



GALVESTON
★ ISLAND ★
Park Board of Trustees

AVAILABLE AREAS FOR PROPOSALS

Date: October 13, 2022

This document is subject to change without notice.

Contact: Galveston Park Board of Trustees Parks Department
concessionaires@galvestonparkboard.org or 409-797-5172

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1. Introduction

- A. Overview: The Park Board of Trustees of the City of Galveston (Park Board) is accepting proposals with the intent of awarding agreements for the 2023 season for selected concessionaires to provide goods and services at the parks and beaches managed by the Park Board. The Park Board holds agreements with small business owners, entrepreneurs and minority owned businesses to provide goods and services to island residents and more than 7 million tourists who visit Galveston Island each year.
- B. Business Opportunities: See Appendix A
- C. Questions: All questions related to requirements or processes must be submitted in writing via email to the Parks Department. Contact information provided in section 2.
- D. Park Board General Information: To learn more about the Park Board, visit www.galvestonparkboard.org.
- E. Concessionaire Partner Program: To learn more about the Park Board Concessionaire Partner Program, visit www.galvestonparkboard.org/171/concessionaires.

2. Contact Information

Mailing Address: Galveston Park Board of Trustees, Parks Department, 601 Tremont Street, Suite 200, Galveston, Texas 77550

Email Address: concessionaires@galvestonparkboard.org

Phone Number: (409) 797-5000

3. General Information

- A. The Park Board adheres to the Texas Public Information Act (Texas Government Code Chapter 552.001, et seq.) and other governing regulations regarding the disclosure of information. In no event shall the Park Board be liable for disclosure of such information by the Park Board in response to a request.
- B. The Park Board manages the beach concessionaire program according to City of Galveston municipal code; specifically [Chapter 8 - Beaches and Waterways](#).
- C. Concessionaire partners are expected to comply with all applicable City, County, State and Federal laws. Concessionaire partners are responsible to identify which laws are applicable to their business.

4. Proposal Submittal Requirements

- A. Submittal Packet – How to submit: All proposals must be submitted electronically. No proposal will be accepted by mail or hand delivery. Proposals submitted by mail or hand delivery will be marked non-responsive. Proposals shall be submitted via email to cessionaires@galvestonparkboard.org.
- B. Submittal Packet – Required Contents: All items in this proposal are considered part of the proposal package. Submittals must include the package in its entirety; signed in the appropriate places by an authorized representative of the company with an original signature. Proposals not including all the aforementioned will be considered non-responsive.
- C. Submittal Deadline: It is the proposer’s responsibility to have the proposal documents, including addenda, correctly submitted by any forthcoming deadline. No extensions will be granted, and no late items will be accepted.
- D. Alterations or Withdrawals of Proposal Document: Any submitted proposal may be withdrawn, or a revised proposal may be substituted prior to the deadline. Proposal documents cannot be altered, amended or withdrawn after the deadline.
- E. Proposal Document Format: The submittal must be written in pen or typed; signatures must be signed in pen, or a digital signature. Anything written in pencil will not be accepted. Mistakes can be crossed out and corrections inserted and initialed by the individual signing the proposal.
- F. Questions and Responses: Questions regarding proposals must be addressed to the Parks Department and emailed to cessionaires@galvestonparkboard.org.
- G. Validity Period: Any proposal document shall constitute an irrevocable proposal to provide the goods and services per the proposal. Such proposal shall be irrevocable until the earlier of the expiration of ninety (90) days from the submittal, or until a contract has been awarded by the Park Board.

5. Proposal Evaluation and Agreement Award

- A. Proposal Review Process: The Park Board will evaluate all proposals. A variety of factors may be used in the evaluation of the submitted proposals. The Park Board may, at its option, initiate discussions with or accept proposal revisions. Discussions may not be initiated by proposers. Any attempt by proposer to deviate from the items brought forth by the Park Board or attempt to initiate contact with the Park Board during the evaluation process shall be grounds for disqualification. The Park Board reserves the right to determine which proposal provides the best value and offerings, and which will be in the best interest of the Park Board.
- B. Completeness: If the proposal is incomplete or otherwise fails to conform to the requirements, the Park Board will determine whether the variance is so significant as to render the proposal non-responsive.

- C. Ambiguity: Any ambiguity in the proposal as a result of omission, error, lack of clarity or non-compliance with specifications, instructions and all conditions shall be construed in the favor of the Park Board.
- D. Additional Information: The Park Board may request any other information necessary to determine proposer's ability to meet the minimum standards required.
- E. Partial Agreement Award: The Park Board reserves the right to award one agreement for some or all the items proposed, or award multiple agreements to different concessionaires, or to reject any and all proposals and re-solicit for proposals, as deemed to be in the best interest of the Park Board.
- G. No Commitment: The Request for Proposal does not commit the Park Board to award any costs or pay any costs, or to award any agreement, or to pay any costs associated with or incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

Appendix A

Business Opportunities

1. Project Title: 2023 Parks and Beaches Concessionaire Partner Program

2. Introduction

The Galveston Park Board of Trustees (Park Board) is seeking proposals from qualified concessionaires to operate and manage concession services at various [park and beach locations](#) operated by the Park Board in the City of Galveston. These locations are:

- Dellanera RV Park
- East End Lagoon Nature Preserve
- R.A. Apffel Beach Park (East Beach Park)
- Seawolf Park (on Pelican Island)
- Stewart Beach Park

The Park Board enters into agreements with small business owners, entrepreneurs and minority owned businesses to provide convenience and enhance the enjoyment of all beachgoers, residents and more than 7 million annual guests who visit Galveston Island.

More information regarding the Park Board is available at galvestonparkboard.org.

3. Submittal Instructions

Proposal submittals must be emailed to: concessionaires@galvestonparkboard.org. Electronic submittals must include the information below. Failure to follow the instructions may result in the disqualification of the submittal.

Proposals must be submitted in the following order:

- a. Application for the Concessionaire Partner Program
- b. Concessionaire Business Proposal – one proposal per type of operation, per Area. Concessionaires who propose operations in multiple Areas or multiple types of operations must submit a separate proposal and application fee for each.
- c. [Internal Revenue Service Form W-9](#)
- d. [State of Texas Sales and Use Tax Permit](#) naming the City of Galveston as the local municipality
- e. Copy of owner’s government identification. DO NOT INCLUDE SOCIAL SECURITY NUMBER.

Each proposal will be assessed a \$500.00 processing fee; received no later than the submittal date. The fee must be submitted as a bank check for \$500.00 made payable to: Galveston Park Board of Trustees. Place a note in the “memo” or “note” field with the name of business.

Mail or deliver the check to:

Galveston Park Board of Trustees
ATTN: Concessionaire Proposal & Application for 2023
601 Tremont Street, Suite 200
Galveston, TX 77550

Checks that are not received by the submittal date may result in the submittal being considered non-responsive. Declined proposals will receive a refund of \$250.00.

4. Proposal Evaluations

Any and all agreements arising out of proposals submitted hereunder (including any negotiations that follow) will not be binding on the Park Board, its officers, employees, or agents unless set forth in a Concession Agreement fully executed by the Chief Executive Officer of the Park Board.

A review team will evaluate each responsive proposal submitted to the Park Board according to the following process:

- 1) Determine whether the proposal conforms to the minimum qualification requirements for evaluation. Those proposals failing to meet minimum requirements, including completeness, format, payment and content, will be rejected without further evaluation.
- 2) Proposals not rejected will be submitted to the review team and, by established procedure, may be reviewed by the Parks and Amenities Committee, for evaluation according to the criteria listed below. The proposal evaluation criteria have been established to ascertain which concessionaire will provide the best overall mix of products, service, choice and quality to Parks guests.

Proposals may be recommended to the Board of Trustees based on the following criteria:

- Meets minimum qualifications and followed all submittal instructions
- Quality of business operations, including, but not limited to, inventory, equipment, employee training, maintenance plan, safety record
- Previous attractions, business, sales or operations experience
- Promotional or capital improvement incentives offered
- Ability to obtain startup capital, if needed
- Uniqueness and desire of goods, products and/or services
- Consideration of eco-friendly practices and supplies
- Anticipated annual gross sales figures
- Any other factors in the proposals deemed relevant

5. Approval of Proposals

Proposals which are recommended to the Board of Trustees by the review team and/or Parks and Amenities Committee, must also be approved by the Board of Trustees. An approval by the Board of Trustees does not constitute approval to operate. If the Board of Trustees approves the proposal, then the concessionaire will be required to submit further documentation before an agreement is offered.

Any selected concessionaire will be required to operate in accordance with the terms and conditions as per a fully executed agreement with the Park Board. Information in this document or any documents supporting this document does not reflect all terms and conditions which will be present in the agreement.

Only after an agreement is fully executed with the authorized signature of the Chief Executive Officer of the Park Board, may a concessionaire commence operations in accordance with the agreement.

These dates rely on timely submittal of all required applicable signatures, payments and documentation. Concessionaires who do not submit documentation by any deadlines set forth may be subject to a delay of operation or revocation of the offer of an agreement.

6. Standards of Operation

Concession operations are a key component to the overall quality of the beach experience in Galveston.

Concessionaire partners are required to satisfy the Standards of Operation and to strive for the Standards of Excellence as set forth in the Concessionaire Partner Program Overview. The Park Board has the right of entry to inspect and audit all concessionaire operations.

These standards include:

- Safety
- Guest Service Excellence
- Quality
- Preparedness
- Professionalism
- Litter Control
- Signage
- Hours of Operation
- Marketing & Communications
- Environmental Stewardship
- Special Events & Programs Collaboration

7. Applicable Ordinances

The Galveston Park Board manages and operates six parks on Galveston Island which are City of Galveston assets. All concessionaires must comply with all federal, state and local applicable regulations, including City of Galveston ordinances. For more information read [Chapter 8: Beaches and Waterways](#) and [Chapter 19: Licenses, Permits and Business Regulations](#) of the city municipal code.

8. Concessionaire Payments

Each location has a corresponding administrative fee to be paid by the concessionaire before a fully executed agreement will be released and before any operation may commence.

AREA OF OPERATION	ADMINISTRATIVE FEE
Area – R.A. Apffel Beach Park	\$ 10,000.00
Area – Stewart Beach Park	\$ 10,000.00
Area - Dellanera RV Park	\$ 5,000.00
Area - Seawolf Park	\$ 5,000.00
Area - East End Lagoon	\$ 5,000.00

PERCENTAGE OF GROSS SALES

In addition to annual administration fees, concessionaires will pay a percentage of gross sales, not to include required sales tax. Sales tax is the responsibility of the concessionaire to remit to the appropriate agency.

Sales up to \$20,000.00	5%
Sales from \$20,000.00 to \$50,000.00	10%
Sales over \$50,000.00	15%

The payments above do not include any additional rates for rental of storage, parking or pavilion space, or cost of utilities which may be supplied by the Park at the discretion of the Park Board. Concessionaires are expected to plan for and supply their own storage, parking and utilities. Except for businesses specifically operating for guest service delivery inside a pavilion or other unit, concessionaires will not have use for office space, operations, utilities or storage unless otherwise specified in their agreement(s).

9. Business Opportunities

The following operations at the following locations are accepting proposals. Concessionaires are expected to provide consistent services for beachgoers, especially during peak seasons, holidays and special events.

Dellanera RV Park

Operating Hours: No earlier than 9 a.m.; no later than 7 p.m.

- Umbrella and Chair Rental – No available opportunities
- Surf Camp
There are multiple city ordinances relating to Surf Camps. Please see #8 above, “Applicable Ordinances”.
- Specialty Services (hair braiding, henna tattoos, caricature art, face paint, name jewelry, etc.)
- Experience/Attraction (zumba, zipline, trampoline, rock climbing wall, etc.)
- Watercraft Rental (Jet skis, stand up paddle boards, boogie boards, kayak, parasail, tow rides, etc.)
There are multiple ordinances related to motorized watercraft. Please see #8 above, “Applicable Ordinances”.
- Mobile Food Unit/Food Truck
There are multiple ordinances relating to Food Service. Please see #8 above, “Applicable Ordinances”.

Stewart Beach Park

Operating Hours: No earlier than 9 a.m.; no later than 7 p.m.

- Umbrella and Chair Rental – No available opportunities
- Specialty Services (hair braiding, henna tattoos, caricature art, face paint, name jewelry, etc.)
- Bait Camp (permits per Texas Parks & Wildlife Department required)
- Non-Motorized Watercraft Rental (Stand up paddle boards, boogie boards, kayak, surf boards, etc.)
- Retail: Beach Supplies/Sundries/Souvenirs
- Mobile Food Unit/Food Truck
There are multiple ordinances relating to Food Service. Please see #8 above, “Applicable Ordinances”.

R.A. Appfel Beach Park (East Beach Park)

Operating Hours: No earlier than 9 a.m.; no later than 7 p.m.

- Umbrella and Chair Rental – No available opportunities
- Specialty Services (hair braiding, henna tattoos, caricature art, face paint, name jewelry, etc.)

- Experience/Attraction (zumba, zipline, trampoline, rock climbing wall, etc.)
- Bait Camp (permits per Texas Parks & Wildlife Department required)
- Non-Motorized Watercraft Rental (Stand up paddle boards, boogie boards, kayak, surf boards, etc.)

Seawolf Park on Pelican Island

Operating Hours: No earlier than 7 a.m.; no later than 7 p.m.

- Specialty Services (hair braiding, henna tattoos, caricature art, face paint, name jewelry, etc.)
- Experience/Attraction (zumba, zipline, trampoline, rock climbing wall, etc.)
- Bait Camp (permits per Texas Parks & Wildlife Department required)
- Non-Motorized Watercraft Rental (Stand up paddle boards and kayaks)
- Retail: Beach Supplies/Sundries/Souvenirs
- Frozen Treats
There are multiple ordinances relating to Food Service. Please see #9 above, "Applicable Ordinances".
- Mobile Food Unit/Food Truck
There are multiple ordinances relating to Food Service. Please see #9 above, "Applicable Ordinances".

East End Lagoon Nature Preserve

Operating Hours: No earlier than 7 a.m.; no later than 7 p.m.

- Bait Camp (permits per Texas Parks & Wildlife Department required)
- Non-Motorized Watercraft Rental (Stand up paddle boards and kayaks)
- Frozen Treats
There are multiple ordinances relating to Food Service. Please see #9 above, "Applicable Ordinances".
- Mobile Food Unit/Food Truck
There are multiple ordinances relating to Food Service. Please see #9 above, "Applicable Ordinances".