

# REQUEST FOR PROPOSALS



## FOR THE OPERATION AND MAINTENANCE OF FIRST BUFFALO RIVER MARINA

32 Fuhrmann Boulevard  
Buffalo, New York 14203

**RFP RELEASE DATE:** January 16, 2019  
**RFP DEADLINE:** February 7, 2019 at 2pm EDT

### **Addendum #4** – Questions & Answers

Q. Will the Operator be assigned the FirstBuffaloMarina.com domain name?

***A. No. That domain name is owned by the previous operator (Brand On) and can be negotiated for transfer, if desired, by the Designated Operator.***

Q. Will the Lease agreement be provided for review prior to bid?

***A. No.***

Q. Will the terms and conditions of the lease be provided for review prior to bid?

***A. No. Current terms and conditions have been generally outlined within the RFP (mainly in Section VI. Scope of Services), and the final terms of a new agreement will be negotiated with the successful respondent based upon responses received.***

Q. Will the previous lease agreement be provided as an example (with or without redaction)?

***A. No. Current terms and conditions have been generally outlined within the RFP, and the final terms of a new agreement will be negotiated with the successful respondent based upon responses received.***

Q. Will the current slip holder agreements be provided for review prior to bid?  
If not, please provide an example or template of the current slip holder agreement.

***A. No, the slip holder agreements will be made available during the lease agreement negotiations and will be transferred to the Designated Operator. A slip holder agreement/template is currently unavailable and will be provided if made available prior to the proposal deadline.***

Q. What are the current operator expenses?

***A. See attached Exhibit A.***

Q. What are waste mgmt., security, and electrical costs for 2018?

***A. Most recent (2018) costs were: Waste management \$2493 and electrical/gas \$12,928.***

Q. When the RFP refers to using Marine resources to maximize efficiencies, what resources are being referenced?

***A. Resources in reference are the equipment, tools, buildings, grounds etc. that are provided by ECHDC as outlined in the RFP, as well as resources such as staff, equipment, tools, etc. that will be supplemented by Designated Operator.***

Q. Are all marine equipment and facilities in a safe and working order?

***A. Yes, based on current operator's reports and inspections.***

Q. When was last time the marine equipment was serviced or inspected?

***A. Marine equipment is inspected monthly and serviced as needed.***

Q. Will ECHDC be responsible for resolving pre-existing issues with unsafe or non-operational equipment?

***A. No. Please see Section VI. Scope of Services, (i.e. 1. Marina Operation Management and 3. Maintenance and Repair of Facilities and Equipment, as well as Section IX. Operator Due Diligence.***

Q. Will ECHDC be responsible for cleanup after the events stipulated in the RFP?

***A. No. Outer Harbor Management Group will be the responsible entity.***

Q. Will ECHDC be responsible for additional security during events stipulated in the RFP?

***A. No. Outer Harbor Management Group will be the responsible entity.***

Q. Why is insurance required for sale of boats when boat sales are not permitted?

***A. ESD standard conditions applicable to its agreements for services and/or materials will be incorporated into a final agreement with the successful respondent and will stipulate, among other things, the types and amounts of insurance coverages required.***

Q. Why is insurance required for liquor liability, if liquor sales is not permitted?

***A. ESD standard conditions applicable to its agreements for services and/or materials will be incorporated into a final agreement with the successful respondent and will stipulate, among other things, the types and amounts of insurance coverages required.***

Q. Will ECHDC provide assurances that any changes to the configuration or construction on the leased premises will not interfere with or limit the ability to conduct business?

***A. Final terms for the lease will be determined during negotiations and it can be expected that no material changes will occur to the Site for the initial two-year term.***

Q. Is there a limit on winter storage spaces?

***A. Yes, as noted in Section IV. "Site Description", there's space for approximately 300 boats.***

Q. If there is a loss of space due to changes by ECHDC, will the designated operator be compensated?

***A. Final terms for the lease will be determined during negotiations and it can be expected that no changes will occur to the Site for the initial two-year term.***

Q. Did the previous operator/ tenant have an option to renew with ECHDC and chose not to renew, or did their contract term run out?

***A. No, as stated in the RFP, the initial two-year term expires on March 1, 2019.***

Q. What was the compensation for ECHDC received from the previous operator/ tenant?

***A. Base rent of \$37,500 (with 2% yearly escalations) and 20% of gross profit.***

Q. Does ECHDC have an existing inspection list from the previous tenant, with the age and conditions of the docks, equipment, and buildings listed?

**A. Yes, see attached Exhibit B for building and equipment. All new docks were installed in 2012 and reported to be in very good condition. Inspections are performed each fall upon removal with as needed repairs performed prior to installation in the following spring. No material/capital repairs have been performed.**

Q. Have the 2019 season contracts to slip holders been sent out? If so when will the slip income be transferred to the new operator?

**A. Yes. Income transfer will be determined as part of the lease negotiations between ECHDC and the Designated Operator and in conjunction with the current operator.**

Q. If 2019 contracts were sent out what is the designated season start and end date?

**A. May 15<sup>th</sup> – October 15<sup>th</sup>, 2019.**

Q. Does the new operator have the option to change revenue streams, increase or eliminate dry dock slip availability, and adjust dock size availability?

**A. Yes. Any and all information must be submitted with the required operations plan as part of the respondent's bid.**

Q. Can new operator offer wet or dry slip preference to customers who are winter storing with First Buffalo?

**A. Yes. Any and all information must be submitted with the required operations plan as part of the respondent's bid.**

Q. What is required for an all electronic submission or are the hard copies of the bids required?

**A. An electronic response is not acceptable and bids/proposals must be arrive on time with the required number of identified copies.**

# **Exhibit A**

Current Operator 2017 P&L

## Safe Harbor First Buffalo Marina

11/20/18

## Profit &amp; Loss

Accrual Basis

January through December 2017

	Jan - Dec 17
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
customer credit card fees	30.00
Return Check Fee	667.25
Sales	399.91
<b>Service</b>	
Labor	20,599.98
Parts	17,450.68
Service - Other	54,131.72
<b>Total Service</b>	92,182.38
<b>Storage Master Account</b>	
Land Storage master account	
Park & Launch Fees	30,925.00
Winter Storage	-702.00
Land Storage master account - Other	139,775.44
<b>Total Land Storage master account</b>	169,998.44
Slip Income	160,858.75
Storage Master Account - Other	400.00
<b>Total Storage Master Account</b>	331,257.19
<b>Store Sales</b>	3,236.37
<b>Total Income</b>	427,773.10
<b>Cost of Goods Sold</b>	
COGS Parts	16,802.50
COGS store sales	6,749.28
Cost of Goods Sold	72.00
Fuel	1,582.23
<b>Total COGS</b>	25,206.01
<b>Gross Profit</b>	402,567.09
<b>Expense</b>	
Administration Fee	3,967.35
Advertising and Promotion	176.94
Automobile Expense	1,278.99
Bank Service Charges	210.00
Computer and Internet Expenses	12,215.31
Contract labor	18,040.50
Credit Card Fees	2,304.29
Dock Repairs	372.89
Equipment Rental	15,900.06
Insurance Expense	22,781.37
Management Expense	6,017.28
Meals and Entertainment	196.28
Office Supplies	3,786.28
Payroll Expenses	175,037.82
Postage and Delivery	1,020.20
Rent Expense	37,500.00
<b>Repairs and Maintenance</b>	
Equipment repairs	5,147.56
Maintenance supplies	6,218.07
Repairs and Maintenance - Other	16,549.63
<b>Total Repairs and Maintenance</b>	27,915.26

9:47 AM

11/20/18

Accrual Basis

## Safe Harbor First Buffalo Marina

### Profit & Loss

January through December 2017

	Jan - Dec 17
Shop Supplies	827.41
supply	12,393.58
Telephone Expense	2,487.34
Travel Expense	964.77
Utilities	8,682.75
Waste Disposal	2,493.83
Total Expense	356,570.50
Net Ordinary Income	45,996.59
Other Income/Expense	
Other Expense	
Ask My Accountant	150.00
Discount	950.61
Total Other Expense	1,100.61
Net Other Income	-1,100.61
Net Income	44,895.98

# **Exhibit B**

## Building and Equipment Assessment List



*Exhibit B - Marina Equipment & Buildings*

Marina Equipment - ECHDC Property				
Qty.	Equipment	Usage	Condition	Status
1	Hyster Fork Lift (white)	Limited	good	In Service
1	Hyster Boat Lift (yellow)	Full	very good	In Service
1	2013 50 Ton Travel Lift - 8 Straps	Full	very good	In Service
1	1986 25 Ton Travel Lift - 4 Straps	Limited	fair	In Service
1	1972 GMC Crane Truck	Full	fair	In Service
1	1973 Ford Backhoe	Limited	fair	In Service
1	2007 Man Lift	Limited	good	In Service
1	18'x36' Barge (Blue)	Limited	fair	In Service
75	Boat Stands / Asst sizes (Rust Red)	Full	good	In Service
1	Ranger Welder with Trailer	As-needed	good	In Service
1	Craftsman Drill Press	As-needed	very good	In Service
1	Bench Grinder (8")	As-needed	good	In Service
1	MITM Power Washer	Full	poor	Out of Service
1	Simpson Power Washer	Full	very good	In Service
1	Turn Table (8 Shelf)	As-needed	good	In Service
1	Tool Box (12 Drawer) with Asst. Tools	Full	good	In Service
Marina Equipment - Current Operator				
1	Flat Bed Truck- Ford	Full	N/A	N/A
1	Mower	Full	N/A	N/A
3	Golf Cart	Full	N/A	N/A
1	Rider Mower	Full	N/A	N/A
1	60 Gal Compressor	Shop	N/A	N/A
1	Weed wacker	Shop	N/A	N/A
1	Leaf Blower Vac	Shop	N/A	N/A
1	Battery Charger	Shop	N/A	N/A
1	Power Washer (Simpson New 2018)	Shop	N/A	N/A
180	180 Boat Stands- Asst Sizes	Yard	N/A	N/A
2	Office Desks- Gray/Cherry Top	Office	N/A	N/A
2	File Cabinets- Gray/Cream	Office	N/A	N/A
1	Storage Cabinet- Double Door-	Office	N/A	N/A
1	Safe -Red	Office	N/A	N/A
2	Glass Display Cases	Office	N/A	N/A
1	Refrigerator	Office	N/A	N/A
1	Stove	Office	N/A	N/A
1	Security 16 Camera System	Office	N/A	N/A
1	Acsees Security Computer system	Office	N/A	N/A
2	Admin Computers	Office	N/A	N/A
1	4 Phone ATT Phone /Intercom System	Office	N/A	N/A
2	4 Shelf Display Racks	Office	N/A	N/A
1	Copy Machine	Office	N/A	N/A
1	Computer-	Shop	N/A	N/A

1	Copy Machine	Shop	N/A	N/A
1	4 Shelf Parts Rack	Shop	N/A	N/A
1	Wooden Desk	Shop	N/A	N/A
1	4 Drawer File cabinet -Gray	Shop	N/A	N/A
	Asst. Hand Landscape Tools -	Shop	N/A	N/A
1	900 Gal Diesel Full Tank (Lease)	Yard	N/A	N/A
<b>Marina Property</b>				
<b>Qty.</b>	<b>Building/Section</b>	<b>Year Built</b>	<b>Size (Sq.Ft.)</b>	<b>Condition</b>
1	Administration	2005	2000	Very Good
1	Restrooms/showers	2005	1200	Very Good
1	Service Garage	2005	1000	Very Good
1	Detached Garage	Unk	800	Fair