

AGENDA ITEM REPORT

DATE: May 5, 2020
DEPARTMENT: Parks and Recreation
REQUESTER: Jesse Lavender
TITLE: Award Contract for Manatee Park Concessionaire

I. MOTION REQUESTED

- A) Award Request for Proposal No. RFP190515BAG, Paddle Craft Outfitter & Gift Shop Concessionaire for Manatee Park to Seaside Kayaking, LLC to manage the paddle craft rentals to all potential customers as well as operating the onsite gift shop at Manatee Park, for an initial term of five years. Lee County will receive revenues in the total amount of \$116,000.00 for the term of the lease of the Manatee Park facility for paddle craft and gift shop services.
- B) Authorize the County Manager or designee 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 additional one year periods, 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.

II. ITEM SUMMARY

Award concessionaire contract for Manatee Park to Seaside Kayaking, LLC. This vendor will oversee the day-to-day operations of paddle craft rentals and gift shop management at the licensed property for an initial period of five years. The contract can be renewed up to five additional one year periods, upon the agreement of both parties, as approved by the County and Licensee. The annual revenue collected will be \$23,200 totaling \$116,000 over the five year term.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

Procurement Management obtained proposals for the project known as Request for Proposal No. RFP190515BAG, Paddle Craft Outfitter & Gift Shop Concessionaire for Manatee Park. On the solicitation deadline of November 15, 2019, Procurement Management received two submittals.

An evaluation meeting was held on December 10, 2019 during which the Evaluation Committee considered 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 proposers, the Evaluation Committee reached a consensus to accept the pricing proposal and recommended the contract award to Seaside Kayaking, LLC, for an initial term of five years beginning on May 15, 2020. The contract can be renewed up to five additional one year periods, upon the agreement of both parties.

B) Policy Issues

C) BoCC Goals

D) Analysis

The annual revenue collected will be \$23,200 totaling \$116,000 over the five year term.

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	\$23,200
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.	Yes
F)	Fund: General Program: Parks and Recreation Operations Project: Parks Miscellaneous Revenue - Manatee Park Account Strings: KH5722000100.369900.9037	

G)	Fund Type?	General Fund
H)	Comments:	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

Effective May 15, 2020

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
04212020 Manatee Conc Lic Agr RFP190515BAG	3/24/2020	Agreement

REVIEWERS:

Department	Reviewer	Action	Date
Parks and Recreation	Turner, Nicole	Approved	4/23/2020 - 2:12 PM
Parks and Recreation	Lavender, Jesse	Approved	4/23/2020 - 2:39 PM
Budget Services	Guttery, Angela	Approved	4/24/2020 - 10:43 AM
Budget Services	Winton, Peter	Approved	4/24/2020 - 11:09 AM
County Attorney	Swindle, Amanda	Approved	4/24/2020 - 5:49 PM
County Manager	Brady, Christine	Approved	4/28/2020 - 9:10 AM