



The City of Gladewater, Texas is soliciting sealed proposals from qualified individuals or businesses to operate a Lake Store/Bait Shop at Lake Gladewater. The contract period will begin April 1, 2024.

Designate on the front of your sealed response envelope the following:

Subject: Lake Store/Bait Shop RFP

**Attention: Judy Van Houten, City Clerk
City of Gladewater
519 E. Broadway
P.O. Box 1725
Gladewater, TX 75647**

(903) 845-2196

Submission Deadline: 2:00 p.m. on Friday, March 8, 2024

Note: Proposals received after this deadline cannot be considered

TABLE OF CONTENTS

Introduction.....	3
Request for Proposal.....	3
Calendar of Events.....	4
Items to be Addressed in Lease Agreement.....	4
Operational Experience and Business Plan.....	5
Criteria for Evaluation.....	6
Bidding Requirements.....	6
Miscellaneous.....	7
Proposal Submitted By.....	8
Acceptance of Proposal.....	8

INTRODUCTION

The City of Gladewater (the “City”) is requesting proposals from qualified individuals or businesses to operate a Lake Store/Bait Shop at Lake Gladewater as described below. The services provided will be in accordance with this Request for Proposal (the “RFP”) and attachments. It is the City’s intent that a Lease Agreement detailing provisions of the agreement will be duly executed between the City of Gladewater and the selected individual or business.

The agreement will be for a one-year period from April 1, 2024 through March 31, 2025, with two (2) one-year extensions.

A lease fee of \$300 shall be paid monthly on or before the 1st day of each month for the term of the lease agreement.

REQUEST FOR PROPOSAL

This RFP is intended to serve as the bid form for the Lake Store/Bait Shop Agreement. There are multiple blanks to fill in and questions to be answered. The evaluation of the bidder’s proposal will be based on the responses include herein.

Exceptions, conditions, or qualifications to the provisions of the City’s specifications or requirements must be clearly identified as such, with the reasons therefore, and alternate language proposed by bidder, if any, clearly stated and inserted in the appropriate place in the bid submission.

Each of these exceptions, conditions, or qualifications to the City’s specifications may be included, as appropriate, in the Contract documents. Items and matters not explicitly excepted in this manner shall be deemed to be in conformance with the City’s specifications.

The RFP also requests certain information to be attached and specifically labeled. Responses must be complete, address all aspects of the RFP, and include all requested information to receive full consideration by the City in the selection process. The City may choose to waive any irregularities in any responses received and reserves the right to reject all proposals.

CALENDAR OF EVENTS

The City desires to enter into a contract of mutual party benefit and will answer all questions pertaining to this RFP. Please note the following calendar of events for the dates and times of key elements in the bid procedure.

<u>TARGET DATE</u>	<u>DESCRIPTION OF EVENTS</u>
January 11, 2024	RFP packet available for prospective individuals and businesses who are interested in operating a Lake Store/Bait Shop at Lake Gladewater
February 1, 2024	Open House for interested parties at 1604 Lakeshore Drive 10:00 a.m.
March 8, 2024	Receive responses from interested individuals or businesses by 2:00 p.m. at Gladewater City Hall, 519 E. Broadway, Gladewater, Texas 75647
March 11, 2024	City Staff to open and evaluate bid information received
March 12-18, 2024	Committee review and interviews
March 21, 2024	City Council to consider selection of individual or business to operate a Lake Store/Bait Shop at Lake Gladewater
April 1, 2024 – March 31, 2025	Agreement in effect

ITEMS TO BE ADDRESSED IN LEASE AGREEMENT

- A. The property may only be used as a Lake Store/Bait Shop without prior approval of the City Manager or his/her designee.
- B. An “expectation clause” will be in the contract to guarantee store days/hours of operation.
- C. The operator must offer household staple goods, concession style food, fishing supplies and bait.
- D. The City reserves the right to conduct periodic inspections (inside and/or outside) without prior notice.
- E. The City will perform a criminal and financial background check on any individual or business selected to operate the Lake Store/Bait Shop at Lake Gladewater.
- F. Subletting is prohibited.
- G. No pets allowed to be kept or maintained on the premises without prior City Manager approval and additional pet deposit.
- H. Tenant is responsible for keeping the leased property clean and maintained.

OPERATIONAL EXPERIENCE AND BUSINESS PLAN

The City requests information on the following:

A. Please attach a copy of your business plan.

Comment. _____

B. Please explain prior retail and business experience:

Explain. _____

C. What products and services do you plan to provide?

Explain. _____

D. Days and hours of operation?

CRITERIA FOR EVALUATION

The Committee (City Staff, 3 Lake Board Members, and 2 Council Members) shall carefully review the submitted proposals. The recommendation to the Council shall be based on the proposal determined to be “the best value” for the City. The evaluation of the proposals will be made based on, but not limited to, the following criteria, in no particular order of priority:

- ◆ Ability to perform and provide the requested products and services;
- ◆ Reputation of bidder and quality of services;
- ◆ Completeness of bid and agreement to points outlined in the RFP.

BIDDING REQUIREMENTS

- A. A complete, sealed and clearly marked “Lake Store/Bait Shop RFP” shall be delivered to the City Clerk before 2:00 p.m. on March 8, 2024 and addressed to:

**Judy Van Houten, City Clerk
City of Gladewater
519 E. Broadway
P.O. Box 1725
Gladewater, TX 75647
(903) 845-2196**

- B. **NO PROPOSAL SHALL BE ACCEPTED AFTER 2:00 P.M. ON THE DATE DUE.**

- C. The City reserves the right to request additional information or to meet with individuals or businesses to discuss points in the proposal before and after submission, any and all of which may be used in forming a recommendation.
- D. The City reserves the right to reject any and all proposals, and to accept the proposal it considers in its best interest based upon the requirements and descriptions outlined in this RFP.
- E. There will be no formal bid opening at the expiration of the response deadline. Upon written request, a copy of the accepted proposal will be available after the City Council selects the successful individual or business.
- F. Any questions concerning this RFP should be directed to:

**Charlie Smith, City Manager
City of Gladewater
(903) 845-2196
(903) 845-6891 fax
citymanager@cityofgladewater.com**

MISCELLANEOUS

- A. The City shall reserve the right to a review meeting when needed to evaluate the working relationship between the City and the successful individual or business. The objective shall be to address any problems and to seek solutions.
- B. The final approval of the successful individual or business shall be made by the Gladewater City Council. The successful individual or business shall be required to enter into an agreement that incorporates all of the requirements of their submitted RFP as the OFFICIAL BID FORM.
- C. This RFP has been duly advertised and is being offered for consideration to all individuals and businesses.

This Request for Proposal is being offered by the following person duly authorized to act on behalf of the City.

Judy Van Houten, City Clerk

PROPOSAL SUBMITTED BY

This Proposal is being submitted to the City of Gladewater by the following individual or business:

Name of Individual or Business

Address of Individual or Business

Telephone Number

Email address

Officer Name & Title (of Business)

Signature

Date

ACCEPTANCE OF PROPOSAL

This proposal, having been approved by the Gladewater City Council, is being accepted for the City by the following person duly authorized to act on behalf of the City:

Name (print)

Signature

Title (print)

Date _____