

ADDENDUM NUMBER TWO
FOR THE
BOAT RENTAL CONCESSIONS

DATE OF ADDENDUM: March 3, 2025

TO ALL BIDDERS BIDDING ON THE ABOVE PROJECT:

The following addendum shall be made part of the Project Specifications and Contract Documents. All other provisions of the Contract Documents remain unchanged. The Bidder shall acknowledge receipt of this Addendum by signing below and returning this form with the bid package. The contents of this Addendum shall be given full consideration in the preparation of the Bid.

Request for Information

Question: Is Willow Lake an option?

Response: Willow Lake will not be included as an option.

Question: Would a character reference be allowed, and would it be included in the sheet count of the total 10 pages?

Response: Yes ,and it would need to be included in the 10 pages.

Question: Can a reference be included from a business or must it be a customer?

Response: A reference can be included from either a business or a customer.

Question: On Page 4 in the 3rd paragraph “A concessionaire may bid on the boat rental services for one or both of the City lakes, Goldwater and Watson Lakes. One contract will be awarded per vendor, per exclusive location.” Since only two parties are making proposals, does that mean that each party will be awarded one location or can one party win both bids?

Response: One vendor can be awarded contracts for both City lakes.

Question: What size fonts are allowed?

Response: Size 12 fronts are allowed.

Question: Does the company letterhead with logo need to be on every page? What are the parameters for that?

Response: The company letterhead with logo needs to be on page 1 of the proposal only.

Question: Does the coversheet count as in the 10 pages?

Response: No

Question: Do all of the Forms “A-F” count as part of the 10 pages?

Response: No

Question: My detailed equipment inventory is very long, can I shrink it and add a summary in 12 pt font below it? Otherwise it will be pages long and take a large portion of the maximum 10 pages required.

Response: Yes

Question: Are photos allowed to be included?

Response: No

Question: Are bike or e-bike revenues allowed to be included in financial or tax documents? How will they be omitted from financial statements or tax returns to exclude them from the proposal? So we are comparing ‘apples to apples’ with financials and future projections?

Response: Bike rentals are outside the scope of this Request for Proposals.

Question: Page 6 – “under marketing and promotion” What are examples of ‘group outings and educational tours’? Would summer camps, boy scout or girl scout groups, non profits like ‘burn camps’ or rehab groups apply here?

Response: Yes

Question: Do donating resources like gift cards and free/discounted paddles to ‘special groups’ also apply?

Response: No

Question: Are subcontracted parties allowed to be included in financial statements and tax documents? I.e. I hired XYZ e-bike rental company in 2024 to rent bikes for me at Watson Lake under my company umbrella/permit, and they gave me money from those rentals. Should that income be excluded for this RFP proposal? How will that be done? Will those revenues be posted in an addendum?

Response: Please provide 3 years of financial statements or 3 years of tax returns for the company proposing.

Question: Will an addendum be included that shows how long each company has been operating at the local lakes in Prescott without a permit within the last three years and how much revenues have been generate without a permit? Or in the last three years, how many years has each businesses operated with no contract and no commissions paid to the city? This affords or

allows for more investment in their company to grow revenues, advertise, buy more equipment, etcetera?

Response: No

Question: Page 8 – “A marketing plan: Describe your marketing strategy particularly to the boat rental concessions; specifically to reflect positively on the City of Prescott.” Can you please give specific examples of what you are looking for here? Like handmade solar powered signs, rack cards, brochures, Facebook ads, Tik Tok posts, Instagram ads? Are partnerships with and advertising for, other businesses in town included? I.e. advertising local businesses in the park on your truck or equipment?

Response: Please include what you feel is necessary to inform us to your approach.

Question: Page 8, Last paragraph form E: My wife owns the business. Do we need to add my information too if no other outside party has any interest in the business and we are married? She is the bidder and signer for the business.

Response: No

Question: Page 9 – “Proprietary information” The business currently operates at other lakes and does not want our commission structures and outside revenues to be made public with our included tax/financial documents. Specifically, how do we write “proprietary information” on these documents? Hand written then scan, text at bottom or top of page, watermark?

Response: Any of those proposed markings will work. The proposer can also submit the proprietary information in a sealed envelope marked “proprietary”

Question: In the evaluation criteria on page 10, for the ‘Concessionaire’s Marketing Strategy’ are partnerships with Local businesses and/or advertising for them pertinent to this criterion?

Response: No

Question: Page 17 Paragraph “P” – How much weight will be given to woman and minority owned businesses? Will a minority woman owned small business be given preference over a non-minority woman owned business?

Response: Please refer to page 17 subsection P

- END -

City of Prescott Recreations Services Department

Joe Baynes

Joe Baynes, Recreations Services Director

03/03/2025

Date

Acknowledgement: (must be signed and turned in with the bid documents)

Company Name

Signature of Company Official

Date