



AGENDA ITEM REPORT

DATE: March 7, 2023
DEPARTMENT: Parks and Recreation
REQUESTER: Jesse Lavender
TITLE: Award Contract for Kayak Rental Concessions at San Carlos Bay Bunche Beach Preserve

I. MOTION REQUESTED

- A) Award Request for Proposal No. RFP220303WCD, Bunche Beach Kayak Concessions to Kayak Excursions, Inc. for the operation and management of Bunche Beach Kayak Concessions to all potential customers for an initial term of five (5) years. Lee County will receive monthly revenues in the amount of \$2,000.00 monthly for the term of this agreement.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contract, for up to five (5) years with an additional five (5) year period as agreed upon by both parties, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal(s).

II. ITEM SUMMARY

Award a competitively solicited contract to Kayak Excursions, Inc. for Bunche Beach Kayak Concessions. The vendor will oversee the day-to-day operations of kayak rentals for an initial period of five years. The contract can be renewed up to five years upon agreement of both parties, as approved by the County and Licensee. The monthly revenue collected will be in the amount of \$2,000.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

Procurement Management obtained proposals for the project known as Request for Proposal RFP220303WCD, Bunche Beach Kayak Concessions. On the solicitation deadline of June 15, 2022, Procurement Management received one submittal.

An evaluation meeting was held on July 26, 2022, during which the Evaluation Committee considered the criterion as listed in the solicitation request including such items as qualification of firm, relevant experience and references, plan of approach, personnel, and pricing. Based on the information submitted by the proposer, the Evaluation Committee reached a consensus to accept the pricing proposal and recommended the contract award to Kayak Excursions, Inc., for an initial term of five years.

The original start date was set to begin October 4, 2022, however due to Hurricane Ian, the contract will begin April 1, 2023, and can be renewed for five years upon the agreement of both parties.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	\$24,000
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Revenue
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: General Fund Program: Parks and Recreation Operations Project: Bunche Beach Kayak Rent Account Strings: KH5722000100.362000.9016	
G)	Fund Type?	General Fund
H)	Comments:	

V. RECOMMENDATION
Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Concession License Agreement	2/14/2023	Cover Memo
Price comparison	2/24/2023	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Parks and Recreation	Tucker, Mary	Approved	2/24/2023 - 9:37 AM
Parks and Recreation	Lavender, Jesse	Approved	2/24/2023 - 11:06 AM
Budget Services	Guttery, Angela	Approved	2/24/2023 - 2:12 PM
Budget Services	Winton, Peter	Approved	2/27/2023 - 9:41 AM
County Attorney	Swindle, Amanda	Approved	2/27/2023 - 10:22 AM
County Manager	Brady, Christine	Approved	2/28/2023 - 10:16 AM