



Alachua County, Florida

# Procurement

Theodore "TJ" White, Jr. CPPB, Procurement Manager  
County Administration Building, Gainesville, FL 32601  
(352) 374-5202

## EXECUTIVE SUMMARY

### RFP No. RFP 25-227-MM

## Annual Management of Poe Springs Concession and Kayak/Canoe Rentals (Revenue)

RESPONSE DEADLINE: May 1, 2024 at 2:00 pm

Tuesday, June 25, 2024

## SOLICITATION OVERVIEW

<b>Project Title</b>	Annual Management of Poe Springs Concession and Kayak/Canoe Rentals (Revenue)
<b>Project ID</b>	RFP 25-227-MM
<b>Project Type</b>	Request For Proposal
<b>Release Date</b>	March 20, 2024
<b>Due Date</b>	May 1, 2024
<b>Procurement Agent</b>	Mandy Mullins
<b>Evaluators</b>	Jamie Bass, Jason Maurer, Ed Williams
<b>Project Description</b>	Alachua County Parks and Open Space is seeking a concessionaire to provide visitor services at Poe Springs Park.

## Introduction

### Summary

Alachua County Board of County Commissioners (hereinafter, the "County" or "Alachua County") is seeking proposals from qualified individuals or entities (hereinafter, referred to as "Consultant" or the "proposer") for the provision of RFP 25-227-MM Annual Management of Poe Springs Concession and Kayak/Canoe Rentals (Revenue).

The following apply to this request for proposal: [Instruction to Proposers](#), [Terms and Conditions](#), [Insurance](#), [Scope of Work](#), [Proposal Requirements and Organization](#), [Request for Proposal Selection Procedures](#), [Evaluation Phases](#), [Attachments](#), [Submittals](#) and [Sample Agreement](#).

Alachua County Parks and Open Space is seeking a concessionaire to provide visitor services at Poe Springs Park.

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Background

**Location:** Alachua County is located in North Central Florida. The County government seat is situated in Gainesville. Gainesville is located 70 miles southwest of Jacksonville, 129 miles southeast of Tallahassee, 140 miles northeast of Tampa - St. Petersburg and 109 miles northwest of Orlando. Alachua County has a population of over 250,000 and a regional airport. The County itself consists of a total area of 969 square miles.

**Form of Government:** Alachua County is governed by a Board of five (5) elected County Commissioners and operates under the established County Manager Charter form of government. In addition to the five County Commissioners, there are five elected Constitutional Officers: Supervisor of Elections, Sheriff, Clerk of the Court, Tax Collector, and the Property Appraiser. The Alachua County Attorney also reports to the Board.

Contact Information

**Mandy Mullins**

Procurement Agent I

Email: [mmullins@alachuacounty.us](mailto:mmullins@alachuacounty.us)

Phone: [\(352\) 384-3090](tel:(352)384-3090)

**Department:**

Parks & Open Space

Timeline

<b>Solicitation Release Date</b>	March 20, 2024
<b>Pre-Solicitation Meeting (Mandatory)</b>	March 28, 2024, 9:00am Poe Springs Park 28800 NW 182nd Avenue High Springs, FL 32643
<b>Question Submission Deadline</b>	April 21, 2024, 12:00am
<b>Solicitation Submission Deadline</b>	May 1, 2024, 2:00pm

<p><b>Solicitation Opening – Teams Meeting</b></p>	<p>May 1, 2024, 2:00pm</p> <p>The scheduled solicitation opening will occur via Teams Meeting; the information to join is provided below. Attendance (live viewing) of the proposals opening is not required.</p> <p>Join Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting</p> <p><a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTQyYzk5YzMtZDc4ZS00N2lxLTljMWUtMjAwNTQwN2NjNTNi%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%22c82ab8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTQyYzk5YzMtZDc4ZS00N2lxLTljMWUtMjAwNTQwN2NjNTNi%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%22c82ab8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d</a></p> <p>Meeting ID: 259 625 692 241 Passcode: yX9G3Q Download Teams   Join on the web Or call in (audio only) +1 469-998-7938,,366862554# United States, Dallas Phone Conference ID: 366 862 554#</p> <p>If you have a disability and need an accommodation in order to participate, please contact the Alachua County ADA Coordinator at <a href="mailto:ADA@alachuacounty.us">ADA@alachuacounty.us</a> or Equal Opportunity Office at 352-374-5275 at least 7 business days prior to the event. If you are unable to notify the Office prior to the event, please inform an Alachua County employee that you need assistance. TDD/TTY users, please call 711 (Florida Relay Service).</p>
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**SOLICITATION STATUS HISTORY**

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Date	Changed To	Changed By
Mar 1, 2024 6:45 AM	Draft	Mandy Mullins
Mar 12, 2024 12:37 PM	Review	Mandy Mullins
Mar 20, 2024 9:13 AM	Final	Mandy Mullins
Mar 20, 2024 9:13 AM	Post Pending	Mandy Mullins
Mar 20, 2024 9:15 AM	Open	Mandy Mullins
May 1, 2024 2:00 PM	Pending	OpenGov Bot
May 2, 2024 8:37 AM	Evaluation	Mandy Mullins
May 20, 2024 8:59 AM	Pending	Mandy Mullins
May 20, 2024 9:00 AM	Evaluation	Mandy Mullins
May 23, 2024 1:06 PM	Award Pending	Mandy Mullins

### SELECTED VENDOR

VENDOR RECOMMENDED BY THE EVALUATION PROCESS

Vendor	Location
andersons outdoor adventures	Bell, FL

### PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
No Bid	National and State Park Concessions	Jack Bobo jbobo@nspconcessions.com	Mar 25, 2024 2:27 PM
Submitted	PADL LLC	Andres Avello andres@padl.co (786) 749-6730	May 1, 2024 12:10 PM
Submitted	andersons outdoor adventures	Paul Spillers aoasantaferiver@gmail.com	Apr 29, 2024 9:36 AM

### VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	PADL LLC	andersons outdoor adventures
Corporate Resolution Granting Signature	Pass	Pass
Mandatory Pre-Bid Attendance	Pass	Pass
State Compliance	Pass	Pass

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Question Title	PADL LLC	andersons outdoor adventures
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	No Response
Small Business Enterprise Option 1: SBE Proposer	Pass	Pass
Alachua County Small Business Enterprise Certificate	No Response	No Response
Small Business Enterprise Option 2: 30% SBE Proposer Participation	Pass	Pass
Alachua County Small Business Enterprise Certificate	No Response	No Response
Small Business Enterprise Option 3: 15% - 29% SBE Prosper Participation	Pass	Pass
Alachua County Small Business Enterprise Certificate	No Response	No Response
Small Business Enterprise Option 4: No Subcontractors	Fail	Pass
Consultant Small Business Enterprise Good Faith Effort Option 5.	Fail	Pass
Alachua County Location Preference	Pass	Fail
Drug Free Workplace	Pass	Pass
Vendor Eligibility	Pass	Pass
NON-SBE Subcontractors	Pass	Pass
Responsible Agent Designation	Pass	Pass
Conflict of Interest	Pass	Pass
Request for Proposal Submittal Documentation	Pass	Pass
Acknowledgement of Requirements	Pass	Pass

## QUESTIONS AND ANSWERS

### Approved, Unanswered Questions

## Approved, Answers Provided

### 1. Attendance

*Mar 21, 2024 9:23 AM*

**Question:** Please provide the last 3 years attendance numbers, by year, to the park?

*Mar 21, 2024 9:23 AM*

**Answered by Jason Maurer:** FY 21 - 24,711 (Covid) FY 22 - 41,400 FY23 - 104,370

*Mar 21, 2024 1:00 PM*

### 2. Historic Revenue

*Mar 21, 2024 9:25 AM*

**Question:** Please provide the last 3 years of historic concession revenue, by year?

*Mar 21, 2024 9:25 AM*

**Answered by Jason Maurer:** 2021 - 20,418 2022 - 47,583 2023 - 21,750 Previous vendor did not operate 7 days a week and was mostly open during April - November.

*Mar 21, 2024 1:00 PM*

### 3. Site Visit

*Mar 21, 2024 9:45 AM*

**Question:** Will the County be conducting a site visit of the facilities and assigned area?

*Mar 21, 2024 9:45 AM*

**Answered by Mandy Mullins:** Yes see addendum #1

*Mar 21, 2024 1:00 PM*

### 4. Commission fees

*Mar 23, 2024 9:02 AM*

**Question:** Is there a payment component of this contract that the vendor will pay a commission to the county on revenue?

*Mar 23, 2024 9:02 AM*

**Answered by Jason Maurer:** yes minimum 5% of gross revenue or \$5,000 which ever is greater.

*Mar 25, 2024 1:44 PM*

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## 5. Government Minimum Wage Requirement

*Mar 31, 2024 7:54 PM*

**Question:** Does the Government Minimum Wage Requirement apply to revenue solicitations?

*Mar 31, 2024 7:54 PM*

**Answered by Mandy Mullins:** Currently, proposers are required to pay Alachua County Government Minimum Wage and Alachua County Procurement are monitoring any required changes as is standard practice.

*Apr 1, 2024 12:55 PM*

## ADDENDA & NOTICES

ADDENDA ISSUED:

### Addendum #1

*Mar 21, 2024 1:00 PM*

Pre-Solicitation Meeting (Mandatory): March 28, 2024, 9:00am

Poe Springs Park

28800 NW 182nd Avenue

High Springs, FL 32643

Please use the [See What Changed](#) link to view all the changes made by this addendum.

### Addendum #2

*Mar 25, 2024 1:44 PM*

Added 5.11. Compensation

From October 1 through September 30 ("Compensation Period"), the Concessionaire will pay a commission equal to at least 5% of Total Gross Sales each month, but not less than \$5,000.00 annually. Compensation will be reviewed during the each renewal period.

Please use the [See What Changed](#) link to view all the changes made by this addendum.

### Addendum #3

*Apr 10, 2024 10:39 AM*

Delete Government Minimum Wage Requirement, Section 2.10 Government Minimum Wage requirement.

Delete Question 12, Section 9.

Please use the [See What Changed](#) link to view all the changes made by this addendum.

ADDENDA ACKNOWLEDGEMENTS:

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Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By
andersons outdoor adventures	X	Apr 24, 2024 10:06 AM	Paul Spillers
PADL LLC	X	Apr 18, 2024 4:46 PM	Andres Avello

Addendum #2

Proposal	Confirmed	Confirmed At	Confirmed By
andersons outdoor adventures	X	Apr 24, 2024 10:14 AM	Paul Spillers
PADL LLC	X	Apr 18, 2024 4:46 PM	Andres Avello

Addendum #3

Proposal	Confirmed	Confirmed At	Confirmed By
andersons outdoor adventures	X	Apr 24, 2024 10:14 AM	Paul Spillers
PADL LLC	X	Apr 18, 2024 4:46 PM	Andres Avello

NOTICES ISSUED:

**Notice #1**

Mar 31, 2024 7:53 PM

Sign In Sheet Mandatory Prebid

Attachments:

· [SIS 25-227 Management of Poe Springs Concession](#)

**Notice #2**

May 1, 2024 2:08 PM

BT Receive Only 25-227 Management of Poe Springs Concession

Attachments:

· [BT Receive Only 25-227 Management of Poe Springs Concession](#)

**Notice #3**

May 2, 2024 2:42 PM

Alachua County Procurement announces a public meeting to which all persons are invited to attend an Evaluation Committee Meeting on **Thursday May 23, 2024 at 9:00 am**, to discuss and update of the proposals for competitive solicitation for RFP 25-227 Annual Management of Poe Springs Concession and Kayak/Canoe Rentals (Revenue). The final recommendations will be sent to the Alachua County Board of County Commissioners.

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Topic: Public Notice of Evaluation Committee Meeting for RFP 25-227 Annual Management of Poe Springs Concession and Kayak/Canoe Rentals (Revenue)

Time: Thursday May 23, 2024, at 9:00 am Eastern Time (US and Canada)

Location: Alachua County Administration Building



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3<sup>rd</sup> Floor Conference Room  
12 SE 1<sup>st</sup> Street, Gainesville, FL 32601

Join Virtually Microsoft Teams

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NTg5Zjl1Y2UtZGI4Yy00ZjdjLTkyMGQtOWE3Yzc5ZGMwODg4%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%22c82ab8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTg5Zjl1Y2UtZGI4Yy00ZjdjLTkyMGQtOWE3Yzc5ZGMwODg4%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%22c82ab8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d)

Meeting ID: 229 732 646 086

Passcode: 82y8Zc

Dial-in by phone

+1 469-998-7938,,552370115# United States, Dallas

Phone conference ID: 552 370 115#

These meetings are subject to change and/or cancellation. If you have any questions regarding these meetings, please call 352.384.3090. All persons are advised that, if they decide to contest any decision made at any of these meetings, they will need a record of the proceedings and, for such purpose, they may need to ensure that verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based. If any accommodations are needed for persons with disabilities, please contact the County's Equal Opportunity Office at (352)374-5275 or (TTD) (352)-374-5284.

*Attachments:*

· [PM Notice RFP 25-227 Annual Management of Poe Springs Concession and Kayak Canoe Rentals \(Revenue\) Revised](#)

**Notice #4**

May 29, 2024 10:33 AM

**RECOMMENDATION:**

The board approves the Evaluation Committee's award ranking below for RFP **25-227-MM Annual Management of Poe Springs Concession and Kayak/Canoe Rentals (Revenue)**

- A. Anderson's Outdoor Adventures, LLC
- B. PADL, LLC

Approve the above ranking and authorize staff to negotiate an agreement with the top ranked firm.

The actual RFP award is subject to the appropriate signature authority identified in the Procurement Code.

*Attachments:*

- [Evaluation Committee Public Meeting RFP 25-227-Meeting Recording](#)
- [PM Agenda 25-227-MM Annual Management of Poe Springs Concession and Kayak Canoe Rentals](#)
- [PM Minutes 25-227-MM Annual Management of Poe Springs Concession and Kayak Canoe Rentals](#)
- [ITA Notice RFP 25-227 Annual Management of Poe Springs Concession and Kayak Canoe Rentals](#)

## EVALUATION

### PHASE 1

#### EVALUATORS

Name	Title	Agreement Accepted On
Jamie Bass	Camp Manager	May 14, 2024 3:19 PM
Jason Maurer	Manager	May 6, 2024 12:19 PM
Ed Williams	Capital Projects Coordinator	May 20, 2024 5:22 PM

#### EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Ability and Competency of the Vendor	Points Based	50 (29.4% of Total)

Description:

- A. Did the Vendor provide a brief statement of background, organization, and size?
- B. Does the Vendor have experience with past work of similar scope and budget?  
Has the Vendor recently done this type of work for a state, or local government in the past?
- C. Does the Vendor’s workload and ability satisfy County requirements for this project?
- D. Is any of this work to be subcontracted? If so, what are the abilities of the firm(s) to be subcontracted?

Based on questions above, award points as follows:

- A. 50 - 40 points - Exceptional Experience
- B. 39 - 20 points - Average Experience
- C. 19 - 0 points - Minimal Experience

Criteria	Scoring Method	Weight (Points)
Project Understanding and Approach	Points Based	50 (29.4% of Total)

Description:

Did the proposal indicate a thorough understanding of the project, the scope, and objectives through a concise narrative?  
 Did the Vendor describe the approach to the provision of services as required and the specific work plan to be employed to implement it?  
 Is the appropriate emphasis placed on the various work tasks?  
 Did the Vendor develop a workable approach to the project?

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Does the proposal specifically address the County's needs or is it "generic" in content?

Does the proposal indicate how this project fits into the total workload of the Vendor during the project period?

Based on questions above, award points as follows:

50 - 40 points - Exceptional Experience

39 - 20 points - Average Experience

19 - 0 points - Minimal Experience

Criteria	Scoring Method	Weight (Points)
Ability to meet Project Schedule and Budget Requirements	Points Based	30 (17.6% of Total)

Description:

- A. Did Vendor provide a draft schedule that includes: hours of operation, days of the week open and seasonal closures?
- B. Is the draft schedule reasonable based on quantity of personnel assigned to the operation?
- C. Did the Vendor provide the Manager, and Key Staff's percentage of involvement, tasks and/or hours assigned?
- D. Are the hours assigned to the various team members for each task appropriate?
- E. Is the pricing provided reasonable for the services provided?

Criteria	Scoring Method	Weight (Points)
Proposal Organization	Points Based	10 (5.9% of Total)

Description:

- A. Was proposal organization per the RFP? Did Vendor include a letter of interest?
- B. Was all required paperwork submitted and completed appropriately?
- C. Did the proposal contain an excessive amount of generic boilerplate, resumes, pages per resume, photographs, etc.?

Criteria	Scoring Method	Weight (Points)
Volume of Previous Work (VOW) awarded by the County	Points Based	5 (2.9% of Total)

Description:

Points Provided by Procurement.

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Criteria	Scoring Method	Weight (Points)
Location	Points Based	10 (5.9% of Total)

Description:

Points Provided by Procurement.

Criteria	Scoring Method	Weight (Points)
Small Business Enterprise Participation (SBE)	Points Based	15 (8.8% of Total)

Description:

Points Provided by Procurement.

**AGGREGATE SCORES SUMMARY**

Vendor	Jamie Bass	Jason Maurer	Ed Williams	Total Score (Max Score 170)
andersons outdoor adventures	118	114	98	<b>110</b>
PADL LLC	133	99	74	<b>102</b>

**VENDOR SCORES BY EVALUATION CRITERIA**

Vendor	Ability and Competency of the Vendor Points Based 50 Points (29.4%)	Project Understanding and Approach Points Based 50 Points (29.4%)	Ability to meet Project Schedule and Budget Requirements Points Based 30 Points (17.6%)	Proposal Organization Points Based 10 Points (5.9%)
andersons outdoor adventures	41.7	41.7	19.7	7
PADL LLC	37.7	34.7	23.3	6.3

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Vendor	Volume of Previous Work (VOW) awarded by the County Points Based 5 Points (2.9%)	Location Points Based 10 Points (5.9%)	Small Business Enterprise Participation (SBE) Points Based 15 Points (8.8%)	Total Score (Max Score 170)
andersons outdoor adventures	0	0	0	110
PADL LLC	0	0	0	102