



## State of Delaware

### PUBLIC RECREATIONAL EQUESTRIAN PROGRAM AT BELLEVUE STATE PARK

#### Request for Proposal

Contract No. NAT17003\_EQUESTRIAN BELLEVUE

*April 4, 2017*

**- Deadline to Respond -**  
**Thursday, June 8, 2017**  
**1:00 PM (Local Time)**

STATE OF DELAWARE  
Department of Natural Resources and Environmental Control  
Division of Parks and Recreation

**CONTRACT NO. NAT17003\_EQUESTRIAN BELLEVUE**

ALL VENDORS:

The enclosed packet contains a "REQUEST FOR PROPOSAL" for PUBLIC RECREATIONAL EQUESTRIAN PROGRAM AT BELLEVUE STATE PARK. The proposal consists of the following:

- I. Introduction
- II. Scope of Work
- III. Format For Proposal
- IV. Proposal Evaluation Procedures
- V. Mandatory Pre-Bid Meeting and Site Visit
- VI. Definitions and General Provisions
- VII. Proposal Reply Section
  - a. Attachment 1 – No Proposal Reply Form
  - b. Attachment 2 – Non-Collusion Statement
  - c. Attachment 3 – Exceptions
  - d. Attachment 4 – Company Profile and Capabilities
  - e. Attachment 5 – Confidentiality and Proprietary Information
  - f. Attachment 6 – Business References
  - g. Attachment 7 – Subcontractor Information Form
  - h. Attachment 8 – Monthly Usage Report
  - i. Attachment 9 – Subcontracting (2<sup>nd</sup> tier spend) Report
  - j. Attachment 10 – Office of Supplier Diversity Certification Application
  - k. Attachment 11 – Bond Form
  - l. Attachment 12 – Proposal Reply Requirements
  - m. Appendix A – Scope of Work details
  - n. Appendix B – Pricing Form(s) and Instructions (if applicable)
  - o. Appendix C – Specifications and Additional Information
  - p. Appendix D – Equestrian Operation Photos

In order for your proposal to be considered, the Proposal Reply Section shall be executed completely and correctly and returned in a sealed envelope **clearly displaying the contract number and vendor name** by **Thursday, June 8, 2017 at 1:00 PM** (Local Time) to be considered.

**Proposals must be mailed to:**

State of Delaware/DNREC  
Division of Parks and Recreation  
Office of Business Services/ Contract NAT17003\_EQUESTRIAN BELLEVUE  
89 Kings Highway  
Dover, DE 19901

Please review and follow the information and instructions contained in the General Provisions and this Request for Proposal (RFP). Should you need additional information, please call Rebecca Lovin at 302-739-9206 or email [rebecca.lovin@state.de.us](mailto:rebecca.lovin@state.de.us).

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**I. INTRODUCTION**

**A. PURPOSE**

The State of Delaware provides certain facilities for the use and benefit of the public in areas under the administration of the Department of Natural Resources and Environmental Control, Division of Parks and Recreation (the “**Division**”) and desires to provide a Public Recreational Equestrian Program at Bellevue State Park for the convenience, benefit and recreational use and enjoyment by the general public.

The purpose of this Request for Proposal is to obtain sealed proposals from a Vendor capable of satisfying the Division requirements for a Public Recreational Equestrian Program at Bellevue State Park.

It is the goal of this Request for Proposal to identify a Vendor who (i) meets park requirements and the business and legal criteria set forth herein; (ii) is capable of executing a Contract within the timeline provided; and (iii) can deliver the Public Recreational Equestrian Program within the Park as stated in Vendor’s submitted proposal.

**1. COMPETITIVE SEALED PROPOSAL**

It has been determined by Division of Parks and Recreation, pursuant to **Delaware Code Title 29, Chapter 6924 (a)** that this solicitation be offered as a request for competitive sealed proposals because the use of competitive sealed bidding is not practical and/or not in the best interest of the State. The use of competitive sealed proposals is necessary to:

- Use a contract other than a fixed-price type; or
- Conduct oral or written discussions with vendors concerning technical and price aspects of their proposals; or
- Afford vendors an opportunity to revise their proposals through best and final offers; or
- Compare the different price, quality and contractual factors of the proposals submitted; or
- Award a contract in which price is not the determining factor.

**2. CONTRACT REQUIREMENTS**

This contract may be issued to procure Public Recreational Equestrian Program at Bellevue State Park.

**3. AGENCY USE CONTRACT**

Pursuant to 29 Del. C. [§6904](#)(e) respectively, if no state contract exists for a certain good or service, covered agencies may procure that certain good or service under another agency's contract so long as the arrangement is agreeable to all parties. Agencies, other than covered agencies, may also procure such goods or services under another agency's contract when the arrangement is agreeable to all parties.

**4. POTENTIAL CONTRACT OVERLAP**

Vendors shall be advised that the State, at its sole discretion, shall retain the right to solicit for goods and/or services as required by its agencies and as it serves the best interest of the State. As needs are identified, there may exist instances where contract deliverables, and/or goods or services to be solicited and subsequently awarded, overlap previous awards. The State reserves the right to reject any or all bids in whole or in part, to make partial awards, to award to multiple

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vendors during the same period, to award by types, on a zone-by-zone basis or on an item-by-item or lump sum basis item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

**5. CONTRACT PERIOD**

Each Vendor’s Contract shall be valid for **five (5) years from January 1, 2018 to December 31, 2022**. The contract **may be renewed for one (1) five (5) year period** through negotiation between the Vendor and Division of Parks and Recreation. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

The State reserves the right to extend this Contract on a month-to-month basis for a period of up to three months after the term of the full Contract has been completed. In the event of an extended procurement effort and the Contract’s available renewal options have been exhausted, Division of Parks and Recreation reserves the right to extend the Contract. If exercised, the extension shall be for a reasonable period of time as mutually agreed to by the Division and Vendor at the same terms, conditions, provisions, and pricing in order to complete the procurement process and to transition to the new Contract.

**B. KEY RFP DATES/MILESTONES**

The following dates and milestones apply to this RFP and subsequent contract award. Vendors are advised that these dates and milestones are not absolute and may change due to unplanned events during the bid proposal and award process.

Activity	Due Date
RFP Availability to Vendors	<b>Tuesday, April 4, 2017</b>
Site Visit	<b>Monday, April 24, 2017, 1:30 p.m. to 2:30 p.m. local</b>
Written Questions Due No Later Than (NLT)	<b>Thursday, May 11, 2017</b>
Written Answers Due/Posted to Website NLT	<b>Thursday, May 18, 2017</b>
Proposals Due NLT	<b>Thursday, June 8, 2017, 1:00 p.m. local</b>
Public Proposal Opening	<b>Thursday, June 8, 2017, 1:00 p.m. local</b>
Contract Award	Will occur within 90 days of bid opening

**C. INQUIRIES & QUESTIONS**

We welcome your interest in working with us, and we will be pleased to answer any questions you may have in formulating your response to this Request for Proposal.

All questions with regard to the interpretation of this solicitation, drawings, or specifications, or any other aspect of this RFP must be received in writing by **Thursday, May 11, 2017**. All questions will be answered in writing by **Thursday, May 18, 2017** and posted on <http://bids.delaware.gov/> website. All questions must make specific reference to the section(s) and page numbers from this RFP where applicable. Oral explanations or instructions will not be binding.

**D. RFP DESIGNATED CONTACT**

All requests, questions, or other communications about this RFP shall be made in writing to the State of Delaware. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or

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recognized as valid and may disqualify the vendor. Vendors should rely only on written statements issued by the RFP designated contact.

**Delaware Department of Natural Resources and Environmental Control**  
**Division of Parks and Recreation**  
**89 Kings Highway**  
**Dover, DE 19901**  
**Attn: Rebecca Lovin**  
**Email: [rebecca.lovin@state.de.us](mailto:rebecca.lovin@state.de.us)**

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

**E. CONTACT WITH STATE EMPLOYEE**

Direct contact with State of Delaware employees other than the State of Delaware Designated Contact regarding this RFP is expressly prohibited without prior consent. Vendors directly contacting State of Delaware employees risk elimination of their proposal from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.

**II. SCOPE OF WORK**

**A. OVERVIEW**

The Vendor(s) shall provide all equipment, materials and labor to supplement the State of Delaware's need for a Public Recreational Equestrian Program at Bellevue State Park as described herein. The contract will require the Vendor(s) to cooperate with the ordering agency to insure the State receives the most current state-of-the-art material and/or services.

**B. BACKGROUND**

The Division is seeking to bid out a Public Recreational Equestrian Program and in doing so will select the most qualified and competent vendor to manage and operate the services stated herein.

**C. STATEMENT OF NEEDS**

Vendor shall furnish all labor, personnel, equipment and supplies necessary to operate a Public Recreational Equestrian Program per the terms and conditions as described herein. The Division of Parks and Recreation is interested in procuring services with an emphasis on excellent customer service, operations/management knowledge and capabilities in providing Public Recreational Equestrian Program Services in accordance with the specifications listed herein.

The Division would consider capital investments and improvements in the Equestrian Center at Bellevue State Park. The Vendor(s) shall include in their proposal any ideas or concepts for development, restoration, rehabilitation, preservation and reconstruction, including, but not limited to, capital investment, timeline for delivery of project work, projected costs and any other related items incidental to the Equestrian Center.

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The State reserves the right to enter into a contract for longer periods, not to exceed twenty-five (25) years if the awarded Vendor provides capital improvements and offerings that require longer timelines for return on investment. The State shall be the sole determining authority for a contract that shall exceed the contract period stated above.

**D. DETAILED REQUIREMENTS**

**The technical requirements of this RFP are stated in Appendix A. Vendors must provide pricing for the items listed in the Excel Spreadsheet, Appendix B.**

**III. FORMAT FOR PROPOSAL**

**A. INTRODUCTION**

This section prescribes the mandatory format for the presentation of a proposal in response to this RFP. Each Vendor must provide every component listed in the order shown in this RFP, using the format prescribed for each component. A proposal may be rejected if it is incomplete or conditional.

**B. PROPOSAL RESPONSE**

The Request for Proposal may contain pre-printed forms for use by the vendor in submitting its proposal. The forms required by this solicitation shall be considered mandatory, prevailing documents.

When preprinted forms are used, the forms shall contain basic information such as description of the item and the estimated quantities and shall have blank spaces for use by the vendor for entering information such as unit bid price, total bid price, as applicable.

The Vendor's proposal shall be written in ink or typewritten on the form provided, and any corrections or erasures MUST be initialed by vendor's representative completing the bid submission.

If items are listed with a zero quantity, Vendor shall state unit price ONLY (intended for open end purchases where estimated requirements are not known). The proposal shall show a total bid price for each item bid and the total bid price of the proposal excluding zero quantity items.

Vendors' proposal must respond to each and every requirement outlined in the RFP criteria in order to be considered responsive. Proposals must be clear and concise.

**C. NON-CONFORMING PROPOSALS**

Non-conforming proposals will not be considered. Non-conforming proposals are defined as those that do not meet the requirements of this RFP. The determination of whether an RFP requirement is substantive or a mere formality shall reside solely within the State of Delaware.

**D. CONCISE PROPOSALS**

The State of Delaware discourages overly lengthy and costly proposals. It is the desire that proposals be prepared in a straightforward and concise manner. Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and effective proposal are not desired. The State of Delaware's interest is in the quality and responsiveness of the proposal.

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**E. COVER LETTER**

Each proposal will have a cover letter on the letterhead of the company or organization submitting the proposal. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFP. The cover letter shall be signed by a representative who has the legal capacity to enter the organization into a formal contract with Division of Parks and Recreation.

**F. TABLE OF CONTENTS**

Each proposal must include a Table of Contents with page numbers for each of the required components of the proposal.

**G. DESCRIPTION OF SERVICES AND QUALIFICATIONS**

Each proposal must contain a detailed description of how the Vendor will provide the goods and services outlined in this RFP. This part of the proposal may also include descriptions of any enhancements or additional services or qualifications the Vendor will provide that are not mentioned in this RFP.

**H. DISCOUNT**

Discounts should be computed and incorporated into unit bid price(s) for services offered.

**I. SAMPLES OR BROCHURES**

Samples or brochures may be required by the agency for evaluation purposes. They shall be such as to permit the Agency to compare and determine if the item offered complies with the intent of the specifications.

**J. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS**

By submitting a bid, each Vendor shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms, schedules and exhibits hereto, and has fully informed itself as to all existing conditions and limitations.

**K. BID BOND REQUIREMENT**

**The Bid Bond requirement has been waived.**

**L. PERFORMANCE BOND REQUIREMENT**

The Vendor Awarded a Contract is required to furnish a one-hundred percent (100 %) Performance Bond in accordance with Delaware Code Title 29, Section [6927](#), to the State of Delaware for the benefit of the Division of Parks and Recreation with Surety **in the amount of \$40,000.00**. Said bonds shall be conditioned upon the faithful performance of the Contract. This guarantee shall be submitted in the form of good and sufficient bond drawn upon an insurance or bonding company authorized to do business in the State of Delaware. The bond form (Attachment 11) must be filled out accurately and completely.

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**M. NUMBER OF COPIES WITH MAILING OF PROPOSAL**

To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with **four (4)** paper copies and **two (2)** electronic copies on CD or DVD media disk. One of the copies shall be marked "Master Copy" and will contain original signatures in all locations requiring a vendor signature. The remaining copies do not require original signatures. **CD or DVD media disk must also contain the completed Appendix B Excel sheets, in Excel format.**

All properly sealed and marked proposals are to be sent to the State of Delaware and received **no later than 1:00 PM (Local Time) on Thursday, June 8, 2017.** The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

State of Delaware/DNREC  
Division of Parks and Recreation  
Office of Business Services/ Contract NAT17003\_EQUESTRIAN BELLEVUE  
89 Kings Highway  
Dover, DE 19901

Any proposal submitted by US Mail shall be sent by either certified or registered mail. Any proposal received after the date and time deadline referenced above shall not be considered and shall be returned unopened. The proposing vendor bears the risk of delays in delivery. The contents of any proposal shall not be disclosed as to be made available to competing entities during the negotiation process.

Upon receipt of vendor proposals, each vendor shall be presumed to be thoroughly familiar with all specifications and requirements of this RFP. The failure or omission to examine any form, instrument or document shall in no way relieve vendors from any obligation in respect to this RFP.

The State reserves the right to award the proposed contract to multiple Vendors if the Head of the Agency determines that such an award is in the best interest of the State.

**N. PROPOSAL EXPIRATION DATE**

Prices quoted in the proposal shall remain fixed and binding on the bidder at least through **October 8, 2017.** Delaware reserves the right to ask for an extension of time if needed.

**O. WITHDRAWAL OF PROPOSALS**

A Vendor may withdraw its proposal unopened after it has been deposited, if such a request is made prior to the time set for the opening of the proposal.

**P. PROPOSAL MODIFICATIONS**

Any changes, amendments or modifications to a submitted proposal requires that the original proposal be withdrawn, **prior** to the time set for the submission of the proposal, and a new proposal submitted **prior** to the deadline for submission of proposals.

Changes, amendments or modifications to proposals shall not be accepted or considered after the hour and date specified as the deadline for submission of proposals.

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**Q. LATE PROPOSALS**

Proposals received after the specified date and time will not be accepted or considered. To guard against premature opening, sealed proposals shall be submitted, plainly marked with the proposal title, vendor name, and time and date of the proposal opening. Evaluation of the proposals is expected to begin shortly after the proposal due date. To document compliance with the deadline, the proposal will be date and time stamped upon receipt.

**R. ADDENDA TO THE REQUEST FOR PROPOSAL (RFP)**

If it becomes necessary to revise any part of this RFP, revisions will be posted at <http://bids.delaware.gov/> . By submitting an offer to the State, vendors have acknowledged receipt, understanding and commitment to comply with all materials, revisions, and addenda related to the Request for Proposal.

**S. INCURRED EXPENSES**

The State will not be responsible for any expenses incurred by the vendor in preparing and submitting a proposal.

**T. ECONOMY OF PREPARATION**

Proposals should be prepared simply and economically, providing a straight-forward, concise description of the Vendor's offer to meet the requirements of the RFP.

**U. DISCREPANCIES AND OMISSIONS**

Vendor is fully responsible for the completeness and accuracy of their proposal, and for examining this RFP and all addenda. Failure to do so will be at the sole risk of vendor. Should vendor find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this RFP, vendor shall notify the State of Delaware's Designated Contact, in writing, of such findings at least ten (10) days before the proposal opening. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective proposal and exposure of vendor's proposal upon which award could not be made. All unresolved issues should be addressed in the proposal.

Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Designated Contact, in writing, no later than ten (10) calendar days prior to the time set for opening of the proposals.

**V. EXCEPTIONS**

Bidders may elect to take **minor exception** to the terms and conditions of this RFP by completing Attachment 3. Government Support Services shall evaluate each exception according to the intent of the terms and conditions contained herein, but Government Support Services must reject exceptions that do not conform to State bid law and/or create inequality in the treatment of bidders. Exceptions shall be considered only if they are submitted with the bid or before the date and time of the bid opening.

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**Exceptions must be submitted utilizing Attachment 3 to be considered.** Exceptions listed elsewhere in the Vendor's proposal will not be considered. Division of Parks and Recreation maintains sole discretion to reject any vendor exceptions that are submitted.

**W. BUSINESS REFERENCES**

Business references are to be provided via Attachment 6.

**X. DOCUMENT(S) EXECUTION**

All vendors must complete and submit with its proposal the non-collusion statement that is enclosed with this Request for Proposal labeled as Attachment 2. The awarded vendor(s) will be presented with the contract form for signature and seal, if appropriate. Both of these documents shall be executed by a representative who has the legal capacity to enter the organization into a formal contract with Division of Parks and Recreation.

The State of Delaware requires completion of the [Delaware Substitute Form W-9](#) to make payments to vendors. Successful completion of this form enables the creation of a State of Delaware vendor record. The Taxpayer ID (SSN or EIN) and Applicant (vendor) name are submitted to the Internal Revenue Service for "matching." If the Taxpayer ID and name do not match, the vendor record cannot be approved.

It is the applicant's responsibility to select the appropriate 1099 Withholding Type and Class. If incorporated, a business is not subject to 1099 reporting unless the business is providing legal or medical services.

Any questions about completing this form or specific comments about a form that you have submitted, please contact vendor services by phone at 302-672-5000.

**Y. SUBCONTRACTS**

Subcontracting is permitted under this RFP and contract. However, every subcontractor shall be identified in the Proposal using Attachment 7.

**Z. CONFIDENTIALITY**

Subject to applicable law or the order of a court of competent jurisdiction to the contrary, all documents submitted as part of the vendor's proposal will be treated as confidential during the evaluation process. As such, vendor proposals will not be available for review by anyone other than the State of Delaware/Proposal Evaluation Team or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract unless such disclosure is required by law or by order of a court of competent jurisdiction.

The State of Delaware and its constituent agencies are required to comply with the State of Delaware Freedom of Information Act, [29 Del. C. § 10001, et seq. \("FOIA"\)](#). FOIA requires that the State of Delaware's records are public records (unless otherwise declared by FOIA or other law to be exempt from disclosure) and are subject to inspection and copying by any person upon a written request. Once a proposal is received by the State of Delaware and a decision on contract award is made, the content of selected and non-selected vendor proposals will likely become subject to FOIA's public disclosure obligations.

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The State of Delaware wishes to create a business-friendly environment and procurement process. As such, the State respects the vendor community's desire to protect its intellectual property, trade secrets, and confidential business information (collectively referred to herein as "confidential business information"). Proposals must contain sufficient information to be evaluated. If a vendor feels that they cannot submit their proposal without including confidential business information, they must adhere to the following procedure or their proposal may be deemed unresponsive, may not be recommended for selection, and any applicable protection for the vendor's confidential business information may be lost.

In order to allow the State to assess its ability to protect a vendor's confidential business information, vendors will be permitted to designate appropriate portions of their proposal as confidential business information.

Vendor(s) may submit portions of a proposal considered to be confidential business information in a separate, sealed envelope labeled "Confidential Business Information" and include the specific RFP number. The envelope must contain a letter from the Vendor's legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not "public record" as defined by 29 Del. C. § 10002, and briefly stating the reasons that each document meets the said definitions.

Upon receipt of a proposal accompanied by such a separate, sealed envelope, the State of Delaware will open the envelope to determine whether the procedure described above has been followed. A vendor's allegation as to its confidential business information shall not be binding on the State. The State shall independently determine the validity of any vendor designation as set forth in this section. Any vendor submitting a proposal or using the procedures discussed herein expressly accepts the State's absolute right and duty to independently assess the legal and factual validity of any information designated as confidential business information. Accordingly, Vendor(s) assume the risk that confidential business information included within a proposal may enter the public domain.

**AA. PRICE NOT CONFIDENTIAL**

Vendors shall be advised that as a publically bid contract, no Vendor shall retain the right to declare their pricing confidential.

**BB. ATTACHMENTS**

- Attachment 1 – No Proposal Reply Form
- Attachment 2 – Non-Collusion Statement
- Attachment 3 – Exceptions
- Attachment 4 – Company Profile and Capabilities
- Attachment 5 – Confidentiality and Proprietary Information
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- Appendix A – Scope of Work details
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**IV. PROPOSAL EVALUATION PROCEDURES**

**A. GENERAL ADMINISTRATION**

**1. STATE'S RIGHT TO REJECT PROPOSALS**

The Division of Parks and Recreation reserves the right to reject any or all proposals in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever is determined to be the most advantageous to the State of Delaware. Vendors submitting proposals may be afforded an opportunity for discussion. Vendors may be requested to provide a best and final offer during the negotiation process. Negotiations may be conducted with responsible Vendors who submit proposals found to be reasonably likely to be selected for award. The contents of any proposal shall not be disclosed so as to be available to competing vendors during the negotiation process.

**2. STATE'S RIGHT TO CANCEL SOLICITATION**

The State of Delaware reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. The State of Delaware makes no commitments expressed or implied, that this process will result in a business transaction with any vendor.

This RFP does not constitute an offer by the State of Delaware. Vendor's participation in this process may result in the State of Delaware selecting your organization to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by the State of Delaware to execute a contract nor to continue negotiations. The State of Delaware may terminate negotiations at any time and for any reason, or for no reason.

**3. FORMAL CONTRACT AND/OR PURCHASE ORDER**

No employee of the Vendor(s) is to begin any work prior to receipt of a State of Delaware Purchase Order signed by authorized representatives of the agency requesting service, properly processed through the State of Delaware Accounting Office. A purchase order, telephone call, email, fax, or State credit card shall serve as the authorization to proceed with work in accordance with the bid specifications and the special instructions, once it is received by the Vendor(s).

**4. DELIVERY OF PROPOSALS**

Proposals shall be delivered in sealed envelopes, and shall bear on the outside the name and address of the Vendor as well as the designation of the contract. Proposals forwarded by U.S. Mail shall be sent first class to the address stated in this RFP. Proposals forwarded by delivery service other than the U.S. Mail or hand delivered must be delivered to the applicable addresses also stated in this RFP. All bids must clearly display the bid number on the envelope.

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89 Kings Highway  
Dover, DE 19901**

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All proposals will be accepted at the time and place set in the RFP. Vendor bears the risk of delays in delivery. Proposals received after the time set for public opening will be returned unopened.

**5. PUBLIC OPENING OF PROPOSALS**

The proposals shall be publicly opened at the time and place specified by the Agency. Vendors or their authorized representatives are invited to be present.

Only the vendor's name and address will be read aloud during the bid opening process. **The location of the public opening is the address listed above in Delivery of Proposals.**

**6. DISQUALIFICATION OF VENDORS**

Any one or more of the following causes may be considered as sufficient for the disqualification of a vendor and the rejection of its proposal or proposals:

- a. More than one proposal for the same contract from an individual, firm, or corporation under the same or different names.
- b. Evidence of collusion among vendors.
- c. Unsatisfactory performance record as evidenced by past experience with the State of Delaware or on a State of Delaware central contract.
- d. Any suspension or debarment of the parent company, subsidiary or individual involved with the vendor by federal, any state or any local governments within the last five (5) years.
- e. If the unit prices are obviously unbalanced either in excess or below reasonable cost analysis values.
- f. If there are any unauthorized additions, interlineations, conditional or alternate bids or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- g. Non-attendance of mandatory pre-bid meetings shall be cause of disqualification.

**7. AUTHORITY OF AGENCY**

On all questions concerning the interpretation of specifications, the acceptability and quality of material furnished and/or work performed, the classification of material, the execution of the work, and the determination of payment due or to become due, the decision of the Agency shall be final and binding.

**8. OR EQUAL (PRODUCTS BY NAME)**

Specifications of products by name are intended to be descriptive of quality or workmanship, finish and performance. Desirable characteristics are not intended to be restrictive. Substitutions of products for those named will be considered provided the vendor certifies that the function, characteristics, performance and endurance qualities of the material offered is equal or superior to that specified.

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**B. RESPONSIVENESS AND RESPONSIBILITY OF VENDOR**

The Division of Parks and Recreation shall award this contract to the most responsible and responsive vendor who best meets the terms and conditions of the proposal.

1. Rejection of individual proposals. -- A proposal may be rejected for 1 or more of the following reasons:
  - a. The person responding to the solicitation is determined to be nonresponsive or non-responsible;
  - b. It is unacceptable;
  - c. The proposed price is unreasonable; or
  - d. It is otherwise not advantageous to the State.
2. Vendors whose proposals are rejected as non-responsive shall be notified in writing about the rejection.
3. Responsibility of vendors. -- It shall be determined whether a vendor is responsible before awarding a contract. Factors to be considered in determining if a vendor is responsible include:
  - a. The vendor's financial, physical, personnel or other resources, including subcontracts;
  - b. The vendor's record of performance and integrity;
  - c. Any record regarding any suspension or debarment;
  - d. Whether the vendor is qualified legally to contract with the State;
  - e. Whether the vendor supplied all necessary information concerning its responsibility;
  - f. Any other specific criteria for a particular procurement which an agency may establish.
4. If a vendor is determined to be non-responsible, the vendor shall be informed in writing.
5. The State reserves the right to waive minor irregularities, or request additional information before determining the responsiveness of the Vendor. All Vendors will be afforded the same or similar opportunities, as necessary, and will be treated with equal regard before such determinations are finalized.

**C. PROPOSAL EVALUATION COMMITTEE**

The Proposal Evaluation Committee ("Committee") is comprised of representatives of the State of Delaware.

The Committee reserves the right to:

- Select for contract or for negotiations a proposal other than that with lowest costs.
- Reject any and all proposals or portions of proposals received in response to this RFP or to make no award or issue a new RFP.
- Waive or modify any information, irregularity, or inconsistency in proposals received.
- Request modification to proposals from any or all vendors during the contract review and negotiation.
- Negotiate any aspect of the proposal with any vendor and negotiate with more than one vendor at the same time.
- Select more than one vendor pursuant to 29 Del. C. §6926. Such selection will be based on the needs of the Division of Parks and Recreation.

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**D. REQUIREMENTS OF THE VENDOR**

The purpose of this section is to assist the Proposal Evaluation Committee to determine the ability of the organization to provide the materials and services described in the application. The proposal response should contain at a minimum the following information:

- Brief history of the organization, including accreditation status, if applicable.
- Vendor's experience, if any, providing similar services. Vendors shall include support documentation of qualifications in providing Recreational Equestrian Program services. Include references on Attachment 6.
- Financial information (balance sheets and income statements) **for the past three (3) years.**
- Describe the techniques and business approach used for providing a Public Recreation Equestrian Program at Bellevue State Park to the Division of Parks and Recreation, including a **marketing plan and timeline.** Include a well-defined **ACTION PLAN** that will describe the Vendor's organization and method for providing a Public Recreation Equestrian Program where applicable and providing services as specified herein. **Include daily and emergency equine care, customer billing and payment processes/options, customer service, advertising and marketing plans and employee training procedures.**
- Proposed operation schedule.
- Proposed capital investments and improvements offered by the Vendor. The Division would consider capital investments and improvements in the Equestrian Center at Bellevue State Park. The Vendor(s) shall include in their proposal any ideas or concepts for development, restoration, rehabilitation, preservation and reconstruction, including, but not limited to, capital investment, timeline for delivery of project work, projected costs and any other related items incidental to the Equestrian Center.
- All forms included in this RFP.
- Vendor Emergency Contact Data as required in this Proposal on checklist Attachment 12.

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**E. CRITERIA AND SCORING**

EVALUATION CRITERIA		PERCENTAGE	POINTS
1.	Background and experience (e.g. past performance on similar ventures) company history, qualifications and experience of the employees and the organization in managing and operating a Recreational Equestrian Program. Vendor's certifications and achievements.	20%	80
2.	Financial stability/resources, past performance and references.	10%	40
3.	Vendor's action plan (techniques and/or business approach) for providing Public Recreational Equestrian Program Services, including daily and emergency equine care, customer billing and payment processes/options, customer service, advertising and marketing plans and employee training procedures.	20%	80
4.	Vendor's marketing plan and timeline.	10%	40
5.	The value of Vendor's proposal to Delaware Parks (e.g. annual percent of gross receipts from the sale of products and services).	25%	100
6.	Capital investments and improvements offered by the Vendor.	15%	60
TOTAL SCORE		100%	400

Procurement Evaluation Committee members will assign up to the maximum number of points listed for each of the criteria listed above. For items having quantitative answers, points will be proportionate to each proposal's response. Items with qualitative answers will receive the average of points assigned by Proposal Evaluation Committee members.

**F. BEST AND FINAL OFFERS**

Once the proposals have been evaluated and negotiations have been held with the vendor(s) determined to be likely to receive an award, the Procurement Evaluation Committee issue a request for Best and Final Offers from the vendor(s).

**G. REFERENCES**

The Committee may contact any customer of the vendor, whether or not included in the vendor's reference list, and use such information in the evaluation process. Additionally, the State of Delaware may choose to visit existing installations of comparable systems, which may or may not include vendor personnel. If the vendor is involved in such site visits, the State of Delaware will pay travel costs only for State of Delaware personnel for these visits.

**H. ORAL PRESENTATIONS**

Selected vendors may be invited to make oral presentations to the Committee. The vendor representative(s) attending the oral presentation shall be technically qualified to respond to questions related to the proposed system and its components.

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All of the vendor's costs associated with participation in oral discussions and system demonstrations conducted for the State of Delaware are the vendor's responsibility.

**V. PRE-BID MEETING AND SITE VISIT**

There is **No Pre-Bid Meeting** scheduled for this Request for Proposal.

**One (1) Site Visit has been scheduled as part of this request for proposal. Vendors are welcome to visit the site on these dates and times only. Vendors shall not visit the site at other times as the property is currently under contract with another Vendor. A site visit is not mandatory, but is highly recommended.**

**Note: The Site Visit is for viewing the site only; no questions may be asked by a Vendor during the Site Visit.**

- **Site Visit: Monday, April 24, 2017 from 1:30 p.m. to 2:30 p.m.**

**VI. DEFINITIONS AND GENERAL PROVISIONS**

The attached Definitions and General Provisions apply to all contracts and are part of each Request for Proposal. The requirement to furnish a bid bond and performance bond is applicable unless waived. Should the General Provisions conflict with the Special Provisions, the Special Provisions shall prevail. Vendors or their authorized representatives are required to fully acquaint themselves as to State procurement laws and regulations prior to submitting bid.

**A. DEFINITIONS:** Whenever the following terms are used, their intent and meaning shall be interpreted as follows:

**STATE:** The State of Delaware

**AGENCY:** State Agency as noted on cover sheet.

**BID INVITATION:** The "invitation to bid" or "Request for Proposal" is a packet of material sent to vendors and consists of General Provisions, Special Provisions, specifications, and enclosures.

**BOND:** The approved form of security furnished by the Vendors and its surety as a guaranty of good faith on the part of the Vendor to execute the work in accordance with the terms of the contract.

**CAPITAL IMPROVEMENT:** The addition of a permanent structural change or the restoration of some aspect of a property that will either enhance the property's overall value, increases its useful life or adapts it to a new use.

**CONTRACT:** The written agreement covering the furnishing and delivery of material or work to be performed.

**DESIGNATED OFFICIAL:** The agent authorized to act for an Agency.

**GENERAL PROVISIONS:** General Provisions are instructions pertaining to contracts in general. They contain, in summary, requirements of laws of the State, policies of the Agency, and instructions to vendors.

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**LOCAL TIME:** Eastern Standard Time/Eastern Daylight Time

**OPPORTUNITY BUY:** A special offer from a supplier that is usually associated with a limited time to respond.

**PROPOSAL:** The offer of the Vendor submitted on the approved form and setting forth the Vendor's prices for performing the work or supplying the material or equipment described in the specifications.

**RFP:** Request for Proposal.

**SPECIAL PROVISIONS:** Special Provisions are specific conditions or requirements peculiar to the contract under consideration and are supplemental to the General Provisions. Should the Special Provisions conflict with the General Provisions, the Special Provisions shall prevail.

**SURETY:** The corporate body which is bound with and for the contract, or which is liable, and which engages to be responsible for the Vendor's payments of all debts pertaining to and for its acceptable performance of the work for which he has contracted

**VENDOR:** Any individual, firm, or corporation formally submitting a proposal for the material or work contemplated, acting directly or through a duly authorized representative.

**VENDOR'S DEPOSIT:** The security designated in the proposal to be furnished by the Vendor as a guaranty of good faith to enter into a contract with the Agency if the work to be performed or the material or equipment to be furnished is awarded to it.

## **B. GENERAL PROVISIONS**

### **1. INTERPRETATION OF ESTIMATES/QUANTITIES**

- a. Unless stated otherwise, the quantities given in the RFP are to be considered to be approximate only and are given as a basis for the comparison of bids. The Agency may increase or decrease the amount of any item as may be deemed necessary or expedient, during the period of the contract. Bidders shall recognize there are no guaranteed minimum contract quantities or values associated with this solicitation.
- b. An increase or decrease in the quantity for any item is not sufficient ground for an increase or decrease in the unit price.
- c. Vendor usage reports for previous awards, if applicable, may be found by accessing the applicable contract award page at: <http://contracts.delaware.gov/>. Past usage shall not be considered a guaranteed future volume.

### **2. SILENCE OF SPECIFICATIONS**

The apparent silence of the specifications as to any detail, or the apparent omission from it of detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specifications compliance will be the responsibility of the vendor.

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**3. EXAMINATION OF SPECIFICATIONS AND PROVISIONS**

The Vendor shall examine carefully the proposal and the contract forms for the material contemplated. The Vendor shall investigate and satisfy itself as to the conditions to be encountered, quality and quantities of the material to be furnished, and the requirements of any Special Provisions in the RFP and the contract. The submission of a proposal shall be conclusive evidence that the Vendor has made examination of the aforementioned conditions.

**4. PRICES QUOTED**

The prices quoted are those for which the material will be furnished F.O.B. Ordering Agency and include all charges that may be imposed during the period of the contract. **All prices quoted must be in U.S. Dollars.**

All vendors that maintain a core list of products under this contract shall maintain the appropriate negotiated prices on their core list. Vendors shall routinely offer to add to the core list materiel that has been identified as necessary. The Vendors are expected to routinely update any changes to the core list with the appropriate discounts listed.

Any adjustments to a core list must receive prior written approval from the State before a core list can be changed by the Vendor. Changes include but are not limited to the migration of items on and off the core list as well as any price adjustments from the original agreed upon pricing.

**5. PUBLIC INSPECTION OF PROPOSALS**

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than the State of Delaware/Proposal Evaluation Committee or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract.

The State of Delaware is a public agency as defined by state law, and as such, it is subject to the Delaware Freedom of Information Act, 29 Del. C. Ch. 100. Under the law, all the State of Delaware's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Vendor(s) are advised that once a proposal is received by the State of Delaware and a decision on contract award is made, its contents will become public record and nothing contained in the proposal will be deemed to be confidential except proprietary information.

Vendor(s) shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be evaluated and a contract written without reference to any proprietary information. If a vendor feels that they cannot submit their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be recommended for selection. Vendor(s) must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the RFP number. The envelope must contain a letter from the Vendor's legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not "public record" as defined by 29 Del. C. § 10002(d), and briefly stating the reasons that each document meets the said definitions.

Upon receipt of a proposal accompanied by such a separate, sealed envelope, the State of Delaware will open the envelope to determine whether the procedure described above has been followed.

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**6. LAWS TO BE OBSERVED**

The vendor is presumed to know and shall strictly comply with all Federal, State, or County laws, and City or Town ordinances and regulations in any manner affecting the conduct of the work. The Vendor shall indemnify and save harmless the State of Delaware, the Agency, and all Officers, Agency and Servants thereof against any claim or liability arising from or based upon the violation of any such laws, ordinances, regulations, orders, or decrees whether by itself, by its employees, or by its subcontractor (s).

**7. APPLICABLE LAW AND JURISDICTION**

This bid, any resulting contract, and any and all litigation or other disputes arising therefrom, in connection with, or related hereto shall be governed by the applicable laws, regulations and rules of evidence of the State of Delaware. Bidder submits to personal jurisdiction in the State of Delaware. Any and all litigation or other disputes arising out of, in connection with, or relating to this bid, and any resulting contract, shall be brought exclusively in a court in the State of Delaware or the United States District Court of the District of Delaware as applicable.

**8. SEVERABILITY**

If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

**9. PERMITS AND LICENSES**

**All necessary permits, licenses, insurance policies, etc. required by local, State or Federal laws, shall be provided by the Vendor at its own expense.**

**10. PATENTED DEVICES, MATERIAL AND PROCESSES**

- a. The Vendor shall provide for the use of any patented design, device, material, or process to be used or furnished under this contract by suitable legal agreement with the patentee or owner, and shall file a copy of this agreement with the Agency.
- b. The Vendor and the surety shall hold and save harmless the State of Delaware, the Agency, the Director, their Officers or Agents from any and all claims because of the use of such patented design, device, material, or process in connection with the work agreed to be performed under this contract.

**11. EMERGENCY TERMINATION OF CONTRACT**

- a. Due to restrictions which may be established by the United States Government on material, or work, a contract may be terminated by the cancellation of all or portions of the contract.
- b. In the event the Vendor is unable to obtain the material required to complete the items of work included in the contract because of restrictions established by the United States Government and if, in the opinion of the Agency, it is impractical to substitute other available material, or the work

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cannot be completed within a reasonable time, the incomplete portions of the work may be cancelled, or the contract may be terminated.

**12. TAX EXEMPTION**

- a. Material covered by this proposal is exempt from all FEDERAL and STATE TAXES. Such taxes shall not be included in prices quoted.
- b. Any material which is to be incorporated in the work or any equipment required for the work contemplated in the proposal may be consigned to the Agency. If the shipping papers show clearly that any such material is so consigned, the shipment will be exempt from the tax on the transportation of property under provisions of Section 3475 (b) of the Internal Revenue Code, as amended by Public Law 180 (78th Congress). All transportation charges shall be paid by the Vendor. Each Vendor shall take its exemption into account in calculating its bid for its work.
- c. Sales at Park office locations are taxable to the awarded Vendor under Federal and State tax laws.

**13. INVOICING**

After the awards are made, the agencies participating in the bid may forward their purchase orders ("P.O.") to the successful Vendor(s) in accordance with State Purchasing Procedures. The State will generate a payment voucher upon receipt of an acceptable invoice from the vendor.

**14. EQUALITY OF EMPLOYMENT OPPORTUNITY ON PUBLIC WORKS**

During the performance of any contract for public works financed in whole or in part by appropriation of the State of Delaware, the Vendor agrees as follows:

- a. The Vendor, as set forth in Title 19 Delaware Code Chapter 7 section 711, will not discriminate against any employee or applicant for employment with respect to compensation, terms, conditions or privileges of employment because of such individual's race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. The Vendor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment without regard to their race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training including apprenticeships. The Vendor agrees to post in conspicuous places, notices to be provided by the contracting agency setting forth the provisions of this non-discrimination clause.
- b. During the performance of this contract, the Vendor agrees as follows:
  - 1. The Vendor, as set forth in Title 19 Delaware Code Chapter 7 section 711, will not discriminate against any individual with respect to compensation, terms, conditions or privileges of employment because of such individual's race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. The Vendor will take positive steps to ensure that applicants are employed and that employees are treated during employment without regard to their race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and

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selection for training, including apprenticeship. The Vendor agrees to post in conspicuous places available to employees and applicants for employment notices to be provided by the contracting agency setting forth this nondiscrimination clause.

2. The Vendor will, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, state that all qualified applicants will receive consideration for employment without regard to race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin.”
- c. The term "contractor or vendor for public works" means construction, reconstruction, demolition, alteration, and/or repair work, maintenance work, and paid for in whole or in part out of the funds of a public body except work performed under a vocational rehabilitation program. The manufacture or furnishing of materials, articles, supplies or equipment is not a public work within the meaning of this subsection unless conducted in connection with and at the site of the public work.

## **15. PRICES**

Prices and/or rates shall remain firm for the initial five (5) year term of the contract, unless further negotiations are deemed necessary by the State.

The pricing policy that you choose to submit must address the following concerns:

- a. The structure must be clear, accountable and auditable.
- b. It must cover the full spectrum of services required.
- c. Costs and compensation must be consistent with the rates established or negotiated as a result of this RFP and must include the mandated annual percentage of gross receipts.

## **16. COOPERATIVES**

Vendors, who have been awarded similar contracts through a competitive bidding process with a cooperative, are welcome to submit the cooperative pricing for this solicitation.

## **17. PRICE ADJUSTMENT**

The Vendor is not prohibited from offering a price reduction on its services or materiel offered under the contract. The State is not prohibited from requesting a price reduction on those services or materiel during the initial term or any subsequent options that the State may agree to exercise.

If agreement is reached to extend this Contract beyond the initial five (5) year period, the Division of Parks and Recreation shall have the option of negotiating pricing and/or a percentage of gross adjustments.

## **18. SHIPPING TERMS**

FOB Destination, freight prepaid.

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**19. INDEPENDENT CONTRACTORS**

The parties to any contract from this solicitation shall be independent contractors to one another, and nothing herein shall be deemed to cause the agreement to create an agency, partnership, joint venture or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers compensation, unemployment, disability insurance, social security withholding and all other similar matters. Neither party shall be liable for any debts, accounts, obligations or other liability whatsoever of the other party or any other obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums or any income or other similar taxes.

**20. FUNDING OUT or NON-APPROPRIATION**

In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds.

**21. MANDATORY INSURANCE REQUIREMENTS**

As a part of the contract requirements, the Vendor must obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the minimum coverage limits specified below with a carrier satisfactory to the State. All Vendors must carry the following coverage depending on the scope of work being delivered.

a. Commercial General Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate,

and

b. Product Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate,

and

c. Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to other,

and

d. The vendor shall maintain such insurance as will protect against claims under Worker's Compensation Act and from any other claims for damages for personal injury, including death, which may arise from operations under this contract. The vendor is an independent contractor and is not an employee of the State of Delaware.

All Vendors must carry (a), (b), (c) and (d).

**Before any work is done with the State, a Certificate of Insurance referencing the name and contract number stated herein shall be filed with the State.** The certificate holder is as follows:

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State of Delaware/DNREC  
Division of Parks and Recreation  
Office of Business Services/NAT17003\_EQUESTRIAN BELLEVUE  
80 Kings Highway  
Dover, DE 19901

**Note: The State of Delaware shall not be named as an additional insured.**

**Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.**

## **22. STATE OF DELAWARE BUSINESS LICENSE**

Prior to receiving an award, the successful Vendor shall either furnish the Agency with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to one of the following numbers: 302-577-8778. <http://revenue.delaware.gov/services/BusServices.shtml>

Information regarding the award of this contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject your organization to applicable fines and/or interest penalties.

## **23. INDEMNIFICATION**

### **a. General Indemnification**

By submitting a proposal, the proposing vendor agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the State of Delaware, its agents and employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the vendor's its agents and employees' performance work or services in connection with the contract.

### **b. Proprietary Rights Indemnification**

Vendor shall warrant that all elements of its solution, including all equipment, software, documentation, services and deliverables, do not and will not infringe upon or violate any patent, copyright, trade secret or other proprietary rights of any third party. In the event of any claim, suit or action by any third party against the State of Delaware, the State of Delaware shall promptly notify the vendor in writing and vendor shall defend such claim, suit or action at vendor's expense, and vendor shall indemnify the State of Delaware against any loss, cost, damage, expense or liability arising out of such claim, suit or action (including, without limitation, litigation costs, lost employee time, and counsel fees) whether or not such claim, suit or action is successful.

If any equipment, software, services (including methods) products or other intellectual property used or furnished by the vendor (collectively ""Products") is or in vendor's reasonable judgment is likely to be, held to constitute an infringing product, vendor shall at its expense and option either:

1. Procure the right for the State of Delaware to continue using the Product(s);
2. Replace the product with a non-infringing equivalent that satisfies all the requirements of the contract; or

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3. Modify the Product(s) to make it or them non-infringing, provided that the modification does not materially alter the functionality or efficacy of the product or cause the Product(s) or any part of the work to fail to conform to the requirements of the Contract, or only alters the Product(s) to a degree that the State of Delaware agrees to and accepts in writing.

#### **24. NON-PERFORMANCE**

In the event the Vendor does not fulfill its obligations under the terms and conditions of this contract, in addition to proceeding with termination of the contract, the ordering agency may purchase equivalent services on the open market. Regarding any such open market purchase, payment for any difference in cost or expense in excess of the contract prices for reasonably equivalent products or services herein shall be the responsibility of the Vendor and shall be submitted to the State no later than 30 days following the delivery of the State's invoice detailing the open market purchase. Under no circumstances shall monies be due the Vendor in the event open market products can be obtained below contract cost. Any monies charged to the Vendor may be deducted from an open invoice.

#### **25. FORCE MAJEURE**

Neither the vendor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

#### **26. VENDOR NON-ENTITLEMENT**

State of Delaware Vendors for Materiel and for Services shall not have legal entitlement to utilize any Central Contract held by the State of Delaware. The Vendors may not seek business from another Vendors' Central Contract for the purpose of preparing a bid or proposal to the State of Delaware. Additionally, they shall not utilize other Central Contracts to fulfill the requirements of their respective contract unless they are considered a "Covered Agency" as defined by Title 29 Chapter 69 of the State Procurement Code or otherwise permitted by law.

This is not a prohibition from any Vendor choosing to work with another Vendor who holds a State Central Contract for private business.

#### **27. REQUIRED REPORTING**

One of the primary goals in administering this contract is to keep accurate records regarding its actual value/usage. This information is essential in order to update the contents of the contract and to establish proper bonding levels, if they are required. The integrity of future contracts revolves around our ability to convey accurate and realistic information to all interested parties.

A complete and accurate Usage Report (Attachment 8) shall be furnished in an Excel format and submitted electronically, **no later than the 15th (or next business day after the 15th day) of each month, detailing the purchasing of all items on this contract.** The reports shall be submitted and sent as an attachment to [Parks\\_OBS@state.de.us](mailto:Parks_OBS@state.de.us). Submitted reports shall contain accurate descriptions of the products, goods or services procured, purchasing agency information, including the six-digit department and organization code, quantities procured and prices paid. Any exception to this mandatory requirement or failure to submit complete reports, or in the format required, may result in corrective action, up to and including the possible cancellation of the award. Failure to provide the report with the minimum required information may also negate any contract extension clauses.

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Additionally, Vendors who are determined to be in default of this mandatory report requirement may have such conduct considered against them, in assessment of responsibility, in the evaluation of future proposals.

In accordance with Executive Order 44, the State of Delaware is committed to supporting its diverse business industry and population. The successful Vendor will be required to accurately report on the participation by Diversity Suppliers which includes: minority (MBE), woman (WBE), veteran owned business (VOBE), or service disabled veteran owned business (SDVOBE) under this awarded contract. The reported data elements shall include but not be limited to; name of state contract/project, the name of the Diversity Supplier, Diversity Supplier contact information (phone, email), type of product or service provided by the Diversity Supplier and any minority, women, veteran, or service disabled veteran certifications for the subcontractor (State OSD certification, Minority Supplier Development Council, Women's Business Enterprise Council, VetBiz.gov). The format used for Subcontracting 2nd Tier reporting is shown as Attachment 9.

Accurate 2nd Tier reports shall be submitted to the contracting Agency's Office of Supplier Diversity at [vendorousage@state.de.us](mailto:vendorousage@state.de.us) on the 15th (or next business day) of the month following each quarterly period. For consistency quarters shall be considered to end the last day of March, June, September and December of each calendar year. Contract spend during the covered periods shall result in a report even if the contract has expired by the report due date.

**28. METHOD OF PAYMENT AND BILLING**

The Vendor will pay the State per the terms and conditions of the Contract.

**29. SCHEDULE FOR PERFORMANCE OF WORK**

All work described in these specifications shall be completed with reasonable promptness. As used in this Section, the State of Delaware shall be the sole judge of the term "reasonable". If the Vendor does not begin the work in a reasonable amount of time, they will be notified that if they fail to initiate the work promptly, the contract may be terminated and the State will forthwith proceed to collect for nonperformance of work.

**30. VENDOR RESPONSIBILITY**

The State will enter into a contract with the successful Vendor(s). The successful Vendor(s) shall be responsible for all products and services as required by this RFP whether or not the Vendor or its subcontractor provided final fulfillment of the order. Subcontractors, if any, shall be clearly identified in the Vendor's proposal by completing Attachment 7, and are subject the approval and acceptance of Division of Parks and Recreation

**31. VENDOR- OWNED RENTAL EQUIPMENT AND SUPPLIES REMOVAL**

The awarded Vendor shall remove all rental equipment and supplies from the event location (s) no later than an agreed to date once all contract obligations by the Vendor have been met.

**32. ENVIRONMENTAL PROCUREMENT REQUIREMENTS**

Energy Star - If applicable, the Vendor must provide products that earn the ENERGY STAR rating and meet the ENERGY STAR specifications for energy efficiency in order to keep overall event costs to a

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minimum. The Vendor is encouraged to visit [www.energystar.gov](http://www.energystar.gov) for complete product specifications and updated lists of qualifying products.

Vendor(s) are encouraged to use environmentally friendly supplies, products and equipment while fulfilling operation Contract requirements.

### 33. PERSONNEL, EQUIPMENT AND SERVICES

- a. The Vendor represents that it has, or will secure at its own expense, all personnel required to perform the services required under this contract.
- b. All of the equipment and services required hereunder shall be provided by or performed by the Vendor or under its direct supervision, and all personnel, including subcontractors, engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.
- c. **None of the equipment and/or services covered by this contract shall be subcontracted without the prior written approval of the State. Only those subcontractors identified in Attachment 7 are considered approved upon award. Changes to those subcontractor(s) listed in Attachment 7 must be approved in writing by the State.**

### 34. FAIR BACKGROUND CHECK PRACTICES

Pursuant to 29 Del. C. [§6909B](#), the State does not consider the criminal record, criminal history, credit history or credit score of an applicant for state employment during the initial application process unless otherwise required by state and/or federal law. Vendors doing business with the State are encouraged to adopt fair background check practices. Vendors can refer to 19 Del. C. [§711\(g\)](#) for applicable established provisions.

### 35. VENDOR BACKGROUND CHECK REQUIREMENTS

Vendor(s) selected for an award that access state property or come in contact with vulnerable populations, including children and youth, shall be required to complete background checks on employees serving the State's on premises contracts. Unless otherwise directed, at a minimum, this shall include a check of the following registry:

- Delaware Sex Offender Central Registry at:  
<https://sexoffender.dsp.delaware.gov/>

Individuals that are listed in the registry shall be prevented from direct contact in the service of an awarded state contract, but may provide support or off-site premises service for contract vendors. Should an individual be identified and the Vendor(s) believes their employee's service does not represent a conflict with this requirement, may apply for a waiver to the primary agency listed in the solicitation. The Agency's decision to allow or deny access to any individual identified on a registry database is final and at the Agency's sole discretion.

By Agency request, the Vendor(s) shall provide a list of all employees serving an awarded contract, and certify adherence to the background check requirement. Individual(s) found in the central registry in violation of the terms stated, shall be immediately prevented from a return to state property in service of a contract award. A violation of this condition represents a violation of the contract terms and conditions, and may subject the Vendor to penalty, including contract cancellation for cause.

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Individual contracts may require additional background checks and/or security clearance(s), depending on the nature of the services to be provided or locations accessed, but any other requirements shall be stated in the contract scope of work or be a matter of common law. The Vendor(s) shall be responsible for the background check requirements of any authorized Subcontractor providing service to the Agency's contract.

**36. MINIMUM WAGE RATES**

Work performed under this solicitation may fall under the [State of Delaware Minimum Wage Rates](#) or the Delaware Prevailing Wage rates. Prior to issuing a purchase order or initiating work, the ordering agencies must obtain from the Department of Labor a determination if prevailing wage applies to the project and, if appropriate, what the applicable prevailing wage rates would be for the work to be performed. No work shall proceed without a determination by the Department of Labor. Request for prevailing wage certification can be found at: <http://dia.delawareworks.com/labor-law/prevailing-wage.php>.

**37. PREVAILING WAGE**

The prevailing wage law, 29 Del.C. §6960, is enforced by the Department of Labor and states that the specifications for every contract or aggregate of contracts relating to a public works project in excess of \$500,000 for new construction (including painting and decorating) or \$45,000 for alteration, repair, renovation, rehabilitation, demolition or reconstruction (including painting and decorating of building or works) to which this State or any subdivision thereof is a party and for which the State appropriated any part of the funds and which requires or involves the employment of mechanics and/or laborers shall contain a provision stating the minimum wages to be paid various classes of laborers and mechanics which shall be based upon the wages that will be determined by the Delaware Department of Labor, Division of Industrial Affairs, to be prevailing in the county in which the work is to be performed.

**38. DISPUTE RESOLUTION**

At the option of, and in the manner prescribed by the Office of Management and Budget (OMB), the parties shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement promptly by negotiation between executives who have authority to settle the controversy and who are at a higher level of management than the persons with direct responsibility for administration of this Agreement. All offers, promises, conduct and statements, whether oral or written, made in the course of the negotiation by any of the parties, their agents, employees, experts and attorneys are confidential, privileged and inadmissible for any purpose, including impeachment, in arbitration or other proceeding involving the parties, provided evidence that is otherwise admissible or discoverable shall not be rendered inadmissible.

If the matter is not resolved by negotiation, as outlined above, or, alternatively, OMB elects to proceed directly to mediation, then the matter will proceed to mediation as set forth below. Any disputes, claims or controversies arising out of or relating to this Agreement shall be submitted to mediation by a mediator selected by OMB, and if the matter is not resolved through mediation, then it shall be submitted, in the sole discretion of OMB, to the Office of Management and Budget, Government Support Services Director, for final and binding arbitration. OMB reserves the right to proceed directly to arbitration or litigation without negotiation or mediation. Any such proceedings held pursuant to this provision shall be governed by Delaware law and venue shall be in Delaware. The parties shall maintain the confidential nature of the arbitration proceeding and the Award, including the Hearing, except as may be necessary to prepare for or conduct the arbitration hearing

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on the merits. Each party shall bear its own costs of mediation, arbitration or litigation, including attorneys' fees.

### 39. TERMINATION OF CONTRACT

The contract awarded as a result of this RFP may be terminated as follows by the Division of Parks and Recreation.

- a. Termination for Cause:** If, for any reasons, or through any cause, the Vendor fails to fulfill in timely and proper manner its obligations under this Contract, or if the Vendor violates any of the covenants, agreements, or stipulations of this Contract, the State shall thereupon have the right to terminate this contract by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.

On receipt of the contract cancellation notice from the State, the Vendor shall have not less than five (5) days to provide a written response and may identify a method(s) to resolve the violation(s). A vendor response shall not effect or prevent the contract cancellation unless the State provides a written acceptance of the vendor response. If the State does accept the Vendor's method and/or action plan to correct the identified deficiencies, the State will define the time by which the Vendor must fulfill its corrective obligations. Final retraction of the State's termination for cause will only occur after the Vendor successfully rectifies the original violation(s). At its discretion the State may reject in writing the Vendor's proposed action plan and proceed with the original contract cancellation timeline.

- b. Termination for Convenience:** The State may terminate this Contract at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, supplies, and other materials shall, at the option of the State, become its property and the Vendor shall be entitled to receive compensation for any satisfactory work completed on such documents and other materials, and which is usable to the State.
- c. Termination for Non-Appropriations:** In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds. This is not a termination for convenience and will not be converted to such.

### 40. EXPIRATION:

Upon expiration of the license period, Vendor shall remove all equipment and inventory furnished by them provided all license fees have been paid. Any equipment, inventory and/or personal property left on the premises beyond sixty (60) days from the expiration shall become the property of the Division.

### 41. CHANGES

Both parties may, from time to time, require changes in the services to be provided by the Vendor under the Scope of Work. Such changes, including any increase or decrease in the amount of the Vendor's compensation, which are mutually agreed upon by and between the Agency and the Vendor shall be incorporated in written amendments to the Purchase Order or contract.

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**42. INTEREST OF VENDOR**

The vendor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree in providing products or performing services required under this contract. The vendor further covenants, that in the performance of this contract, no person having any such interest shall be employed.

**43. PUBLICATION, REPRODUCTION AND USE OF MATERIAL**

No material produced in whole or part under this contract shall be subject to copyright in the United States or in any other country. The State shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other materials prepared under this contract; provided, however, that the State agrees not to use any design or engineering plans prepared by the vendor for anything other than their intended purpose under this Contract. The Vendor shall have the right to publish any and all scientific findings. Appropriate acknowledgment and credit for the State's support shall be given in the publication.

**44. RIGHTS AND OBLIGATIONS**

The rights and obligations of each party to this agreement shall not be effective, and no party shall be bound by the terms of this agreement, unless and until a valid executed purchase order has been approved by the Secretary of Finance, and all procedures of the Department of Finance have been complied with. A separate purchase order shall be issued for every project or order.

**45. ASSIGNMENT OF ANTITRUST CLAIMS**

As consideration for the award and execution of this contract by the State, the Vendor hereby grants, conveys, sells, assigns, and transfers to the State of Delaware all of its right, title and interest in and to all known or unknown causes of action it presently has or may now or hereafter acquire under the antitrust laws of the United States and the State of Delaware, regarding the specific goods or services purchased or acquired for the State pursuant to this contract. Upon either the State's or the Vendor notice of the filing of or reasonable likelihood of filing of an action under the antitrust laws of the United States or the State of Delaware, the State and Vendor shall meet and confer about coordination of representation in such action.

**46. TESTING AND INSPECTION**

The State of Delaware reserves the right to conduct any test or inspection it may deem necessary to insure equipment, materials and services conform to contract requirements.

**47. COVENANT AGAINST CONTINGENT FEES**

The Vendor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees. For breach or violation of this warranty, the State shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fees.

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**48. GRATUITIES**

- a. If it is found, after notice and hearing, by the State that gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Vendor or any agent of the State with a view toward securing a contract, or securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performance of this contract, the State may, by written notice to the Vendor, terminate the right of the Vendor to proceed under this contract and/or may pursue such other rights and remedies provided by law or under this agreement; provided that the existence of the facts upon which the State makes such findings shall be in issue and may be reviewed in proceedings pursuant to the Remedies clause of this contract; and
- b. In the event this contract is terminated pursuant to subparagraph "a", the State shall be entitled (i) to pursue the same remedies against the Vendor, and (ii) to exemplary damages, as a penalty in addition to any other damages to which it may be entitled by law, in an amount which shall be not less than three, nor more than ten, times the costs incurred by the Vendor in providing any such gratuities to any such officer or employee. The amount of such exemplary damages shall be in the sole discretion of the State.

**49. AFFIRMATION**

The Vendor must affirm that within the past five (5) years the firm or any officer, controlling stockholder, partner, principal, or other person substantially involved in the contracting activities of the business is not currently suspended or debarred and is not a successor, subsidiary, or affiliate of a suspended or debarred business.

**50. AUDIT ACCESS TO RECORDS**

The Vendor shall maintain books, records, documents, and other evidence pertaining to this Contract to the extent and in such detail as shall adequately reflect performance hereunder. The Vendor agrees to preserve and make available to the State, upon request, such records for a period of five (5) years from the date services were rendered by the Vendor. Records involving matters in litigation shall be retained for one (1) year following the termination of such litigation. The Vendor agrees to make such records available for inspection, audit, or reproduction to any official State representative in the performance of their duties under the Contract. Upon notice given to the Vendor, representatives of the State or other duly authorized State or Federal agency may inspect, monitor, and/or evaluate the cost and billing records or other material relative to this Contract. The cost of any Contract audit disallowances resulting from the examination of the Vendor's financial records will be borne by the Vendor. Reimbursement to the State for disallowances shall be drawn from the Vendor's own resources and not charged to Contract cost or cost pools indirectly charging Contract costs.

**51. REMEDIES**

Except as otherwise provided in this contract, all claims, counterclaims, disputes, and other matters in question between the State and the Vendor arising out of, or relating to, this contract, or a breach of it may be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State of Delaware.

**52. SUBCONTRACTS**

Subcontracting is permitted under this RFP and contract. However, every subcontractor shall be

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identified in the Proposal (Attachment 7) and agreed to in writing by the State or as are specifically authorized in writing by the Agency during the performance of the contract. Any substitutions in or additions to such subcontractors, associates, or consultants will be subject to the prior written approval of the State.

The vendor(s) shall be responsible for compliance by the subcontractor with all terms, conditions and requirements of the RFP and with all local, State and Federal Laws. The vendor shall be liable for any noncompliance by any subcontractor. Further, nothing contained herein or in any subcontractor agreement shall be construed as creating any contractual relationship between the subcontractor and the State.

**53. AGENCY'S RESPONSIBILITIES**

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Vendor to the Agency and render to the Vendor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Vendor.
- b. Give prompt written notice to the Vendor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Vendor's services.
- c. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.
- d. The state has several remedies available to resolve non-performance issues with the Vendor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the Vendor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the Vendor, discuss the reasons surrounding the default and establish a date when the Vendor will resolve the non-performance issue.
- e. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendor(s) or commodities. Be sure to furnish as much detail as possible. <http://gss.omb.delaware.gov/divisionwide/forms.shtml>. Email may also be utilized to communicate performance deficiencies.

**54. CONTRACT DOCUMENTS**

The Definitions and General Provisions and any Special Instructions, Specifications, Request for Proposal, Proposal, Purchase Order, and Contract shall be a part of and constitute the entire Agreement entered into by the State of Delaware and any Vendor. In the event there is any discrepancy between any of these contract documents, the following order of documents governs so that the former prevails over the latter:

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- Contract
- Request for Proposal
- Specifications or Scope of Work
- Definitions & General Provisions
- Proposal
- Purchase Order
- Special Instruction

**55. ASSIGNMENT**

This contract shall not be assigned except by express prior written consent from the Agency.

**56. NOTICE**

Any notice to the State of Delaware required under the contract shall be sent by registered mail to:

State of Delaware/DNREC  
Division of Parks and Recreation  
Office of Business Services/ Contract NAT17003\_EQUESTRIAN BELLEVUE  
89 Kings Highway  
Dover, DE 19901

**57. VENDOR EMERGENCY RESPONSE POINT OF CONTACT**

The awarded vendor(s) shall provide the name(s), telephone, or cell phone number(s) of those individuals who can be contacted twenty four (24) hours a day, seven (7) days a week where there is a critical need for commodities or services when the Governor of the State of Delaware declares a state of emergency under the Delaware Emergency Operations Plan or in the event of a local emergency or disaster where a state governmental entity requires the services of the vendor. Failure to provide this information could render the proposal as non-responsive.

In the event of a serious emergency, pandemic or disaster outside the control of the State, the State may negotiate, as may be authorized by law, emergency performance from the Vendor to address the immediate needs of the State, even if not contemplated under the original Contract or procurement. Payments are subject to appropriation and other payment terms.

**58. NO PRESS RELEASES OR PUBLIC DISCLOSURE**

The State of Delaware reserves the right to pre-approve any news or broadcast advertising releases concerning this solicitation, the resulting contract, the work performed, or any reference to the State of Delaware with regard to any project or contract performance. Any such news or advertising releases pertaining to this solicitation or resulting contract shall require the prior express written permission of the State of Delaware.

The State will not prohibit or otherwise prevent the awarded vendor(s) from direct marketing to the State of Delaware agencies, departments, municipalities, and/or any other political subdivisions, however, the Vendor shall not use the State's seal or imply preference for the solution or goods provided.

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**C. AWARD AND EXECUTION OF CONTRACT**

**1. CONSIDERATION OF PROPOSALS**

The right is reserved to waive technicalities, to reject any or all bids, or any portion thereof, to seek new proposals, to proceed to do the work otherwise, or to abandon the work, if in the judgment of the Agency or its agent, the best interest of the State will be promoted thereby.

**2. MATERIAL GUARANTY**

Before any contract is awarded, the successful Vendor may be required to furnish a complete statement of the origin, composition and manufacture of any or all of the material to be used in the contract together with such samples as may be requested for the purpose of testing.

**3. AWARD OF CONTRACT**

Within ninety (90) days from the date of opening proposals, the contract will be awarded or the proposals rejected.

**4. EXECUTION OF CONTRACT**

The Vendor (s) to whom the award is made shall execute a formal contract within twenty (20) days after date of official notice of the award of the contract.

**5. WARRANTY**

The successful Vendor(s) shall be required to extend any policy guarantee usually offered to the general public, FEDERAL, STATE, COUNTY, or MUNICIPAL governments, on material in this contract against defective material, workmanship, and performance.

**6. THE CONTRACT(S)**

The contract(s) with the successful Vendor(s) will be executed with the Division of Parks and Recreation acting for all participating governmental entities.

**7. INFORMATION REQUIREMENT**

The successful vendor's shall be required to advise and provide the Division of Parks and Recreation of the gross costs associated with this contract.

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**VII. PROPOSAL REPLY SECTION for CONTRACT NO. NAT17003\_EQUESTRIAN BELLEVUE**

**PUBLIC RECREATIONAL EQUESTRIAN PROGRAM AT BELLEVUE STATE PARK**

Please fill out the attached forms fully and completely and return with your proposal in a sealed envelope clearly displaying the contract number to the State of Delaware, the Division of Parks and Recreation by **Thursday, June 8, 2017 at 1:00 PM** (Local Time) at which time bids will be opened.

**THERE IS NO MANDATORY PRE-BID MEETING FOR THIS REQUEST FOR PROPOSAL.**

**Proposals must be mailed to:**

State of Delaware/DNREC  
Division of Parks and Recreation  
Office of Business Services/ Contract NAT17003\_EQUESTRIAN BELLEVUE  
89 Kings Highway  
Dover, DE 19901

**PUBLIC PROPOSAL OPENINGS**

The public proposal opening insures the citizens of Delaware that contracts are being proposed fairly on a competitive basis and comply with Delaware procurement laws. The agency conducting the opening is required by law to publicly open the proposals at the time and place specified and the contract shall be awarded within ninety (90) days thereafter. The main purpose of the proposal opening is to reveal the name(s) of the Vendor(s), not to serve as a forum for determining the apparent low Vendors. The disclosure of additional information, including prices, shall be at the discretion of the contracting agency until such time that the responsiveness of each proposal has been determined.

After receipt of a fully executed contract(s), the Delaware public and all Vendors are invited to make an appointment with the agency in order to review pricing and other non-confidential information.

**The location of the public opening is the address listed above in Delivery of Proposals.**

**NOTE: ONLY THE VENDOR'S NAME AND ADDRESS WILL BE READ AT THE OPENING**

**NO PROPOSAL REPLY FORM**

Contract No.: **NAT17003\_EQUESTRIAN BELLEVUE**

Contract Title: **Public Recreational Equestrian Program at Bellevue State Park**

To assist us in obtaining good competition on our Request for Proposals, we ask that each firm that has received a proposal, but does not wish to bid, state their reason(s) below and return in a clearly marked envelope displaying the contract number. This information will not preclude receipt of future invitations unless you request removal from the Vendor's List by so indicating below, or do not return this form or bona fide proposal.

Unfortunately, we must offer a "No Proposal" at this time because:

- \_\_\_\_\_ 1. We do not wish to participate in the proposal process.
  
- \_\_\_\_\_ 2. We do not wish to bid under the terms and conditions of the Request for Proposal document. Our objections are:  
\_\_\_\_\_  
\_\_\_\_\_
  
- \_\_\_\_\_ 3. We do not feel we can be competitive.
  
- \_\_\_\_\_ 4. We cannot submit a Proposal because of the marketing or franchising policies of the manufacturing company.
  
- \_\_\_\_\_ 5. We do not wish to sell to the State. Our objections are:  
\_\_\_\_\_  
\_\_\_\_\_
  
- \_\_\_\_\_ 6. We do not sell the items/services on which Proposals are requested.
  
- \_\_\_\_\_ 7. Other: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_ We wish to remain on the Vendor's List **for these goods or services.**

\_\_\_\_\_ We wish to be deleted from the Vendor's List **for these goods or services.**

**PLEASE FORWARD NO PROPOSAL REPLY FORM TO THE CONTRACT OFFICER IDENTIFIED.**

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**Attachment 2**

**CONTRACT NO.:** NAT17003\_EQUESTRIAN BELLEVUE

**TITLE:** Public Recreational Equestrian Program at Bellevue State Park

**DEADLINE TO RESPOND:** Thursday, June 8, 2017 at 1:00 PM (local time)

**NON-COLLUSION STATEMENT**

This is to certify that the undersigned Vendor has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal, **and further certifies that it is not a sub-contractor to another Vendor who also submitted a proposal as a primary Vendor in response to this solicitation** submitted this date to the State of Delaware, Division of Parks and Recreation.

It is agreed by the undersigned Vendor that the signed delivery of this bid represents, subject to any express exceptions set forth at Attachment 3, the Vendor's acceptance of the terms and conditions of this solicitation including all specifications and special provisions.

**NOTE:** Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, Division of Parks and Recreation.

	Corporation
	Partnership
	Individual

COMPANY NAME \_\_\_\_\_ (Check one)

NAME OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

FEDERAL E.I. NUMBER \_\_\_\_\_ STATE OF DELAWARE LICENSE NUMBER \_\_\_\_\_

COMPANY CLASSIFICATIONS:	Certification type(s)	Circle all that apply
CERT. NO.: _____	Minority Business Enterprise (MBE)	Yes No
	Woman Business Enterprise (WBE)	Yes No
	Disadvantaged Business Enterprise (DBE)	Yes No
	Veteran Owned Business Enterprise (VOBE)	Yes No
	Service Disabled Veteran Owned Business Enterprise (SDVOBE)	Yes No

[The above table is for informational and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO:  
 (COMPANY NAME) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**AFFIRMATION:** Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?  
 YES \_\_\_\_\_ NO \_\_\_\_\_ if yes, please explain \_\_\_\_\_

**THIS PAGE SHALL BE SIGNED, NOTARIZED AND RETURNED FOR YOUR BID TO BE CONSIDERED**

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public \_\_\_\_\_ My commission expires \_\_\_\_\_

City of \_\_\_\_\_ County of \_\_\_\_\_ State of \_\_\_\_\_



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**Attachment 4**

Contract No.: **NAT17003\_EQUESTRIAN BELLEVUE**  
 Contract Title: **Public Recreational Equestrian Program at Bellevue State Park**

**COMPANY PROFILE & CAPABILITIES FORM**

Suppliers are required to provide a reply to each question listed below. Your replies will aid the evaluation committee as part of the overall qualitative evaluation criteria of this Request for Proposal. Your responses should contain sufficient information about your company so evaluators have a clear understanding of your company's background and capabilities. Failure to respond to any of these questions may result in your proposal to be rejected as non-responsive.

1.	<p>Provide company profiles and a brief history of your organization in a manner that will support your company's ability to successfully meet the requirements of this RFP:</p> <ul style="list-style-type: none"> <li>- # of years in business;</li> <li>- # of years doing business in the State of Delaware;</li> <li>- # of employees (Full and Part time);</li> <li>- Type of business entity and principles (LLC, Sole proprietor, Corporation, EIN#);</li> <li>- List parent Company if applicable.</li> </ul> <p>- List current certifications or achievements</p>
2.	Provide Company Emergency Point(s) of Contact, include: Phone#; Cell # and/or Emergency Contact #.
3.	Describe your business management process and team structure.
4.	Describe the skills, knowledge, instructional approach and techniques used for operating and managing a Public Recreational Equestrian service operation, including work plan, timeline, well defined ACTION PLAN describing vendor's organization and operations for providing Public Recreational Equestrian services as specified herein (include customer billing, payment processes/options, customer service, safety procedures and any other relevant sales processes.)
5.	Describe Plan for Horse Care, including but not limited to: Routine Horse Care, Food and Water Plan; Hoof Maintenance; Veterinary Care Plan; Anti-Parasite Plan; Shelter Plan; and Exercise/Activity Plan.
6.	Describe any camps that would be included in your operation. Include compliance with laws related to running camps. List certifications and qualifications for running camps.
7.	Describe any therapeutic and/or additional programs that would be included in your operation. Include compliance with laws related to therapeutic programs. List certificates and qualifications for operating therapeutic or additional programs.
8.	Operating Schedule being proposed (must at least meet Division requirements).
9.	Describe any awards, recognition in last ten (10) years.

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10.	Provide copy of your marketing / advertising plan for the term of the Contract. Describe the market research, social media and/or other strategies used to determine types services you will provide. Please describe any daily / weekly specials or promotions to be advertised to the public for your products or services? How will these promotions be offered (signage, social media, customer emails, newspaper, radio, and/or sign postings).
11.	What strategies will be used to promote and increase business and managing the operation services? Please include a list of any clubs, related associations, memberships, partnerships or affiliations related to Equestrian activities that your company is involved with or a member of.
12.	Provide a list of any retail or food items to be rented or sold. Include equestrian equipment and/or clothing.
13.	Outline a problem/conflict resolution plan to resolve any customer complaints, including the timeline from initial report of issue to resolution.
14.	Describe any reliance on 3rd party distributors to deliver services or products. This includes camp or therapeutic support.
15.	Describe vender's employee training and certification processes and requirements.
16.	Has vendor ever filed bankruptcy? If so, provide details.
17.	Describe any change in ownership or any planned changes in ownership in the next (3) years.
18.	List any past and/or pending litigation or disputes relating to the services described herein with which your company has been involved within the past five (5) years and identify any awarded contracts or agreements your company has terminated as a result of litigation or dispute. For any applicable occurrence list the company's name and the term of the Contract. For occurrences resulting in Contract termination, provide an explanation as to why the Contract was terminated.
19.	Describe any violations by any regulatory agencies.
20.	Describe any Capital investments and improvements proposed by the Vendor. Please be detailed and provide timelines, investment and how this complements and benefits the operation.



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**Attachment 6**

Contract No.: **NAT17003\_EQUESTRIAN BELLEVUE**  
Contract Title: **Public Recreational Equestrian Program at Bellevue State Park**

**BUSINESS REFERENCES FORM**

List a minimum of three business references, including the following information:

- Business Name and Mailing address
- Contact Name and phone number
- Number of years doing business with
- Type of work performed

Please do not list any State Employee as a business reference. If you have held a State contract within the last 5 years, please provide a separate list the contract(s).

**Contact Name & Title:**

**Business Name:**

**Address:**

**Email:**

**Phone # / Fax #:**

**Current Vendor (YES or NO):**

**Years Associated & Type of Work**

**Performed:**

**Contact Name & Title:**

**Business Name:**

**Address:**

**Email:**

**Phone # / Fax #:**

**Current Vendor (YES or NO):**

**Years Associated & Type of Work**

**Performed:**

**Contact Name & Title:**

**Business Name:**

**Address:**

**Email:**

**Phone # / Fax #:**

**Current Vendor (YES or NO):**

**Years Associated & Type of Work**

**Performed:**

**STATE OF DELAWARE PERSONNEL MAY NOT BE USED AS REFERENCES.**

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**Attachment 7**

**SUBCONTRACTOR INFORMATION FORM**

<b>PART I – STATEMENT BY PROPOSING VENDOR</b>		
1. CONTRACT NO. NAT17003_EQUESTRIAN BELLEVUE	2. Proposing Vendor Name:	3. Mailing Address
4. SUBCONTRACTOR		
a. NAME	4c. Company OSD Classification:  Certification Number: _____	
b. Mailing Address:	4d. Women Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4e. Minority Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4f. Disadvantaged Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4g. Veteran Owned Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4h. Service Disabled Veteran Owned Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. DESCRIPTION OF WORK BY SUBCONTRACTOR		
6a. NAME OF PERSON SIGNING	7. BY ( <i>Signature</i> )	8. DATE SIGNED
6b. TITLE OF PERSON SIGNING		
<b>PART II – ACKNOWLEDGEMENT BY SUBCONTRACTOR</b>		
9a. NAME OF PERSON SIGNING	10. BY ( <i>Signature</i> )	11. DATE SIGNED
9b. TITLE OF PERSON SIGNING		

**Use a separate form for each subcontractor**



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Attachment 9

SAMPLE REPORT – FOR ILLUSTRATION PURPOSES ONLY

State of Delaware																			
Subcontracting (2 <sup>nd</sup> tier) Quarterly Report																			
Prime Name:							Report Start Date:												
Contract Name/Number							Report End Date:												
Contact Name:							Today's Date:												
Contact Phone:							*Minimum Required			Requested detail									
Vend or Name *	Vend or TaxID *	Contra ct Name/ Numbe r*	Vendo r Conta ct Name*	Vendo r Conta ct Phone *	Repo rt Start Date*	Repo rt End Date*	Amount Paid to Subcontract or*	Work Performed by Subcontract or UNSPSC	M/WBE Certifyi ng Agency	Veteran/Serv ice Disabled Veteran Certifying Agency	2 <sup>nd</sup> tier Suppli er Name	2 <sup>nd</sup> tier Suppli er Addre ss	2 <sup>nd</sup> tier Suppli er Phone Numbe r	2 <sup>nd</sup> tier Suppli er email	Descripti on of Work Performe d	2 <sup>nd</sup> tier Suppli er Tax Id	Dat e Pai d		

**Note:** A copy of the Usage Report will be sent by electronic mail to the Awarded Vendor

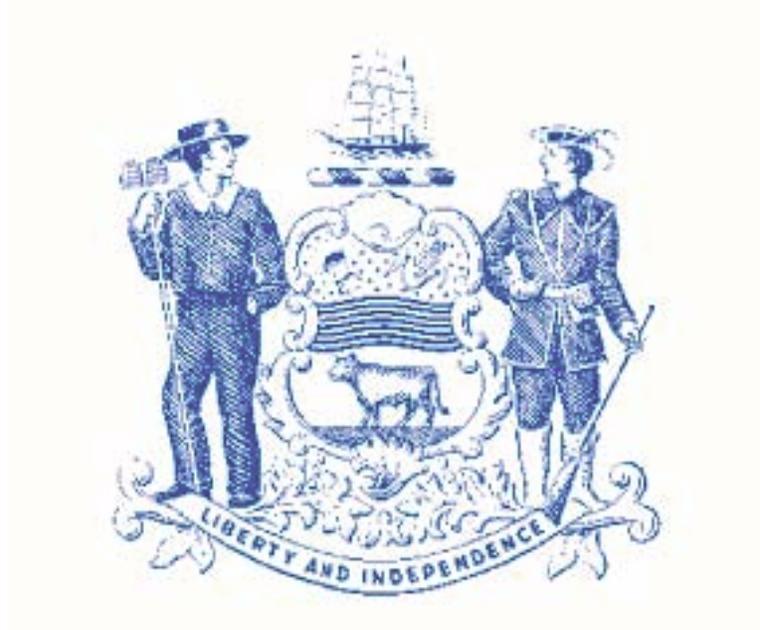
Completed reports shall be saved in an Excel format, and submitted to the following email address: [contracting@state.de.us](mailto:contracting@state.de.us)

**State of Delaware  
Office of Supplier Diversity  
Certification Application**

The most recent application can be downloaded from the following site:  
<http://gss.omb.delaware.gov/osd/certify.shtml>

Submission of a completed Office of Supplier Diversity (OSD) application is optional and does not influence the outcome of any award decision.

The minimum criteria for certification require the entity must be at least 51% owned and actively managed by a person or persons who are eligible: minorities, women, veterans, and/or service disabled veterans. Any one or all of these categories may apply to a 51% owner.



**Complete application and mail, email or fax to:**

Office of Supplier Diversity (OSD)  
100 Enterprise Place, Suite 4  
Dover, DE 19904-8202  
Telephone: (302) 857-4554 Fax: (302) 677-7086  
Email: [osd@state.de.us](mailto:osd@state.de.us)  
Web site: <http://gss.omb.delaware.gov/osd/index.shtml>

**THE OSD ADDRESS IS FOR OSD APPLICATIONS ONLY.  
THE OSD WILL NOT ACCEPT ANY VENDOR BID RESPONSE PACKAGES.**

**PERFORMANCE BOND**

Bond Number: \_\_\_\_\_

KNOW ALL PERSONS BY THESE PRESENTS, that we, \_\_\_\_\_, as principal (“**Principal**”), and \_\_\_\_\_, a \_\_\_\_\_ corporation, legally authorized to do business in the State of Delaware, as surety (“**Surety**”), are held and firmly bound unto the \_\_\_\_\_ (“**Owner**”) (*Department of Natural Resources and Environmental Control, Division of Parks and Recreation*), in the amount of \_\_\_\_\_ (\$ \_\_\_\_\_), to be paid to **Owner**, for which payment well and truly to be made, we do bind ourselves, our and each and every of our heirs, executors, administrations, successors and assigns, jointly and severally, for and in the whole, firmly by these presents.

Sealed with our seals and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH, that if **Principal**, who has been awarded by **Owner** that certain contract known as Contract No. \_\_\_\_\_ dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ (the “**Contract**”), which Contract is incorporated herein by reference, shall well and truly provide and furnish all materials, appliances and tools and perform all the work required under and pursuant to the terms and conditions of the Contract and the Contract Documents (as defined in the Contract) or any changes or modifications thereto made as therein provided, shall make good and reimburse **Owner** sufficient funds to pay the costs of completing the Contract that **Owner** may sustain by reason of any failure or default on the part of **Principal**, and shall also indemnify and save harmless **Owner** from all costs, damages and expenses arising out of or by reason of the performance of the Contract and for as long as provided by the Contract; then this obligation shall be void, otherwise to be and remain in full force and effect.

**Surety**, for value received, hereby stipulates and agrees, if requested to do so by **Owner**, to fully perform and complete the work to be performed under the Contract pursuant to the terms, conditions and covenants thereof, if for any cause **Principal** fails or neglects to so fully perform and complete such work.

**Surety**, for value received, for itself and its successors and assigns, hereby stipulates and agrees that the obligation of **Surety** and its bond shall be in no way impaired or affected by any extension of time, modification, omission, addition or change in or to the Contract or the work to be performed thereunder, or by any payment thereunder before the time required therein, or by any waiver of any provisions thereof, or by any assignment, subletting or other transfer thereof or of any work to be performed or any monies due or to become due thereunder; and **Surety** hereby waives notice of any and all such extensions, modifications, omissions, additions, changes, payments, waivers, assignments, subcontracts and transfers and hereby expressly stipulates and agrees that any and all things done and omitted to be done by and in relation to assignees, subcontractors, and other transferees shall have the same effect as to **Surety** as though done or omitted to be done by or in relation to **Principal**.

**Surety** hereby stipulates and agrees that no modifications, omissions or additions in or to the terms of the Contract shall in any way whatsoever affect the obligation of **Surety** and its bond.

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Any proceeding, legal or equitable, under this Bond may be brought in any court of competent jurisdiction in the State of Delaware. Notices to **Surety** or Vendor may be mailed or delivered to them at their respective addresses shown below.

IN WITNESS WHEREOF, **Principal** and **Surety** have hereunto set their hand and seals, and such of them as are corporations have caused their corporate seal to be hereto affixed and these presents to be signed by their duly authorized officers, the day and year first above written.

**PRINCIPAL**

Name: \_\_\_\_\_

Witness or Attest: Address: \_\_\_\_\_

\_\_\_\_\_  
Name:

(Corporate Seal)

By: \_\_\_\_\_ (SEAL)

Name:  
Title:

**SURETY**

Name: \_\_\_\_\_

Witness or Attest: Address: \_\_\_\_\_

\_\_\_\_\_  
Name:

(Corporate Seal)

By: \_\_\_\_\_ (SEAL)

Name:  
Title:

**PROPOSAL REPLY REQUIREMENTS AND CHECKLIST**

The response should contain the following minimum information:

**MINIMUM MANDATORY SUBMISSION REQUIREMENTS CHECKLIST**  
**{MUST BE COMPLETED AND RETURNED WITH BID PACKAGE}**

Item No.	Description	Included?? (check yes or no)
1.	Brief Vendor Cover Letter including Vendor's experience, if any, providing similar services. The letter shall be <b>signed</b> by a representative who has the legal capacity to enter.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Table of Contents clearly identifying the structure of the proposal and showing page numbers for each of the required components.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	<b>Four (4) paper copies</b> of the Vendor's proposal, <b>One (1) copy shall be marked "Master Copy"</b> and will contain <b>original signatures in ALL locations. <u>This includes all Appendix B Tabs printed and all Forms required in the RFP.</u></b> Brochures are also required.  <b>PLEASE DO NOT PUT SUBMISSION DOCUMENTS INTO SHEET PROTECTORS.</b>  The Appendix B – Pricing Spreadsheet is available at the following website: <a href="http://www.bids.delaware.gov">www.bids.delaware.gov</a> Vendor <b>MUST</b> provide copies of all pricing spreadsheet tabs.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	<b>Two (2) electronic</b> copies of the <b>complete Vendor's bid package</b> (submitted on CD/DVD media disk or USB flash drive). This means two (2) separate CD/DVD's or USB's must be submitted. If the paper copy of the proposal includes a printed catalog or brochure, an electronic version of the catalog or brochure must be included on the CD's. (If catalogs are not available in electronic version, then two (2) additional copies of the paper catalog must be provided).  <b>All copies must have completed Appendix B in <u>active EXCEL format</u>, Vendor's Proposal and Forms required in this proposal.</b>  Include Vendor menus and brochures in pdf. Format on each CD or DVD. <b>VERIFY ALL CD/DVD MEDIA DISC WORK CORRECTLY FROM SEVERAL SOURCES PRIOR TO SUBMISSION.</b>  All documents in Vendor 's proposal CD, <b>excluding Appendix B, Menus and Brochures</b> , should be scanned and saved as <b>one</b> PDF file. Please avoid saving individual pdf.pages of your proposal.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	<b>(Attachment 2)</b> <b>One (1) complete</b> signed and <b>notarized</b> copy of the Non-Collusion agreement <b>MUST HAVE ORIGINAL SIGNATURES AND NOTARY MARK.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	<b>(Attachment 3)</b> <b>One (1) completed</b> RFP Exception form – please check box if no information. Form must be included.	Yes <input type="checkbox"/> No <input type="checkbox"/>

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7.	<b>(Attachment 4)</b> <b>One (1) completed</b> Company Profile and Capabilities form.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	<b>(Attachment 5)</b> <b>One (1) completed</b> Confidential and Proprietary form – please check box if no information provided will be considered confidential or proprietary. Form must be included.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	<b>(Attachment 6)</b> <b>One (1) completed</b> Business Reference form – please provide references other than State of Delaware contacts. Form must be included.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	<b>(Attachment 7)</b> <b>One (1) complete</b> and signed copy of the Subcontractor Information Form for each subcontractor – only provide if applicable. Click on N/A if not using subcontractor.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
11.	<b>(Attachment 10)</b> <b>One (1) complete</b> OSD application ( <i>see link on Attachment 10</i> ) – only provide if applicable.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
12.	<b>(Attachment 12)</b> One (1) completed copy of this checklist filled out by the Vendor.	Yes <input type="checkbox"/> No <input type="checkbox"/>
13.	<b>Two (2) Copies</b> of each brochure.	Yes <input type="checkbox"/> <input type="checkbox"/>
14.	<b>One (1) copy</b> of Financial information (balance sheets and income statements) for the <b><u>past three years</u></b> .	Yes <input type="checkbox"/> No <input type="checkbox"/>
15.	<b>One (1) certificate of insurance.</b> Please ensure you have the <b><u>correct insurance levels as specified in this RFP. DO NOT LIST THE STATE OF DELAWARE AS AN ADDITIONAL INSURED.</u></b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
16.	<b>Copies of certifications, licenses, memberships or certificates listed in the Vendor(s) proposal.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
17.	<b>Required Action Plans as stated in this RFP.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
18.	<b>Any Capital improvement and investment plan as stated in this RFP.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

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**APPENDIX A  
SCOPE OF WORK**

**I. MINIMUM REQUIREMENTS**

**A. Introduction:**

The Department of Natural Resources and Environmental Control, Division of Parks and Recreation (Division) is seeking a qualified and competent Vendor to operate a public recreational equestrian program at Bellevue State Park to include boarding, lessons, parties and camps for youth and adults.

Bellevue State Park located in Wilmington, DE was acquired by the State of Delaware in 1976. Bellevue Hall mansion commands a grand view of this historic estate, and its present form reflects alterations made by William du Pont, Jr. Mr. du Pont surrounded his home with the finest facilities: tennis courts, equestrian stables, gardens, and a picturesque pond, amid woodlands and fields overlooking the Delaware River. The Delaware Division of Parks and Recreation has retained the historic charm of Bellevue while providing many opportunities for recreation including a modern equestrian facility, with indoor and outdoor arenas for riding lessons and activities.

The Division is seeking a certified and competent Vendor to provide a Public Recreational Equestrian Program for the general public's enjoyment. The awarded Vendor will be granted a contract herein for the provision to operate Public Recreational Equestrian Program Services included in this RFP.

**B. Products and Services:**

1. The successful vendor will be granted a contract herein for the provision to operate a public recreational equestrian program located in Bellevue State Park. The Vendor's public equestrian program shall include boarding, lessons, parties and camps. The program may also provide special equestrian events, horses and carriages for special programs or events sponsored by the Division, and offer equestrian programs to visitors of the park. The successful vendor **shall not house more than a total of sixty (60)** horses and/or ponies including boarded horses at the equestrian facility to be used to provide the above listed program activities.

Additional items such as tack and related riding equipment, horse care supplies, hay and straw may be sold or rented without the advance written approval by the Department. Additional items may be offered for sale upon advance written approval by the Division. Any items using the Division name or logo shall be submitted for approval by the Division prior to sale. With the approval of the Division, prepackaged snack foods, canned sodas or other non-alcoholic beverages may also be included in this service. The Vendor agrees to withdraw from sale or rent any items disapproved by the Division.

2. The Vendor agrees and warrants that all services and items sold or kept for sale at the public equestrian operation pursuant to this Contract shall be of high quality and standards, and must conform in all respects to federal, state, county and municipal laws, ordinances and regulations. All goods and services offered for sale must be in good taste and considered appropriate, proper and consistent with the State Park's policies, missions and responsibilities to its patrons. Service shall at all times be prompt, courteous and efficient and shall be provided without discrimination. In the event that in the sole judgment of the Division any goods or services offered by Vendor are inconsistent with the image, policies or reputation of the Delaware State Parks or are otherwise

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deemed unsuitable, the Division may require Vendor to cease offering and selling such goods or services immediately and Vendor agrees to promptly comply with any such directions from the Division.

3. Vendor bids should recognize: (i) the importance of a sound business model that will promote a safe, operable, sanitary, and inviting atmosphere at all times; (ii) will reflect regional cultural traditions; (iii) will support the local community by enhancing the Division's outdoor operations and help grow Equestrian programs; (iv) promote safety in all activities; and (v) help protect the environment.
4. In accordance with the Division's "smoking in the workplace" Policy No. D-0309(A), **no tobacco products shall be sold on the premises**. Vapor products are also not acceptable. Additionally, Delaware State Parks prohibits the use of tobacco products in business and outdoor gathering areas.

No Alcoholic beverages shall be sold at the operation locations without prior notice, proof of a valid license as required by the State of Delaware for sale, and approval by the Park Superintendent.

**C. Site Address:**

Bellevue State Park Equestrian Center  
800 Carr Road  
Wilmington, DE 19809

**D. Contract Fee:**

1. The Vendor, as a fee for the Contract and operation rights herein granted, agrees to pay to the Division of Parks and Recreation **a negotiated percentage of gross receipts not less than 7% monthly**.
  - a. The monthly Contract fee shall be due by the **15<sup>th</sup> of the month for the previous month's business**.
  - b. The Vendor agrees to submit to: [OBS\\_Parks@state.de.us](mailto:OBS_Parks@state.de.us), a mandatory usage report once a month, covering each day's operation under the Contract, **plus a tabulated annual gross receipts report and annual financial statement report** for the period of operation on or before December 31<sup>st</sup> of each year. All annual financial statement reports must be **"Reviewed"** by a certified public accountant prior to submission and proof of "Review" must be included in Vendor submission.
2. Vendor will not pay the daily Park entrance fees for participation in the Public Recreational Equestrian Program, however, **it is the expectation of the Division that all visitors, boarders and volunteers to Delaware State Parks pay daily entrance fees where applicable or procure an annual park pass**. The Division reserves the right to add a fee booth, automatic fee collection system or vehicle self-registration pay at this site.

**E. Interest Payments:**

Any payments which become due from the Vendor to the Division and which are not paid on or before the due date shall be subject to an interest penalty of twelve (12) percent per annum until paid, computed from the due date. When a late payment is received, the Vendor shall be billed the amount

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of interest penalty as applicable. This provision is in no way a waiver of the Vendor's obligation to make payments when they are due.

**F. Utilities:**

1. Electricity, telephone and/or other utilities used in the operations will be at the Vendor's expense. The Vendor will be required to make independent arrangements for service not provided by the Division.
2. The Division shall provide water and waste water disposal for the operation.

**G. Taxes and Permits:**

Vendor shall pay all State and Federal taxes and/or license fees which may be imposed or legally chargeable, and, obtain all necessary permits and licenses, including but not limited to, a Delaware Business License, Public Health License and other necessary permits at its own cost and expense as a result of operating the business conducted as part of the services.

**H. Security:**

Vendor shall be responsible for security of its animals, equipment, software and any credit card services while contracting with the Division.

**I. Inspection:**

Vendor will allow free access to its designated operation space while on Park premises as needed to authorize representatives of the Division and other county, state or federal officials having jurisdiction for inspection purposes. The Vendor shall further agree that if notified in writing by the Division or its authorized representatives that any part of the contracted premises or the facilities thereof for which Vendor are responsible for services rendered are not in conformance with the Contract granted, then Vendor shall remedy the same within five (5) working days, or a reasonable time period agreed upon between the Division and the Vendor.

**J. Accounting and Reports:**

Vendor shall maintain proper and complete books and records of accounts of its operation under the Contract granted. Internal control procedures implemented by the Vendor shall be adequate to ensure that all revenue is accounted for and recorded. All receipts of any nature from the operation of this Contract provided by the Vendor shall be immediately and properly recorded. Vendor shall permit the Division or its authorized representatives to examine and audit financial records relative to this Contract at any reasonable time during normal business hours, after giving the Vendor two (2) weeks' notice of the date and time of such examination and audit. Vendor shall retain these financial records for a period of five (5) years beyond the termination of this Contract, unless earlier disposal is approved by the Division in writing.

**K. Operating Schedule:**

1. Vendor agrees to operate the in accordance with the following **minimum** schedule (Vendor must provide proposed schedule with their submitted bid proposal to this RFP):

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- Open six (6) days a week including holidays, from November 1<sup>st</sup> through March 31<sup>st</sup> of each year.
  - Open on a daily basis, seven (7) days a week including holidays, from April 1<sup>st</sup> through October 31<sup>st</sup> of each year during the following minimum schedule of hours: 10:00 a.m. to 6:00 p.m.
  - All equestrian program activities shall be terminated and all facilities closed and secured no later than 9:00 p.m. daily or as authorized by the Park Superintendent or designee for emergency situations, special events, etc. Unless otherwise approved by the Division, the public program shall not be closed on weekends or legal holidays except Thanksgiving, Christmas and New Year's Day.
2. Vendor shall post the hours of operation in a conspicuous place in the concession area. Vendor shall have preference in decisions resulting in closure or cancellation of programs due to weather conditions or utility problems.
  3. **Vendor is required to promptly contact the Park Management and receive approval prior to canceling service for the day.** The Division may, in its sole discretion, close or limit the operation or parking availability temporarily for repairs or special events as needed, or permanently with prior notice to the Vendor.
  4. The Division reserves the right to revoke the Contract of the Vendor if they do not adhere to the agreed-upon schedule of operations.

**L. Trash Removal and Use of Recyclable Products:**

1. Vendor shall ensure that the premises occupied during this Contract, including immediate area around the concession, are kept clean and sanitary at all times in conformity with rules and regulations pertaining to sanitation and public health. All rubbish, refuse garbage and debris collected by the Vendor shall be deposited in containers.
2. Vendor is responsible for furnishing their own trash dumpster and recycling container. If the Division determines that the concession area becomes unsanitary to the general public, that issue will be handled as a performance deficiency under the terms of the Contract.
3. No trash or recycling items, even for larger items, shall be placed into Park dumpsters or recycling bins at any time.
4. Vendor shall serve food in recyclable materials and use care for the environment in all operational functions.

**M. Emergencies:**

Vendor and the Division or their designated agent(s) shall be available by phone twenty-four (24) hours a day, seven (7) days a week for emergencies during the entire term of the Contract. Information on how to contact the Vendor or their designee is to be provided as part of Vendor's proposal (Attachment 4).

**N. Parking.**

1. Parking in the direct area of the Equestrian Operation and Stables is limited to the concession

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operator and their hired employees only. Volunteers, boarders and patrons are required to park in the parking lot. Vehicle activity near the stables shall be limited. Requests for additional parking shall be reviewed through the Park Superintendent if it is found to be necessary.

2. The Vendor or program participants shall not park horse trailers or store other equipment outside the concession area in a manner which may impede the Division's grounds maintenance responsibilities. Trailer and van parking is available next to the metal barn and near the manure pits.

**O. Franchise Limitations:**

Vendor shall faithfully conform to all the provisions of this RFP and any contract signed between the Division and Vendor, and for as long as any Public Recreational Equestrian Program Services are provided as heretofore described with exception to Division programming and events and the general public's use. No Vendor or other commercial business shall operate in these areas other than the Vendor for normal daily operations without express permission by the Division.

**P. Marketing and Promotion Plans; Signs and Advertising:**

1. Vendor is encouraged to work with the Division of Parks and Recreation on a marketing and promotion plan for each calendar year. The agreed upon marketing plan may contain promotional activities at or in connection with Delaware State Parks annual promotional activities or with Bellevue State Park individually. Copies of the publications promoting Public Recreational Equestrian Program Services shall be made available to the Park Management for distribution.
2. Vendor website shall be fresh in concept and updated with all current offerings at all times for ease of customer use.
3. Vendor agrees not to use signs or any other means of soliciting business without the approval of the Division and agrees not to advertise any contract between the State and Vendor in any manner or form on or about premises contracted to it, or elsewhere, or in any media outlets, without such prior approval. Any advertising, media or social media shall include the correct name and location of the operation (e.g. XYZ Services at Bellevue State Park).
4. The Division, through their authorized agents, reserves the right to prohibit the erection, display or use of signs which are not in keeping with the park area. Permission must be granted by the Division or their authorized agents prior to the erection, display or use of signs. The Division also reserves the right to designate the type, size, wording, color and number of signs requested by the Vendor.
5. Any signs authorized by the Division for specific events shall become the property of the Division, if not removed by the Vendor after reasonable notice from and at the direction of the Division.
6. It is mutually agreed by the Vendor and the Division that no permanent or temporary advertising, signage, or trademark visibility for Vendor's Services and any tour or instructional information, equipment rental or for sale products will be displayed or permitted anywhere in the designated Park locations without prior written approval from the Division, except that it is agreed that the Vendor shall be permitted to include its trademark and brand names on its equipment (e.g. clothing or other Vendor -owned products, etc.).
7. Vendor may offer educational programs or activities without charge to state park visitors for

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promotional purposes, with the Division's prior approval, and **the cost of these free services to park visitors shall be included in Vendor's annual financial statement as non-revenue generating services.**

**Q. Payment Credit Card Industry (PCI) Requirements:**

The Vendor agrees that it is their responsibility to become PCI compliant and maintain compliance. For more information related to PCI Security Standards, the following link is provided: [https://www.pcisecuritystandards.org/security\\_standards/index.php](https://www.pcisecuritystandards.org/security_standards/index.php)

**R. Quality and Pricing:**

1. Vendor warrants that the Public Recreational Equestrian Program Services Services, including any instructional, certified or educational programs offered by it to the public, shall be of the highest quality and consistent with quality specifications as provided by the Vendor pursuant to this section.
2. Vendor shall have the right and privilege to charge prices and rates as are reasonable and fair. All price changes shall be subject to the prior written approval of the Division.
3. Vendor shall submit a price list to the Division each season, before the beginning of the operation, with a schedule of products and services to be offered and the prices to be charged for each product or service. Vendor agrees to offer only such products and services and any retail items for rent or sale at such prices as have been approved by the Division. In approving rates, primary consideration will be given to the prices charged for similar classes of products and services furnished outside the areas administered by the Division under similar conditions.
4. If, in the sole opinion of the Division, any products or services offered by the Vendor are inconsistent with the image or reputation of the Division or the State of Delaware, or are otherwise deemed unsuitable for sale on the contracted premises, the Division shall request the Vendor cease selling such products or services and the Vendor shall cease doing so immediately upon receipt of such written request from the Division.

**S. Vendor Responsibilities:**

1. The Vendor's public equestrian program shall include boarding, lessons, parties and camps for youth and adults. The program may also provide special equestrian events, horses and carriages for special programs or events sponsored by the Division, offer equestrian programs to visitors of the park and **boarding of up to fifty (50) horses** at the equestrian facility necessary to carry out business in accordance with the terms and conditions set forth in the contract. The successful vendor **shall not house more than a total of sixty (60) horses** and/or ponies including boarded horses at the equestrian facility to be used to provide the above listed program activities.
2. The Vendor understands and agrees that this Contract and the operations hereunder are provided first and foremost for the convenience, benefit and enjoyment of the public. The Vendor acknowledges that the quality of its services to the public is essential. To this end, Vendor shall maintain the public equestrian program and any equipment included under this Contract in an attractive, safe, operable, sanitary and inviting condition at all times, including entrances and exits. It is the intent and agreement of the Division and Vendor that first class, top quality standards consistent with the operation of a premium equestrian program shall be diligently adhered to and implemented by the Vendor so as to reflect positively on the reputation of Vendor and the State of Delaware Parks.

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- 3. Minimum Public Program Services shall include:**
  - a.** Riding lessons at all levels for horse owners, non-owners and groups
  - b.** Therapeutic riding programs
  - c.** Scout and youth group riding and horse programs
  - d.** Summer riding camps and horse camps
  - e.** Specialized clinics
  - f.** Horse shows of various levels and disciplines
  - g.** Pony rides for public and private programs
  - h.** Barn tours/open house events
  - i.** Equine awareness training
  - j.** Transient parking of horse trailers (maximum of six)
  - k.** Horse transportation services for the public program
  - l.** Complete boarding services for a maximum of fifty (50) horses
- 4. Care of Horses:**
  - a.** The Vendor shall provide care for all horses owned by them or boarded to the leased premises belonging to the State. The Vendor agrees to provide the Division with a copy of the proposed health maintenance schedule for the horses, and agrees that the health maintenance schedule is subject to the approval of the Division and/or the State Veterinarian. The Vendor agrees that it is their responsibility to feed, provide adequate exercise, care for, including veterinary care, and groom all horses kept within the confines of the operation premises. An ongoing equine health program shall be conducted to maintain the good health and body condition of all horses. Vendor shall adhere to the Horse Care Plan submitted to the Division. To insure the general health of the horses the Vendor agrees to:
    - 1.** Feed quality grain and hay on a regular schedule each day. Supply good quality feed and hay which is free from mold, dust insecticides, debris and other contaminates. The feed and hay must supply all the needed nutrients to maintain good body condition depending on age, reproductive status and level of exercise of the horse.
    - 2.** Provide adequate shelter from the weather.
    - 3.** Make salt available on a daily basis.
    - 4.** Provide adequate opportunity for rest.
    - 5.** Provide adequate blacksmith care.

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6. Provide adequate dental care.
  7. Establish a doctor-client relationship with a nearby veterinary practitioner. Define the procedures to follow in case of emergency. In case, the practitioner is unavailable, determine who takes their calls.
  8. Worming horses on a regular basis as determined by the veterinarian and is included in the health plan. Vendor shall maintain and/or provide a current (annual) Coggins Test certificate for all horses within the park premises.
  9. In consultation with the veterinarian, maintain a current vaccination program for all horses on at least those diseases of public health significance (rabies, encephalitis, etc.) maintain a well-stocked equine first aid kit within the premises for first aid care to horses and shall be reasonably able to administer minor first aid to horses. The first aid kit shall include, but not limited to, thermometer, betadine or other surgical scrub to clean wounds, and anti-thrush remedy, banamine paste or phenylbutazone pills for fever reduction, a topical antibiotic spray, an antiseptic cream, poultices for injured hooves and bandaging supplies.
5. Maintenance of Grounds, Buildings and Facilities:
- a. Weed control, tree and shrub care, landscaping, leaf removal, snow removal and mowing around all building perimeters. Seeding, fertilizing and maintaining pastures, to include a rotation schedule.
  - b. Mowing, dragging and weed control of the paddock areas and riding rings.
  - c. Seeding and maintaining pastures to prevent erosion.
  - d. Daily cleaning of stalls and barns, tack rooms, lounges, office and rest rooms.
  - e. Deposit all manure/bedding collected from stalls and loafing sheds in the manure bunkers.
  - f. Dispose of all manure/bedding from the equestrian center operation off state park property at least once a month.
  - g. Composting of some of the manure for use by the park and garden plot renters may be an option and should be arranged through the Park Administrator or designee. Manure spreading on park fields/grounds will not be permitted.
  - h. Clean water containers filled with drinkable water available at all times.
  - i. Maintain stable or shelter for horses in inclement weather.
  - j. Clean stalls and provide fresh bedding once a day.
  - k. Keep stalls and surrounding stable areas clean of manure, leaves and debris.
  - l. Repair damage to stables, fences or other structures which may cause injury to horses.
  - m. Repairs and maintenance to all fencing on the property. This includes replacement.

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- n. The Vendor shall be responsible for repairs and maintenance to interior building fixtures, utilities (locks, light bulbs, water faucets, etc.), appliances of small and large barn, and garage.
  - o. The Vendor shall be responsible for repairs and maintenance to exterior lights, doors and all spigots.
  - p. Use only horse conveyance that is currently state motor vehicle inspected.
  - q. Periodically inspect pastures and barn areas for poisonous or noxious weeds or shrubs to be removed immediately.
  - r. Use only properly dried hay that shall be stored utilizing practices to reduce the chances of spontaneous combustion.
  - s. Seeding, fertilizing and maintaining pastures, to include a rotation schedule.
  - t. No more than four (4) spaces will be available inside the concession area for the LICENSEE, for delivery and pickup of goods and services, morning and late evening employees, and medical services. All employees must show valid passes. Only exception to this provision is for park-related events at Bellevue State Park.
  - u. Upon request, the Division will perform maintenance tasks which are the responsibility of the Vendor for which the Division shall charge the Vendor a fee based upon actual cost for labor, equipment, supplies and materials. Request for said maintenance tasks shall be submitted in writing by the Vendor and approved by the Park Superintendent or designee prior to commencing with any work.
6. The Vendor shall be ADA (American Disabilities Act) compliant and include options for ADA programming.
  7. The Vendor shall be required to furnish and install the necessary equipment, if not provided, at the facility for the operation of a public equestrian program in order to provide the specified service.
  8. The Vendor shall be required to supply and maintain in good health for all horses in the operation of the public equestrian program. Equines shall possess the temperament needed for their stated use.
  9. The Vendor shall furnish the Bellevue State Park Office with a list of all boarder's names, addresses and phone numbers for emergency purposes. This list shall be up-dated whenever there is a change in boarders but not less frequently than every six (6) months. The Vendor shall also establish an equitable method of assigning vacant stalls to boarders using a posted waiting list system which must be approved by the Division.
  10. The Vendor shall establish rules for the approved program activities to cover conditions such as instructional group limits, supervision and barn control.
  11. The Vendor shall submit a periodic program schedule to the Division for review and public information purposes.
  12. The Vendor shall furnish and use an approved cash register or Point of Sale (POS) system with

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accumulating total to record all customer sales and receipts.

13. All of the equipment and fixtures used in the concession operation shall be subject to approval by the Division and Department of Agriculture, if applicable, as to their workability, appearance, appropriateness and compliance with all applicable codes.
14. Daily collection and deposit of litter, garbage and refuse from the grounds and buildings assigned to or used by the Vendor into the Vendor provided dumpster.
15. Keep the office clean and neat at all times as it is the first stop in the operation for visitors, patrons and customers.
16. Mowing and dragging of paddock areas and riding rings.
17. Daily cleaning of stalls, barns, tack rooms, lounges, office and any other space furnished by the Division and designated for use by Vendor.
18. Provide and maintain portable toilets as necessary for special events and programming.
19. Deposit all manure/bedding collected from stalls in the manure bunkers. Dispose of all manure/bedding from the equestrian center operation, off state property, when bedding is no more than  $\frac{3}{4}$  full. Manure spreading must follow Department of Agriculture regulations.
20. Safe and effective rodent control when deemed necessary by Vendor and the Division.
21. Provide adequate materials to ensure good footing.
22. The Vendor shall ensure that all facilities and equipment supplied by the Division be returned to the Division in like condition, condition and repair, reasonable wear and tear expected.
23. The Vendor shall display in a conspicuous place at the concession area, a neat and legible sign listing all public services and products offered by the concessions and the prices to be charged for each service or product. This price list shall be submitted to the Division before the beginning of operation with a schedule of the services to be offered and the prices to be charged for each service. The Vendor agrees to offer only such services and merchandise at such prices as have been approved by the Division. In approving rates, primary consideration will be given to the prices charged for similar classes of services and merchandise furnished outside the areas administered by the Division under similar conditions.
24. The Vendor shall be responsible for providing quality products and services at a reasonable price to park visitors.
25. The Vendor shall establish and maintain books of account and records of all operations and establish systems of bookkeeping, records and accounting in a manner satisfactory to the Division.
26. The Vendor and all staff shall be First Aid and CPR (pediatric and adult) certified. Certification must be from a hands-on course. No on-line only certifications will be acceptable.
27. Vendor shall be responsible for the professional quality, technical accuracy, timely completion, and coordination of all services furnished by Vendor, its subcontractors and its and their principals, officers, employees and agents under this Contract. In performing the specified services, Vendor shall follow

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practices consistent with generally accepted professional and technical standards.

28. It shall be the duty of the Vendor to assure that all products of its effort are technically sound and in conformance with all pertinent Federal and State statutes, codes, ordinances, resolutions and other regulations.
29. Vendor shall have all customers sign a safety and informational waiver noting the inherent risks of offered activities and safety precautions/procedures. The Division shall approve any waivers to use.
30. Vendor agrees to abide by the Division of Delaware Parks and Recreation's vehicular rules and regulations, (as provided on the state's official website: [www.destateparks.com/rules](http://www.destateparks.com/rules)), including but not limited to the following:
  - a. Vehicles (including tractors, golf carts, mopeds, all-terrain vehicles, etc.):
    1. Vehicles will only be permitted on approved roads within each of the Park location(s) or areas specifically designated by the Division for such purpose.
    2. Vehicles are not allowed on paved pedestrian trails/paths or paved walkways.
    3. Vehicles are not permitted to cut across lawns or gardens.
    4. Vendor, their employees, subcontractors and customers shall park their vehicles only in the designated parking lot or area. No parking is permitted under the trees, on the lawn or any landscaped area of the Park.
31. Vendor, their employees and volunteers shall wear staff clothing that identifies them as the Public Recreational Equestrian Program employee, guide or instructor.
32. Vendor shall be responsible in employing only competent, mature and orderly employees and ensure their employees shall keep themselves neat and clean and be courteous to all visitors and patrons of the Park. Further, Vendor and its employees will not use improper language, behave in a boisterous manner nor engage in any unlawful or unbecoming conduct during the course of their employment by the Vendor. Any significant visitor complaints may be considered performance deficiencies under this Contract.
33. Vendor shall repair and maintain all equipment owned by Vendor. Equipment shall be clean and safe for use by Vendor customers and in maintained in proper serviceable condition at all times.
34. Vendor shall provide maintenance of the operation area, including removal of all debris to ensure accessible for handicap visitors, in compliance with Americans with Disabilities Act (ADA) laws and legislation.
35. Vendor and their employees shall at all times generate and maintain an inviting atmosphere within the designated location for customers of the Park. Any significant visitor complaints may be considered performance deficiencies under this Contract.
36. Vendor must publically display in a conspicuous place a neat and legible sign listing hours of operation, rates, prices and charges for all products for rent or sale and services.
37. Vendor shall be responsible for providing quality equipment, products, limited retail items and services

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included in this request for proposal at a reasonable price, in addition to providing excellent customer service to Park visitors.

38. At the end of the contract term or at the request of the Division, Vendor shall ensure that all facilities and/or equipment provided by the Division are returned to the Division in good order, reasonable wear and tear expected. Failure to return such facilities to its natural state or return equipment to the Division at the end of the Contract term may result in the Division billing Vendor, as applicable.
39. Upon expiration of the Contract period, Vendor shall remove all equipment and inventory furnished by Vendor, provided all fees have been paid. Any equipment, inventory and/or personal property left on the premises beyond thirty (30) days from the expiration of the Contract shall become the property of the Division.
40. If the Division does not provide storage for Vendor equipment, then Vendor shall be responsible for installing temporary storage at the beginning of the season. All temporary storage must be removed at the end of the season. All temporary and portable storage must be approved by the Division.

**T. Modifications to Park Facilities:**

Vendor may make alterations, modifications, additions or improvements to the contracted premises and facilities with prior Division approval of the design, development, timeline and approved plans. **No work shall commence until Vendor receives the Division's approval and consent in writing. All costs for any approved alterations, modifications, additions, or improvements shall be the responsibility of the Vendor, unless the Division consents to share a portion of said costs or provide necessary materials and/or labor.** Vendor shall submit a proposed layout of the operation and a description of any alterations or modifications which are contemplated to set up the operation. Vendor is responsible for obtaining any work permits, adhering to state and local ordinances, code and regulations at Vendor's expense. Additional requirements based on state and local ordinances, code and regulations may be required and shall be the responsibility of the Vendor. Vendor shall coordinate any subcontractor access to the Park with the Park Management. **Any award associated with capital investment/improvements shall result in the Division's ownership of all capital improvements executed during the life of the contract at the point of expiration and/or termination.**

**U. Damage to Park Facilities:**

In the event State property or facilities are damaged in any way whatsoever by reason of any act or omission of Vendor or its employees, Vendor shall repair at its own cost and expense the facility or property so damaged. Upon the failure of Vendor to make such repairs within five (5) working days or a reasonable time period agreed upon by the Division and Vendor, the Division will repair such damage at the cost and expense of Vendor and deliver a detailed invoice to Vendor which will be due and payable within thirty (30) days of the date of the invoice.

**V. Waiver of Damages:**

Vendor waives any and all claims for compensation of any loss or damage sustained by the Vendor resulting from fire, water, natural disaster (e.g. hurricane, tornado, etc.) civil commotion or riots.

**W. Division Responsibilities:**

1. The Division reserves the right to enlarge, close and/or reduce the size the of operation for the purposes of improvement, repair, construction or any other legitimate purpose including the hosting

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of a special event or adding pavilions which may restrict flow of business and onsite parking. It is understood that any of the above actions shall not entitle Vendor to any reduction or suspension of the Contract or fees unless otherwise approved by the Division.

2. The Division shall be responsible for the major utility and structural repairs and exterior Maintenance of the Park facilities. In the event of an immediate repair need or request from the Vendor, the Division shall be the sole determining authority of prioritizing, scheduling and repair. Division shall bill Vendor for the monthly water use charges used in the performance of the operation services.
3. The Division may perform maintenance tasks which are the responsibility of the Vendor for which the Division shall charge the Vendor a fee based upon actual costs for labor and materials. Requests for said maintenance tasks shall be submitted in writing by the Vendor and approved by the Division prior to commencement of work.
4. Facilities and Equipment to be included by the Division include:
  - a. Metal barn with indoor riding area and 19 box stalls plus an addition with 14 stalls, built in 1991
  - b. Wooden barn with 27 box stalls and feed storage loft
  - c. One (1) outdoor riding ring
  - d. Ten (10) paddocks
  - e. Hay/straw storage building
  - f. Marked riding trails on park property at the Division's discretion
  - g. Dressage ring
  - h. Manure bunkers
  - i. Fencing
5. Maintenance of Grounds, Buildings and Facilities by the Division include:
  - a. Conduct annual inspections, using an outside contractor/consultant, of the electrical systems in the metal and wooden horse barns for safety purposes and make necessary repairs and/or replace existing wiring as recommended by such contractor/consultant.
  - b. Snow removal of park roads and parking areas.
  - c. Major exterior building and major utility repairs.

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**APPENDIX B**  
**Pricing Spreadsheet**

Refer to the Pricing Spreadsheet included in this RFP posting available at <http://bids.delaware.gov/>.

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**APPENDIX C**  
**Specifications and Additional Information**

**I. State of Delaware Project Review and Approval Procedures**

In meeting our goal to provide safe, code compliant and efficient facilities to State agencies and the public, certain public works projects are reviewed by the Office of Management and Budget, Division of Facilities Management (DFM). All State departments and agencies (including school districts) are required to submit to DFM proposed contracts for architectural, engineering or construction management services as well as all architectural, structural, electrical/mechanical plans, specifications and cost estimates (source Delaware Code, Title 29, Chapter 74, Section 7419 and Chapter 63A, Section 6307A).

In addition to DFM, projects must be reviewed and approved by DNREC and other entities depending on the scope and status of the project. These entities may include DNREC Sediment and Stormwater Management Plan, State Historic Preservation Office (SHPO), DeIDOT, State Fire Marshal, County and City. This process may require 6 to 8 weeks minimally for single reviews and longer for multiple reviews.

It is recommended that initial reviews be held with the appropriate agencies at the onset of a project to review the proposed scope. The initial meeting may result in decreasing the number of reviews and reducing the amount of time needed for approvals.

**A. Projects Requiring Submission**

Plans, specifications and professional services agreements are required by DFM for those projects that are:

1. Constructed by or on behalf of the State of Delaware.
2. Financed in whole or in part by the State or by bonds in whole or in part by the State.
3. Financed by the federal government through a state agency. Highway construction projects do not need to be submitted for review and approval except those identified by the AAB as requiring submission.
4. Facilities leased by the State (regardless of whether alterations will be made).

**B. Agencies Affected**

All State departments and agencies (including all school districts).

**C. Accessibility Requirements**

The Architectural Accessibility Board (AAB) is housed within the Office of Management and Budget for administrative reasons, but as a separate agency of the State, maintains an independent review and approval process. The Architectural Accessibility Act (Delaware Code, Title 29, Chapter 73) requires submission of certain plans and specifications to the Architectural Accessibility Board. Submission to the AAB and their approval must be made prior to the final DFM application.

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**D. DNREC Sediment and Stormwater Management Plan**

Projects involving 5,000 SF or more of site disturbance must be reviewed and approved by DNREC Sediment and Stormwater Management Plan. This process can require 6 to 8 weeks minimally.

**E. State Historic Preservation Office**

Projects that are on the National Register, have covenants or easements, are within historic districts and/or having landmark status must be reviewed and approved by this office. It is recommended that an initial meeting be held with this office to determine their stance on the scope of work. Final documents are to be submitted and approval can require four weeks. This should be done prior to the final DFM review.

**F. State Fire Marshal**

All construction projects must be reviewed and approved by the State Fire Marshal. It is recommended that an initial meeting be held with this office for mid-level to complex projects. Final signed and sealed documents are to be submitted and approval can require two to four weeks. This should be done prior to the final DFM review.

**G. Delaware Division of Health and Social Services (DHSS)**

All construction projects must be reviewed and approved by the DHSS Office of Engineering. It is recommended that an initial meeting be held with this office for mid-level to complex projects. Final signed and sealed documents are to be submitted and approval can require two to four weeks. This should be done prior to the final DFM review.

**H. County and City**

The State-funded projects are required to submit construction documents for building permits with fees waived except for water and sewer fees. Privately funded projects built on State property will be required to pay all fees associated with the building permit. Issuance of the building permit can take four to twelve weeks. This is typically done by the contractor after award of the project. The Owner, architect or engineer cannot submit for the building permit.

1. The construction documents must be signed and sealed by a registered architect, structural engineer, site engineer and mechanical engineer.
2. The general contractor, plumbing contractor, mechanical contractor and electrical contractor must be licensed by the State and local jurisdiction.
3. The local jurisdiction will complete inspections during construction. These inspections will minimally include foundation, framing, ADA, mechanical, plumbing and electrical.

**I. Asbestos Requirements (if present)**

Delaware Code, Title 16, Chapter 78, Section 7805 (1) requires that all agencies utilizing State funds from any source to perform asbestos abatement and must have plans and specifications approved by DFM if asbestos is found.

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**J. Necessary Documentation for DFM Review**

1. **Public Works Project Review Form**: All contracts, plans and specifications submitted to the Division of Facilities Management for review must be accompanied by a completed Public Works Project Review Form.
2. **Professional Design Service or Construction Management Contract/Agreement**: If the purpose of the submission is for the review and approval of architectural, engineering or construction management services, the proposed contract or agreement and the Professional Services Contract Review Form must be completed and submitted with the requested information.
3. **Construction Plans and Specifications**: Three (3) complete sets of final plans and specifications must be submitted (cover page of project manual and every drawing shall be signed and sealed). Two (2) copies are sent to the Chief of Engineering and Operations and one (1) copy is sent to the Architectural Accessibility Board. Note: for DFM-managed projects, address documents to the DFM project manager assigned.
4. **Life Cycle Cost Analysis**: As outlined in Delaware Code, Title 29, Chapter 69, section 6909A, the use of life cycle cost analysis is required in the purchasing of equipment and in public works projects. See here for LCCA Requirements.
5. **Design Review Checklist**: Submissions of plans and specifications must be accompanied by a completed and signed Design Review Checklist. (see below for further details)
6. **Asbestos Plans and Specifications**: One copy of final plans and specifications must be submitted to the Chief of Engineering and Operations.

**K. DFM-Managed Design Review Process**

DFM will review projects at the preliminary schematic, schematic, design development and final design stages. The number of reviews can be decreased upon discussion with DFM at the preliminary schematic design stage.

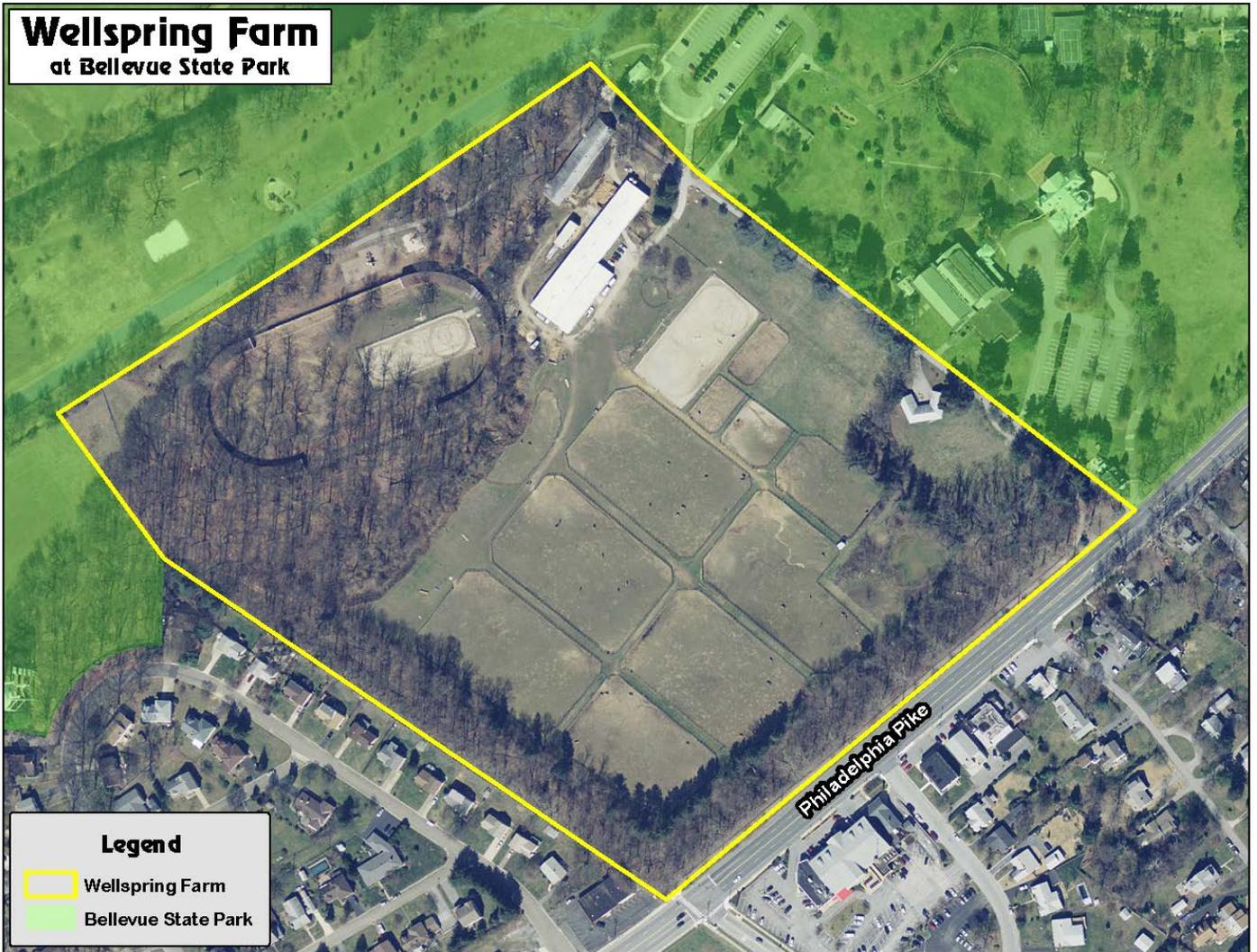
**L. State Agency Project Design Review Process**

Includes all State-funded Public Works projects including DNREC Parks & Recreation, DelDOT non-highway projects, and other projects in State-owned or leased facilities.

**M. Project Design Review Process Response**

1. The Chief of Engineering and Operations will issue a letter, indicating the overall findings of the review.
2. For reviews that have been “Not Approved”, the agency must provide a new review package (plans and specifications) or submit a letter that addresses the issues/comments that were a basis for disapproval.
3. All environmental compliance issues (asbestos abatement, underground storage tank, etc.) will require approval from the Chief of Engineering and Operations.
4. The Architectural Accessibility Board will issue an approval/disapproval letter indicating that the

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plans and specifications comply with State accessibility standards.  
**APPENDIX D**  
**Equestrian Operation Photos**



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