

REQUEST FOR PROPOSALS

GRAND HAVEN CITY BEACH KIOSK

S. HARBOR DR.

Request for Proposals for the Lease and Usage of City Property



The City of Grand Haven is seeking proposals for the lease of a City owned parcel with an approximately 160 square feet of accessory vendor space, attached is 160 square feet of public access restrooms and in front of the location is 1,430 square feet of common area. The location is on what is commonly referred to as Grand Haven City Beach located on Parcel #70-03-29-312-001.

Proposals for the lease of the property must be accompanied with a plan for usage of the property. Property is currently zones as waterfront. Permitted uses can be found within the City's zoning ordinance. Any questions on proposed usage zoning can contact the Grand Haven City Planner.

A complete proposal should be tailored around the following principles:

- The City will provide use of the kiosk located on the property, as is.
- Updates or renovations may be carried out on the kiosk provided all works are pre-approved by the City Manager's office and all required permits are obtained at the expense of the successful bidder.
- The City will not reimburse for any servicing, capital or leasehold improvements without prior written consent.
- The business will be open for the convenience of the public at a minimum between Memorial Day weekend and Labor Day weekend.
- Minimum hours of operations should extend from 10:00 a.m. until 8:00 p.m., Monday through Saturday. Hours of operation shall begin no earlier than 8:00 a.m., nor extend beyond 10:00 p.m.
- The successful bidder is responsible for all permits and compliance with all Federal, State, and local regulations.



Release Date: Nov. 27, 2023



Submission Date: Jan 24, 2024

Submit Proposals to:

Timothy Price, Assistant City Manager



City of Grand Haven
519 Washington Avenue
Grand Haven, MI 49417



citymanager@grandhaven.org
clerk@grandhaven.org



All proposals must include at a minimum:

- The name of the operator, name of the contact person, address, telephone number and email address;
- A description of the range of services to be provided;
- Hours of operation and staffing;
- Proposed monthly rent amount to be paid to the City and/or any other proposed financial arrangements;
- Length of term;
- Detailed overview of the bidders experience that shows their ability to provide proposed services;
- Two (2) references, including contact information



Upon submission of proposals, City Staff will review submissions, select bidders will be invited to present their proposals to City Council at a public meeting on February 5, 2024. At a later date, Council will select a proposal to move forward with, and a lease agreement will be drafted.

Restrictions on Use. Bids will not be accepted that propose the use of the premises for any immoral or disreputable use or activity for any use that is objectional to the City or general public. Without limiting the generality of the foregoing, the proposal shall not sell, distribute, display or offer sale of any drug paraphernalia, sexually oriented material, any pornographic, lewd, suggestive or “adult” newspaper, book, magazine, film, picture, recording, representation or merchandise of any kind, personal services such as body piercing and tattooing, any counterfeit good, any firearm or other dangerous weapons, any alcohol, tobacco, or cannabis product or glass bottles.

City Restrooms will be serviced by the Department of Public Works.

The winning Bidder shall not allow music or other amplified sound emanating from the premises that can be heard at a distance of 50 feet or more from the premises at any time.

Winning bidder will be prohibited from subleasing any portion of property, without the City’s prior written consent.

Winning bidder will be required to obtain and maintain a general liability insurance policy insuring the City against loss or liability caused by or connection with the bidders occupation of the property. Additional insurance may be required based upon the proposed activity.

The City reserves the right to accept or reject any proposal. The selected proposals, as mentioned above, must be approved by City Council. This RFP may not contain all matters upon which an agreement must be reached.

We appreciate your interest in partnering with the City of Grand Haven. Should you have any questions, would like to schedule time to visit the space, or require additional information, please contact me via email or phone. Thank you for considering our request. We look forward to receiving your proposal.

Respectfully,

Timothy W. Price
Assistant City Manager for the City of Grand Haven
tprice@grandhaven.org
Office: 616-935-3208