

**HAINES BOROUGH
REQUESTS FOR PROPOSALS
Haines Small Boat Harbor Fuel Dock Operation**

The Haines Borough, Alaska (hereinafter "Borough") is requesting proposals from Haines Borough is seeking a qualified sole proprietor or firm to operate the Haines Small Boat Harbor Fuel Dock as a concession and lease. The lease property consists of a fuel storage facility containing 1800 square feet and a non-exclusive easement to and upon the Borough Dock known as the "Fuel Dock" located in the Haines Small Boat Harbor which contains the fuel supply pipes that run from the fuel tank enclosure to the fuel dispensers.

Proposals must be limited to the purpose of operating a Marine Fuel Dock Facility. This consists of the retail sales of fuels, lubricants and related miscellaneous products. Moorage at the facility must be limited to vessel stops to the premises for the purpose of fueling only.

The term of the agreement resulting from the chosen proposal will be limited to five years with a five year option to renew. The terms and conditions of any agreement must conform to local, state and federal law concerning the dispensation of fuels and lubricants near or over the waters of Lynn Canal and the Haines Small Boat Harbor. Spill and hazardous material plans must be included in the proposal. The proposal must contain compensation for the lease of real property and/or fuel pass-through payments to the Borough.

Respondents must have state and local business licenses and commercial insurance in the amount of no less than \$2,000,000 per occurrence with the Borough named as additionally insured and Sudden and Accidental Pollution Liability insurance. The respondent must also provide a comprehensive spill recovery plan and recovery material such as absorbent boom and containment deployment contingencies.

Respondents must show qualifications and references to prove minimum performance standards for the retail sales of fuels and lubricants to the public in a marine environment.

Proposal packets should include the following:

1. Letter of Transmittal
2. Spill and hazardous material plans
3. Compensation for the lease of real property and/or fuel pass-through payments to Borough
4. Documents of insurance, licenses, etc.
5. Qualifications and References.

Proposals must be delivered to the Haines Borough Clerk **no later than 2:00 p.m. July 6, 2011**. Proposals may be mailed, emailed, faxed, or hand delivered to the Borough Clerk:

Julie Cozzi, Borough Clerk
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 E. Third Avenue.
(907) 766-2231, ext. 31
Fax: (907) 766-2716

Proposals must be received at the address and by the time and date shown above. A late proposal will only be considered in the event no qualified proposals are received by the submission deadline.

Proposals or modifications to proposals submitted by facsimile will not be responsive or accepted unless all pages have been received and printed from the Borough's facsimile machine by the deadline. Proposers assume all risk the Borough's fax line will be busy or that the facsimile machine will not be operational at the time of submission.

Selection Process:

A selection committee will be formed from Haines Borough management staff. The criteria will be as follows:

1. Experience in fuel sales, 25%
2. Knowledge of spill law, 25%
3. Proper insurance, 25%
4. Recommendations, 25%

The selection process will take two weeks and the apparent selected proposer will be announced on July 20, 2011 at 2:00 p.m. Inquiries may be made by contacting the Borough Clerk or the Manager at (907) 766-2231.

Incurred Costs:

The Borough is not liable for any costs incurred by the proposer prior to issuance of an approved contract. All costs incurred as a result of responding to this RFP are the sole responsibility of the proposer.

Additional Considerations:

During the evaluation process, the Haines Borough reserves the right, where it may serve the Borough's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

Rejection of Proposals:

The Borough reserves the right to: 1) reject any or all proposals; 2) accept the proposal which in its judgment best suits the needs of the Borough; and 3) waive any and all irregularities or informalities in any proposal.