendor’s Initials: _____

ATTACHMENT 1
Sealed RFP Label

PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE

SEALED RFP RESPONSE ENCLOSED

DELIVER TO:

CLAY COUNTY ~ PURCHASING DEPARTMENT
16 W. FRANKLIN, SUITE B
LIBERTY, MO 64068

RFP No.: 08-21 DATE: 2/22/2021

RFPs MUST BE RECEIVED 10:00 AM CENTRAL TIME
DESCRIPTION: RECREATIONAL EQUIPMENT RENTAL

SPECIFY VENDOR NAME: _____

SPECIFY VENDOR'S CITY, STATE LOCATION: _____

City, State Location

Vendor's Initials: _____