

REQUEST FOR PROPOSALS

INVITATION TO OPERATE PADDLEWHEEL BOAT TRANSPORTATION SERVICES CONCESSION at BLENNERHASSETT ISLAND HISTORICAL STATE PARK



**WEST VIRGINIA DIVISION OF NATURAL RESOURCES
PARKS AND RECREATION SECTION**

Blennerhassett Island Historical State Park

REQUEST FOR PROPOSALS FOR THE OPERATION OF A PADDLEWHEEL BOAT TRANSPORTATION SERVICES CONCESSION

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SECTION ONE: GENERAL INFORMATION

1. Purpose: The West Virginia Division of Natural Resources, Parks and Recreation Section, Blennerhassett Island Historical State Park, hereinafter called the Division, is soliciting proposals to potential contractors, hereinafter called the Contractor, interested in providing a paddlewheel boat concession at both Point Park and Blennerhassett Island, in Parkersburg, Wood County, West Virginia. This concession shall include at a minimum: daily, seasonal passenger ferry service providing passage to visitors to Blennerhassett Island by piloting a State-owned vessel, M/V *Island Belle*. Vendor shall also include various after hours tour cruises and events; and the use of a privately owned backup-vessel for the same services.
2. By signing and submitting a proposal, the successful Contractor agrees to be bound by all the terms contained in this Request for Proposal (RFP).
3. An RFP is generally used for the procurement of services in situations where price is not the sole determining factor, and the award will be based on a combination of cost and technical factors (Best Value). Through its proposal, the bidder offers a solution to the objectives, problem, or needs specified in the RFP, and defines how it intends to meet (or exceed) the RFP requirements.
4. Schedule of Events

Public Advertising

Wednesday, January 24, 2024; Friday, January 26, 2024; Saturday, January 27, 2024; and Sunday, January 28, 2024; Wednesday, January 31, 2024; Friday, February 2, 2024; Saturday, February 3, 2024; and Sunday, February 4, 2024

Deadline to Request Documents

4:00 p.m.; Thursday, February 8, 2024

Site Visit

May be arranged in advance by contacting Park Superintendent Craig Pyles at the park headquarters at 304.420.4800.

Bid Opening Date

1:00 p.m.; Wednesday, February 21, 2024

LOCATION

DNR Office, 324 4th Avenue, South Charleston, WV

Contract Award

Wednesday, March 6, 2024

Contract Execution

Open for business on Wednesday, May 1, 2024

SECTION TWO: PROJECT SPECIFICATIONS

Contract Information

Blennerhassett Island Historical State Park Superintendent Craig Pyles

Blennerhassett Assistant Superintendent Brent Baker

Office: 304.420.4800

Fax: 304.420.4802

District Park Manager Clinton Cochran

Office: 304.558.2764

Fax: 304.558.0077

Email: Clinton.C.Cochran@wv.gov

BACKGROUND

History

Blennerhassett Island Historical State Park features a Palladian mansion on the island and a Museum of Regional History located in Parkersburg, West Virginia. This unique state park is visited by 40,000 people each year. Blennerhassett Island in the Ohio River is part of the park operations accessed by a sternwheeler riverboat, the M/V *Island Belle*, from Point Park on 2nd Street in Parkersburg. Once on the island, visitors may enjoy tours of the grounds and mansion and horse drawn carriage rides. Tours are offered when the park is open, from May through the last weekend of October.

The history of Blennerhassett Island has made it the Ohio River's most famous island. In 1789, the island was settled by Harman and Margaret Blennerhassett, wealthy Irish aristocrats fleeing political persecution and personal scandal. Over the years, the couple's mansion gained a reputation for being the West's most beautiful home. Then, in 1805, they allowed their estate to become headquarters for Aaron Burr's military expedition to the Southwest, an episode that raised the island to national renown and awarded it a permanent footnote in American history. The Burr conspiracy, which is suspected to have involved a treasonous plot to create a new country independent of the United States, has become the subject of many stories, poems, artwork, and Broadway shows. The Blennerhassetts fled the island when Burr's scheme collapsed but the (restored) mansion and history remain.

Scope of the Project

Blennerhassett Island Historical State Park consists of the Island, located in the middle of the Ohio River, a short distance downstream from downtown Parkersburg, and the Blennerhassett Museum of Regional History, which is where the park offices are located at 137 Juliana Street, Parkersburg, West Virginia. Tours of the reconstructed Blennerhassett Mansion, horse-drawn carriage rides, bicycling, foot trails, and self-guided tours of the grounds are available to visitors to the island, which also has a gift shop and refreshment stand. Travel to the Island is via the sternwheeler, M/V *Island Belle*, which carries up to 149 passengers.

During the season, the *Island Belle* leaves Point Park, beginning at 10:00 a.m. at the top of the hour and leaves Blennerhassett Island for the return trip to Parkersburg at the bottom of each hour until the day's close (30 minutes). The last trip of the day leaves the Island at 4:30 p.m. during peak Season.

Tickets for the *Island Belle* are sold at the Museum, located two blocks from Point Park. The Division will be responsible for selling tickets for all services as is done now and on-line utilizing the Division's website. A method for onsite Point Park walk-in ticket sales by the Contractor may be proposed in the operational plan found later in this document.

The State-owned vessel, *Island Belle*, will be utilized as the primary source of boat use for all facilities and services applicable to its size and services. The Contractor will operate, where practicable, the M/V *Island Belle* and will crew the boat with a U.S. Coast Guard (USCG) licensed river pilot and USCG approved crewmen. The Contractor agrees to immediately notify the Park Superintendent of any changes or modifications of service.

The successful Contractor will be offered the contract to operate the paddlewheel boat concession for a period of five (5) years, extending from May 1, 2024. to December 31, 2029. Should the Contractor perform in a satisfactory manner; additional extensions may be granted. Said contract shall be terminated by the Division on the violation of any terms and conditions herein stated and may be terminated by the Contractor by giving sixty (60) day notice in writing to the Division.

The contract awarded to the successful Contractor is not intended and shall not be construed to vest in the Contractor any title, tenure, or any property rights in the real estate, fixtures, or any personal property belonging to the Division now located in or which may hereafter be located in or around the premises to be occupied by the Contractor or by anyone employed by the Contractor. The West Virginia Division of Natural Resources based on the scope of the proposals submitted, financial return to the State, experience of the Contractor, and the Contractor's ability to financially carry out his/her proposal, intends to award a contract with the following general conditions:

Special Operational Details

The Contractor shall honor all dates, times, and pricing for reservations made by the State operator prior to the commencement of this contract; this shall include school groups. For details on these commitments, please contact Park Superintendent Craig Pyles - contact information on _____.

The Blennerhassett Historical Foundation Inc. and its associated group, Friends of Blennerhassett, is a non-profit organization dedicated to the enhancement and success of all facets of the operation of Blennerhassett Island Historical State Park. As such, the Contractor shall be required to provide free transportation for members of these groups to and from the island during regular business hours and for regular business purposes on regularly scheduled trips only.

The Contractor shall commit to the development and implementation of park scheduled special events at the minimum at the same level of number and duration as has been scheduled by park operations in the past year. Contractor shall partner with the Division on new special event creation and implementation.

The Contractor shall transport State and Volunteer employees of DNR to and from the island during regular business hours for regular business purposes on regularly scheduled trips only. The Contractor shall cover all costs associated with proper communication/radio operations on the boat(s). The Contractor shall be responsible for transporting the boat to and from maintenance locations and transport same to safe harbor in case of emergency water conditions. All vessel transport and mooring shall be the responsibility of the Contractor.

Hours of Operation

The contract shall operate on the following schedule for regular island shuttle services at a minimum:

May 1 - Labor Day	10:00 a.m. to 4:30 p.m.	TUE thru SUN
Labor Day - November	11:00 a.m. to 4:30 p.m.	THU thru SUN

The Contractor shall operate the concession on such days and hours as will assure reasonable and proper service to park patrons.

Scheduling is subject to change due to high winds, severe weather, or hazardous river conditions to ensure both passenger and vessel safety.

Rates to the Public

All rates to the public charged by the Contractor shall be approved in advance by the Division.

Revenue Due the Contractor

Subject to the approval of the Division, the Contractor will determine a fair price per passenger, taking into consideration child and senior rates, which will be collected by the Division in a manner already established.

Revenue Due the Division

The Contractor agrees to pay the Division as compensation for this contract, and for the privilege of operating said contract within the park, and for the period aforesaid as follows:

See Pricing Page

For the purpose of computing such fees, gross receipts shall be the gross amount received for the sale of all boat tickets, whether individual or packaged, and all other commodities and services otherwise provided at or from the described premises, including any item delivered by mail or via the internet. No tax imposed upon and added to the retail sales price of the tickets, or any services provided, nor any tax now or hereinafter adopted which may be required to be collected from guests, shall be treated as part of the gross receipts. As part of the operation plan to be described by the Contractor later in this document, payment percentages due the Division may be separated based on the type of service provided. For example, the Contractor may choose to pay the Division a certain percentage for regular island shuttle service, and another percentage for after-hour cruises.

Payments

All payments due to the Contractor shall be paid monthly by the Division covering receipts of the previous calendar month due the Division and shall be accompanied by a statement showing detailed receipts. The Contractor will not be required to pay percentages to this agency for services not linked to Blennerhassett Island Historical State Park through operations, marketing, or advertising.

Maintenance

The Contractor assumes cost and responsibility for all maintenance of the boat and will be, at minimum, required to adhere to a planned maintenance schedule which is attached. This includes preventative, routine, and major maintenance. All tools, parts, and supplies for maintenance shall be provided by the Contractor. The Contractor shall permit the inspection of the boat by the Division or its representative as often as, in the judgment of the Division, such inspection is deemed necessary.

Books of Account and Financial Reports

The Contractor agrees to keep books of account and records of all operations and to establish systems of bookkeeping and accounting in a manner satisfactory to the Division, and to permit inspection of said books and records by the Division or its representative as often as, in the judgment of the Division, such inspection is deemed necessary. The Contractor shall submit at the end of each year, or as required by the Division, a Profit and Loss Statement of Operations under this contract in a form approved by the Division. The Profit and Loss Statement shall classify and identify all income and expenses. This provision pertains solely to records and accounts specific to Blennerhassett park operations and cruises. All books and records for Blennerhassett park operations and cruises are to be separate from other business engagements of the Contractor.

Utilities

The Division shall provide all water and electric for boat operations without cost to the Contractor as applicable for facilities permanently located on park property. The Contractor shall use all utilities in strict accordance with plans and designs designated and approved by the Division. The Contractor will be responsible for having the sewage pumped from the

sternwheeler on a regular basis, and in accordance with all Federal, State, and County health rules and regulations, at the Contractor's expense.

Fuel

All fuel for boat operations shall be provided by the Contractor.

Bonding and Insurance

Contractor shall be required to obtain insurance written in the name of and protecting both the Division and the Contractor. The insurance certificate must name the Division as an additional insured and the certificate holder. Insurance required under this contract shall be in accordance with the following schedule:

Liability insurance written in the name of the Contractor and protecting both the Division and the Contractor, the policy limits of which insurance shall be a minimum of One Million Dollars (\$1,000,000) per occurrence.

Contractor shall be required to submit a fully executed Performance Bond to ensure the faithful performance of this contract, upon award of this contract. Vendor should be advised to the affirmative noting receipt of this requirement. Contractor will be required to furnish the Division, before beginning operations herein under, proof of employment (on the job) accident insurance by Workers Compensation or other documentable means.

The Contractor assumes all risk in the operation of this contract, and said premises shall be solely responsible and answerable in damages for all accidents or injuries to persons or property, and hereby covenants and agrees to indemnify and keep harmless the Division and its officers and employees from any and all claims, suits, losses, damage, or injury to persons or property of whatsoever kind and nature whether direct or indirect, arising out of the operation of this contract or the carelessness, negligence, or improper conduct of the Contractor of any servant, agent, or employee which responsibility shall not be limited to the insurance coverage provided for.

Contractor shall provide a narrative answering each of the following:

CONTRACTOR SHALL TITLE THIS:

ATTACHMENT "A" -OPERATIONAL PLAN

1. Operational Plan

- a. A general narrative description of the proposed paddlewheel boat operation; proposed opening operation dates and hours; and a personal property inventory.
- b. Indicate and fully describe the number and cost to customer pricing for proposed fees and packages to be assessed for all categories of use of the facility as well as any additional activities to be made part of the concession operation, such as special events and after-hours charters, dinner cruises, etc.

- c. The Contractor must indicate proposed preventative maintenance schedule (Vessel Maintenance Checklist attached), detailed safety inspection schedules, safety equipment replacement schedules, emergency procedures for incidents and accidents, CPR certification, AED certification for emergency procedures, and any other information pertinent to the proposed attraction. AED device is applicable and shall be provided by the Contractor.
- d. Describe needed facility space at the docking area.
- e. Describe the management structure/organization proposed for the attraction. Identify management personnel by name (if selected), titles, and show how management staff will interact with each other in managing the facilities. Additionally, the Contractor is to indicate the total number of staff and categories of work to be utilized in operation and maintenance of the facilities. Also provide years of full-time experience for all employees in this type of attraction venture. Contractor shall also provide a listing of all required training for all proposed staff. Contractor shall show proof of USCG captain certification for individuals operating vessel.
- f. Provide a five (5) year business plan for the operation and development of the licensed premises. The plan must show goals and objectives for each year showing the estimated cost of any development.
- g. Describe how staff will interact with guests, making this an enjoyable and memorable experience. Explain how employees will be trained in hospitality and customer service; describe how the Contractor sees the guest experience from the first impression upon arrival, how they are greeted; and employee interactions with the guests of various demographics including children, adults, and seniors. Describe all reasonable accommodations that will be made to those with disabilities. Describe the process of how the boating public will be able to reasonably utilize the facility.
- h. Discuss elements of a marketing and advertising plan that address Contractor's innovative and creative approach to the unique conditions of Blennerhassett Island Historical State Park, including on-line and/or social media marketing. All advertising and marketing are subject to approval by the Division and the West Virginia Department of Tourism.
- i. Contractor shall discuss plans for the winter mooring of the state-owned vessel.
- j. Contractor shall provide details on a plan for a secondary boat to be used in the event of a breakdown of state-owned *Island Belle*.

CONTRACTOR SHALL TITLE THIS:

ATTACHMENT "B" - FINANCIAL BACKGROUND OF CONTRACTOR

2. Financial Background of Contractor

Confidential corporate information may be redacted in this submission; however, adequate and appropriate information must be revealed which will allow DNR to judge the submission;

- a. An audited financial statement for each of the last three (3) years must be provided for the applicable legal entity submitting a proposal;
- b. Bank references for the Contractor shall be provided including name, address, and current telephone number of the given financial institution;
- c. Description of the proposed financing plan for the first three (3) years including but not limited to source of credit, terms of credit, and repayment schedule;
- d. Provide a preliminary budget, projected cash flow, estimated operating costs and detailed plans of financing including identity of proposed lenders;
- e. Provide an annual estimated gross income from the attraction operations for the first five (5) years of operation.

CONTRACTOR SHALL TITLE THIS:

ATTACHMENT "C" - CORPORATE BUSINESS BACKGROUND

3. Corporate Business Background

Confidential corporate information may be redacted in this submission; however, adequate and appropriate information must be revealed which will allow DNR to judge the submission;

- a. The corporate background and experience section shall include from the Contractor details of the background of the company, date established, ownership (public company, partnership, subsidiary, etc.), company resources, and details of company experience relevant to the proposed development. List, if any, current or past adventure facilities managed by the company.

CONTRACTOR SHALL TITLE THIS:

ATTACHMENT "D" - REFERENCES

4. References

- a. Include four (4) references with complete contact information, e.g., name, address, telephone number(s), email address, and affiliation to you.

Name: _____

Address: _____

Telephone #: _____

Email: _____

Affiliation:

Name:

Address:

Telephone #:

Email:

Affiliation:

Name:

Address:

Telephone #:

Email:

Affiliation:

Name:

Address:

Telephone #:

Email:

Affiliation:

SECTION THREE: CONTRACTOR PROPOSAL

1. Economy of Preparation: Proposals should be prepared simply and economically providing a straightforward, concise description of the Contractor's abilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of the Content;

2. Incurring Cost: Neither the State nor any of its employees or officers shall be held liable for any expenses incurred by any Contractor responding to this RFP, including but not limited to preparation, delivery, or travel;
3. Proposal Format: Contractor should provide responses in the format listed below;
4. Title Page: State the RFP subject, number, Contractor's name, business address, telephone number, fax number, name of contact person, email address, and Contractor signature and date;
5. Table of Contents: Clearly identify the material by section and page Number;

ATTACHMENT A: Operational Plan
ATTACHMENT B: Financial Background
ATTACHMENT C: Corporate Business Background
ATTACHMENT D: References

6. Cost Sheet: Shall be included in RFP submission and be submitted in a separate sealed envelope. Cost Sheet shall be clearly marked, all sections completed, and document signed;
7. Proposal Submission: Proposals must be received in two distinct parts: Technical Proposal and Cost Proposal;

Technical Proposal must not contain any cost information relating to the project.
Cost Proposal shall be sealed in a separate envelope and will not be opened initially.

All proposals must be submitted in a **SEALED** envelope to the Agency prior to the date and time stipulated in the RFP as the opening date. All proposals will be date and time stamped to verify official time and date of receipt. All submissions must be in accordance with the provisions listed below:

Mailing Address

Clinton Cochran, District Park Manager
West Virginia Division of Natural
Resources Parks and Recreation Section
324 4th Avenue
South Charleston, West. Virginia 25303-1228

8. Technical Bid Opening: The Agency will open and announce only the technical proposals received prior to the date and time, specified in the Request for Proposal. The technical proposals shall then be reviewed by the evaluation committee;
9. Oral Presentations (an agency option): There will be no oral presentation required for this solicitation;
10. Cost Bid Opening: The Agency shall schedule a date and time to open cost proposals when the Parks Chief has approved the technical recommendation of the evaluation committee. All cost bids for qualifying proposals will be opened. Cost bids for non-qualifying proposals will also be opened but shall not be considered. A proposal may be deemed non -qualifying for many reasons including, but not limited to, the bidder's technical proposal failing to meet the minimum acceptable score and the bidder's technical proposal failing to meet a mandatory requirement of the contract.

SECTION FOUR: EVALUATION AND AWARD

- Evaluation Process: Proposals will be evaluated by a committee of three (3) or more individuals against the established criteria with points deducted for deficiencies. The Contractor who demonstrates that they meet all the mandatory specifications required; and has appropriately presented within their written response and/or during the oral demonstration (if applicable) their understanding in meeting the goals and objectives of the project; and attains the highest overall point score of all Contractors shall be awarded the contract. The selection of the successful Contractor will be made by a consensus of the evaluation committee;
- Evaluation Criteria: All evaluation criteria are defined in the specifications section and based on a 100-point total score. Cost (meaning the concession fee(s) to be paid to Blennerhassett Island Historical State Park) shall represent a minimum of 30 of the 100 total points.

The following are the evaluation factors and maximum points possible for technical point scores:

Qualifications and Experience: 70 Points Possible

OPERATIONAL PLAN: 40
FINANCIAL BACKGROUND: 10
CORPORATE BUSINESS BACKGROUND: 15
REFERENCES: 05

Cost: 30 Points Possible

Total: 100 Points Possible

COST SHEET PROPOSAL

I, _____, propose to pay the Division as compensation for this contract and for the privilege of operating said contract with the park as follows:

_____ **Percent (%) of total gross receipts**

**PLACE THIS SHEET IN SEPARATE,
SEALED ENVELOPE**

signed

dba

date

VESSEL MAINTENANCE CHECKLIST for *M/V Island Belle* BLENNERHASSETT ISLAND HISTORICAL STATE PARK

The Contractor shall comply with all State and Federal Regulations governing the Operation and Maintenance of Small Passenger Vessels (T-Boat class); specifically:

- Title 33 of the Code of Federal Regulations (33 CFR), Parts 26, 83, 95, 151, 155 & 159
- Title 46 of the Code of Federal Regulations (46 CFR), Subchapter T, Parts 175 to 187
- Title 47 of the Code of Federal Regulations (47 CFR), Part 80

The Contractor shall ensure that the *M/V Island Belle* is inspected annually by the United States Coast Guard Marine Safety Unit Huntington.

- US Coast Guard Small Passenger Vessel T-Boat Checklist (USCG CVC-FM-021)
 - Certificates and Documents
 - Logs and Manuals
 - Bridge/Navigation Systems
 - General Health and; Safety
 - Lifesaving Equipment
 - Fire Fighting Systems
 - Machinery & Aux Systems
 - Electrical Systems
 - Structural/Watertight Integrity
 - Pollution Prevention
 - Topside Equipment
 - Human Factors & Safety Culture/Drills
 - Emergency Drills General
 - Fire Drills
 - Man Overboard Drills
 - Abandon Ship Drills

The Contractor shall ensure that the *M/V Island Belle* five-year Certificate of Inspection (COI) remains current.

The Contractor shall provide the WVDNR (Owner) a copy of USCG Form CG-835 (Inspection Deficiencies) immediately following completion of any inspection.

Planned Maintenance

The master is responsible for the seaworthiness of the vessel and must ensure that all requirements regarding safety and pollution prevention are being complied with. Effective planning is required to ensure that the vessel, its machinery systems, and its services are functioning correctly and being properly maintained.

Advantages of Planned Maintenance

1. Fewer breakdowns and repairs.
2. Equipment operates efficiently at all times.
3. Fewer hazards to the crew when working with well-maintained equipment.
4. Vessel complies with survey requirements at all times.
5. No areas of the vessel or items of equipment are overlooked or neglected.

MAIN ENGINE

Daily

- Check engine oil. It should be slippery, not milky, and not smell like diesel fuel.
- Confirm proper oil pressure at startup.
- Check pulley belt tension (1/2" deflection max).
- Check fuel and cooling water hoses for leaks or wear.
- Check engine instruments for proper operation.
- Check exhaust smoke color - blue or white is bad.
- Check bilge or under engine for leaks or excessive fluids. Cleanup any small leaks on deck and monitor.

Weekly

- Check pulley belt tension (1/2" deflection max). Check engine instruments for proper operation.
- Check all hoses for wear or leaks.

Monthly

- Clean any raw water strainer(s).
- Check all hoses for wear and clamp tightness.
- Check the air filter for cleanliness.
- Check engine mounts and retorque.
- Check starter battery and cables for wear and tightness at battery.

Every 250 Hours (or as per manufacturer's recommendations)

- Change oil and filter.
- Replace engine primary and secondary fuel filters.
- Change the air cleaner.
- Remove and inspect the cooling water pump.
- Inspect generator electrical wiring at engine.

Annually

- Replace fuel filters on engine(s) and in Racor filter.
- Place diesel fuel conditioner in the tank after filling in the fall after last use.
- Assure tank full over winter.
- Check antifreeze in the engine(s) each fall.
- Check level and concentration in the engine.
- Change cooling system anodes on any engine mounted coolers.
- Replace raw water impellers.
- Ensure the fuel tank is filled to prevent condensation, water accumulation, and bacterial growth.

- Send oil samples out to a local lab for analysis.

DRIVES

- Check chains for tightness and wear.
- Check chain drive sump for water and proper level.
- Check alignment yearly.
- Check transmission oil level.
- Check all hydraulic lines for leaks and wear near tanks and motors.
- Change hydraulic oil filters as per manufacturer's recommendations.
- Send hydraulic oil samples out for analysis yearly.

ELECTRICAL

- Test batteries with conductance tester or hydrometer to confirm batteries' health, replace if necessary.
- Spray electrical connections at the battery and clean as necessary.
- Meter check battery charger for proper charging at batteries (13-4.Sv).
- Check the water level of the battery.
- Inspect for loose wiring at load centers and breaker condition.
- Clean all exterior bulb contact points, spray with anti-corrosion spray.

PLUMBING

- Check the freshwater pump and piping for leaks and wear.
- Close all seacocks for winter months to minimize danger of pipe and hose freezing.
- Check both head sink and toilet for leaks and proper operation.

STEERING SYSTEM

Daily

- Check for excessive play or movement in steering gear shafts.
- Check steering wires under helm and at stern for wear.
- Check tension and wear of the steering cable.

Weekly

- Grease rudder shafts.
- Lubricate all grease points for steering.

Monthly

- Check all steering cables in overhead.

SAFETY EQUIPMENT

Monthly

- Test run fire pump.
- Inspect fire hoses for conditions.
- Fire extinguishers inspected and properly tagged. Fire axes.
- First aid kit.
- Life rings.

- Condition of personal floatation devices (PFDs) - bi-annual inspection. Cycle fuel shutoff valve to engine and check for proper operation.

NAVIGATION EQUIPMENT

Weekly

- Proper operation of Global Positioning System (GPS). Proper operation of navigation lights.
- Proper operation of Very High Frequency (VHF) radios. Test horn. Test fire alarm.
- Check the battery under helm for condition, wiring, and proper charging.
- Conduct safety drills as required.

INTERIOR MECHANICALS

- Lighting (Weekly)
- Ensure all bulbs are operable.

HULL INSPECTION ABOVE WATER

Daily

- Lift hatches and check all voids for water.
- Check, clean, or replace any bad gaskets around hatch covers and reseal. Guard rails and lifelines free of damage and in good working order.
- Every Week During November Through Spring
- Lift hatches and check all voids for water.
- Inspect fuel piping, sanitation piping, and tanks. Check bow, stern, and spring lines for wear.
- Check fenders for placement and wear. Reposition or replace.
- Check heaters are operational and room temperature sufficient to avoid freezing of plumbing.
- Conduct security checks for entry, missing major equipment, and damages. Check all deck fitting and rope for wastage and soundness.

DECK ACCESS AND RAMP

- Have ramp winch serviced yearly by the manufacturer's authorized repair facility.
- Inspect all rigging on ramp connections for wear and corrosion monthly.
- Inspect ramp railings and structure for soundness and in good working order.
- Lubricate all ramp terminals tackle-monthly.
- Ensure deck is non-slip; repair with nonskid as necessary.

SPARE PARTS AND TOOL KIT

Monthly

- Check inventory and condition of necessary spare parts for vessel.
- Check and inventory condition of hand tools, filters, and oil/grease.

END OF SOLICITATION