

MISSISSIPPI SECRETARY OF STATE
NOTICE OF REQUEST FOR INFORMATION
DEER ISLAND TRANSPORTATION

The Mississippi Secretary of State and Department of Marine Resources (the “State”) is requesting proposals and suggestions from qualified firms (“Vendor”) for assistance in identifying and implementing a service to transport patrons between Biloxi Harbor and Deer Island and to provide amenities to patrons while on Deer Island.

This document serves as a request for you to submit proposals, as well as a source of information related to the project. Any questions should be directed via email to Andria Matrick at andria.matrick@sos.ms.gov and Sonja Slater at Sonja.slater@dmr.ms.gov.

1. The Vendor will transport passengers from Biloxi Harbor to Deer Island and return to Biloxi Harbor on a Vendor-owned and Coast Guard licensed boat. The State requests this transportation be done multiple times a day on a set published schedule and as needed. It is expected that the shuttle will occur a minimum of six (6) times daily from March 1 through October 31 each year, weather permitting. Additional trips may be arranged at the Vendor’s option.
2. Tickets for passage on this shuttle service would be purchased at the Biloxi Harbor and the Vendor would maintain a presence in that Harbor.
3. Vendor will pay the State as a lease payment the greater of One Dollar (\$1.00) or ten percent (10%) of the ticket price for each passenger. Vendor may establish the charge per passenger.
4. Vendor will keep records of counts of passengers and make payments to the State monthly. The State will reserve the right to engage an auditor to review these records.
5. Vendor will provide a snack bar and restroom services for Deer Island on an appropriately outfitted boat. Vendor will ensure that facilities are staffed at all times during hours when patrons have been transported to Deer Island by Vendor.
6. Vendor will notify patrons of island etiquette, restricted areas and other environmental issues.
7. The State has a pontoon boat that could be retro-fitted for this purpose. Vendor could purchase this pontoon boat through MS State Surplus Properties and make the needed improvements
8. Vendor will maintain the cleanliness of snack bar and restroom facilities and will appropriately dispose of all wastes.

9. Vendor will provide insurance and liability coverage for any and all vessels used in the shuttle service and concession and restroom facilities.
10. In the event of a weather emergency, Vendor will be responsible for moving any and all boats from Deer Island to a safe harbor.
11. All boats/vessels and operators of the boats/vessels must have proper licenses, certifications and training for transporting passengers. (Specifics to be determined in the contract negotiations.) Any additional required licenses or permits needed for food service are the responsibility of the Vendor. All sales will be subject to normal State sales tax, but all income and expense will be property of the Vendor.
12. Vendor will do advertising designed to bring passengers to the shuttle service. The State will have the right to do additional promotion of Deer Island and these services, as well.
13. The process for receiving and evaluating proposals follows this section. The State has the legal authority to locate a single provider and enter into a contract without any consideration of other providers, therefore it should be understood the State reserves the right to reject all proposals; to use ideas or concepts from one proposal in discussions with other firms; to work with any of the firms to modify the proposal; and, to make changes to this process at any time it is deemed to be in the best interest of the State.
14. Proposals shall be submitted by 2:00 p.m. on Friday, July 10, 2015.
15. Proposals should be submitted to:

Andria Matrick 125 South Congress Street Suite 1600 Jackson, MS 39201 Phone: (601)359-6596 Fax: (601)359-1499	Sonja Slater 1141 Bayview Avenue Biloxi, MS 39530 Phone: (228)-523-4138 Fax: (228)374-5005
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16. Questions related to this project should be submitted via email to Andria Matrick at Andria.matrick@sos.ms.gov and Sonja Slater at Sonja.slater@dmr.ms.gov.
Anyone wishing to receive summaries of questions and responses should submit an email to this address.
17. Overnight mail should be sent to MS Secretary of State 125 South Congress, Suite 1600, Jackson, MS 39201 and Department of Marine Resources 1141 Bayview Avenue, Biloxi, MS 39530.

18. Please submit electronic copies of your proposal (thumb drive or disk) or in writing to Andria Matrick via email at Andria.matrick@sos.ms.gov or by U.S. Mail to her at 125 South Congress Street, Suite 1600, Jackson, MS 39201 and Sonja Slater via email at Sonja.slater@dmr.ms.gov or by U.S. Mail to her at 1141 Bayview Avenue, Biloxi, MS 39530.
19. Proposals should include, but not be limited to the following:
- a. Letter from individual authorized to act on behalf of Vendor, indicating a desire to negotiate with the State related to this project. The letter should give a brief overview of the proposed project.
 - b. Detailed description of the plans to include, but not limited to, type of boat to be used for shuttle, price to charge passengers, suggestions for advertising and, a business plan and financial statement of the Vendor. Please note all written documents, other than the social security numbers or employer identification numbers, are subject to public disclosure requirements of the State.
 - c. Description of the staff/team to be assigned to this project, to include resumes showing experience on prior projects similar in size and scope. With this section it is our intent to determine the proven capabilities of the team we will be working with thus, the probability of success.
20. The State will review the proposals submitted and select a Vendor or Vendors for further discussions and contract issuance.
21. The starting date for service to the island will be no later than March 1, 2016, the anticipated completion date of the Deer Island pier is December 31, 2015.

22. DISCUSSIONS/EVALUATION CRITERIA/AWARD PROCESS

- a. The State reserves the right to conduct discussions with any or all respondents or to make an award of a contract without such discussions based only on evaluation of the written proposals. The State reserves the right to contact and interview anyone connected with any past or present projects with which the respondent has been associated. The State likewise reserves the right to designate a review committee to evaluate the proposals according to the criteria set forth under this section. The State may make a written determination showing the basis upon which the award was made and such determination shall be included in the procurement file.
- b. The State reserves the right to award this contract in whole or in part depending on what is in the best interest of the State with the State being the sole judge thereof.