



REQUEST FOR PROPOSAL

FINANCE DEPARTMENT

GREGORY N. L'HEUREUX
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LEASE OF BUILDING ON PORTLAND STREET PIER

Proposals are being requested by the City of South Portland for the Lease of a Building on the Portland Street Pier as specified below and in the outline attached hereto as Appendix A.

Complete written proposals shall be submitted in envelopes plainly marked, "Proposal for Lease of Building on Portland Street Pier" to the City Purchasing Agent, 25 Cottage Road, South Portland, ME 04106, not later than 2:00 p.m. Thursday, March 29, 2018 at which time they will be publicly opened and the monetary value of the lease offer read aloud. Proposals received after that time and date shall not be accepted. Proposals will be evaluated in accordance with the specifications detailed in Appendix A.

Each proposal shall indicate that the applicant has visited the site and is aware of existing conditions at the site. A non-mandatory pre-bid site visit will be held at the building on Portland Street Pier at 10:00 a.m. on Tuesday, March 13, 2018.

The selected Lessee will be required to sign a lease agreement suitable to the City and Lessee, and provide a certificate of insurance for public liability, property damage, and worker's compensation coverage. The lease shall commence on June 1, 2018 with a term of one year, which may be extended annually upon agreement of both parties, up to three years. The lease agreement may be terminated upon 90 days written notice by either party.

Each proposal shall be signed by a person legally authorized to bind the vendor to a contract.

The vendor shall signify in the proposal that he/she has read and understands all conditions as outlined in this Request for Proposals and the attached Appendix A.

Vendor shall rely only on information contained in the Request for Proposal and written addenda hereto.

Selected sections of vendor response may be incorporated as part of any agreement the City executes with the selected vendor.

Questions regarding this Request for Proposal must be directed in writing to Kevin Adams, Director of Parks, Recreation, and Waterfront, or his designee at the above address.

Questions which may influence vendor responses will be answered in writing with copies to all vendors as addenda to this Request for Proposal.

With your proposal, you must submit proof from the Secretary of State's office that your foreign corporation, limited liability company, limited partnership and or limited liability partnership is qualified in the State of Maine.

The City of South Portland reserves the right to negotiate with the selected vendor as to the scope of services and fees, whether or not that proposal would mean the maximum return to the city.

The City also reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received and to reject any or all proposals received for whatever reason it deems appropriate.

Colleen Selberg
Purchasing Agent

February 26, 2018

CITY OF SOUTH PORTLAND

Appendix A

LEASE OF BUILDING ON PORTLAND STREET PIER

Proposals are requested for the lease of the 60' x 20' wooden frame building located on the Portland Street Pier.

All proposals should describe in detail each of the following:

1. The full extent and scope of the proposed use as it relates to pier/marine operations, including intended use of existing facilities as well as any proposed new facility. Proposals contemplating construction of new facilities must be accompanied by plans. Applicants must also submit appropriate written evidence of their experience and/or qualifications for their particular proposal. Three (3) written references attesting to the experience and/or qualification of the applicants to accomplish their intended use are also desired.
2. Fees, rentals, and/or commissions to be paid to the City, including an indication of whether such fees would be on a percentage, flat fee, or combined basis.
3. Minimum and maximum lease terms and an indication of whether the proposed use is seasonal or year-round.
4. The selected Lessee will be required to sign a lease agreement suitable to the City and Lessee, and provide a certificate of insurance for public liability, property damage, and worker's compensation coverage. The lease shall commence on June 1, 2018 with a term of one year, which may be extended annually upon agreement of both parties, up to three years. The lease agreement may be terminated upon 90 days written notice by either party.
5. Projected revenues and expenses for the anticipated lease term, including projected expenses for maintenance and upkeep of the facilities and for financing the proposed use. Applicants must also submit appropriate written evidence of their financial capability to operate and maintain the facilities as proposed.
6. Plans for maintenance and upkeep of both existing and proposed facilities.
7. Need and plans for installation of additional utilities.
8. Ability to comply with all Federal, State, and local laws, rules, and ordinances.
9. Adequate provision for fire prevention and extinguisher equipment.

Applicants must agree in their employment practices and provisions of services to the public not to discriminate on the basis of race, religion, creed, color, age, sex, physical or mental handicap, or national origin.

All responses to the aforementioned proposal requirements will be considered individually and as a whole, and the City will make a decision that it determines is in its best interest. The City reserves the right to select or reject any or all proposals, and may negotiate a final agreement with the successful applicant.

Each proposal shall indicate that the applicant has visited the site and is aware of existing conditions at the site. A pre-application site visit will be held at the subject building on Portland Street Pier at 10:00 – 11:00am on Tuesday March 13, 2018. Applicants' attendance at the site visit is highly encouraged and failure to attend may be the basis for rejection of the application. Applicants unable to attend the site visit should contact the City in advance to request an accommodation.

Location Map





Building at Portland Street Pier – South side.
(Additional security fencing was installed on South side after photographs were taken.)



Building at Portland Street Pier – East side

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