

**RECREATION ADVISORY BOARD  
REGULAR MEETING AGENDA**

**Tuesday, March 12, 2024 –6:00 p.m.**

Catherine Bonifas Civic Center, Main Meeting Room  
225 North 21<sup>st</sup> Street, Escanaba, MI 49829



Rhonda Waters, Chairperson  
Jennifer Gylock, Vice Chairperson  
Lorne Watson, Boardmember  
Shirley Gollach, Boardmember  
Mary Blasier, Boardmember  
Karen Moore, Council Liaison  
Kim Peterson, Recreation Director

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**CALL TO ORDER**

**ROLL CALL**

**ANNOUNCEMENTS**

**APPROVAL/CORRECTION(S) TO MINUTES – Regular Meeting of February 13, 2024**

**APPROVAL/ADJUSTMENTS TO THE AGENDA**

**CONFLICT OF INTEREST DECLARATIONS**

**PUBLIC HEARING**

1. **Public Hearing** - Consideration of a Michigan Natural Resources Trust Fund (MNRTF) Grant Application in the amount of \$400,000 for the City of Escanaba to construct eight dedicated pickleball courts to be located at Royce Park located at South 19<sup>th</sup> Street and 7<sup>th</sup> Avenue South, Escanaba, MI 49829.

**UNFINISHED BUSINESS - None**

**NEW BUSINESS**

1. **Ludington Park Food/Drink Concessionaire Proposal**  
**Explanation:** The Board will review the one food/drink concessionaire proposal from Sticky Fingers of Gladstone, MI to vend in Territory #1 – Harbor Hideout/Karas Bandshell Area for the Summer 2024.
2. **Sanitation Services for City Parks Proposal**  
**Explanation:** The Board will review the one proposal for sanitation services from Stenberg Brothers of Bark River, MI for sanitation services for the 2024 Season.
3. **Project Updates:**
  - a. Discussion and Review of the Royce Multi-Use Court Resurfacing Bid
  - b. Dedicated Pickleball Court Discussion and Grant Opportunities
  - c. Music Opportunities for Summer 2024 – Outdoor Events
  - d. Marina Duties for the Upcoming Season

**MISCELLANEOUS**

**GENERAL PUBLIC COMMENT**

**ADJOURNMENT**

The City of Escanaba will provide all necessary, reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon five days' notice to the City of Escanaba Clerk's Office by writing or calling (906) 786-9402.

Respectfully Submitted,  
Kimberly Peterson, Recreation Director

**ESCANABA RECREATION ADVISORY BOARD**  
**Meeting Minutes**  
**Tuesday, February 13, 2024**

The Escanaba Recreation Advisory Board met in regular session on Tuesday, February 13<sup>th</sup>. Meeting was called to order at 6:00 p.m. in the Main Meeting Room at the Civic Center, 225 North 21<sup>st</sup> Street, Escanaba, MI 49829.

**BOARDMEMBERS PRESENT:** Boardmembers Jenny Gylock, Shirley Gollach, Mary Blasier and Lorne Watson

**OTHERS PRESENT:** Recreation Director Kim Peterson, Recreation Assistant Brooks Bougie, City Council Liaison Karen Moore; other public included, Glendon Brown and Jim Hansen

**BOARDMEMBERS ABSENT:** Vice Chairperson Rhonda Waters

**ANNOUNCEMENTS** – N/A

**APPROVAL/CORRECTION(S) TO MINUTES - REGULAR MEETING OF DECEMBER 12, 2023**

A motion was made by Boardmember Gollach, seconded by Boardmember Watson, to approve the meeting minutes for December 12, 2023. Motion was approved unanimously.

**APPROVAL/ADJUSTMENTS TO THE AGENDA**

A motion was made to accept the agenda as is by Boardmember Gylock, seconded by Boardmember Blasier. Motion was approved unanimously.

**CONFLICT OF INTEREST DECLARATION** – N/A

**PUBLIC HEARING** – N/A

**UNFINISHED BUSINESS** – N/A

**NEW BUSINESS**

**Election of Officers**

A motion was made by Boardmember Gylock to elect Vice Chairperson Waters as Chairperson, seconded by Boardmember Blasier. Motion was approved unanimously.

A motion was made by Boardmember Gollach to elect Boardmember Gylock as Vice Chairperson, seconded by Boardmember Watson. Motion was approved unanimously.

## **Approval of 2024 Meeting Dates**

**A motion was made by Boardmember Blasier to approve the 2024 meeting dates as presented, seconded by Boardmember Gollach. Motion was approved unanimously.**

**Discussion and Review of FY2024-2025 Budget** – Recreation Director Peterson reviewed and highlighted what the Recreation Department was looking into putting in the budget for the upcoming fiscal year to include: Resurfacing the basketball courts at Ludington Park and Stephenson Park and removing the basketball court at Royce Park due to its severe dilapidated condition; redoing the remainder of the Civic Center flooring which is original from 1967; Winter/Summer Sports equipment updates for \$1,500 for Winter Sports and \$500 for Summer Sports; DNR Trust Grant match of 25% for a \$400,000 dedicated pickleball court project at a cost of \$100,000; Continuation of working on the Splash Park Project and working with C2AE to finalize the scope of the project with corrections per DNR on the bid specifications; the beach waterline is in need of updating the cost would be split between three departments and is a place marker in the budget; Place marker for the shelter houses at Royce and Webster in regards to maintenance and upkeep of the buildings; and hiring of two beach directors for this year to cover time off and to have a director on site at all times, this would come at an additional cost of \$500 for the budget year.

**Enhanced Escanaba Seeking Approval/Support for the Refrigerated Ice Rink Project** – Karen Moore spoke on behalf of Enhance Escanaba which is looking into fundraising opportunities for a refrigerated ice rink that would be 80'x44' and is seeking support from the Board to start fundraising and give their support of the project. Mrs. Moore stated that the ice rink has two chillers that operate at 50 degrees or below. Enhanced Escanaba will be raising all the money for this project and working with the City regarding future maintenance. Enhanced Escanaba will be selling ads to place on the boards to cover maintenance expenses or any emergency expenses with help from the DDA. The plan is to place the ice rink in the parking lot behind the bandshell. The estimated electricity is \$600-\$1,000 per month. Mrs. Moore asked for approval to go ahead with the planning contingent on meeting with the City to work out the particulars of operation and maintenance.

Discussion was held on clearing the ice, storage of materials, maintenance of the project, City participation, location and size of the refrigerated ice.

**A motion was made by Boardmember Blasier to give support for the project, seconded by Boardmember Watson. Motion was approved unanimously.**

## **Project Updates:**

**Splash Park** – Director Peterson touched on the status of Splash Park in New Business discussion for budgets.

**Dedicated Pickleball Courts** – Recreation Director Peterson stated that the City is still looking into grant opportunities for eight dedicated pickleball courts. A DNR Trust Fund will be submitted this year and a Public Hearing will be held at the next Board meeting. The site selected for such project is Royce Park.

**Upcoming Events** – Director Peterson touched on all the upcoming events coming up this summer to include the 4<sup>th</sup> of July Fireworks on July 6<sup>th</sup> with a rain date of July 13<sup>th</sup>, Rock the Dock on August 3<sup>rd</sup> and the Labor Day Parade and Golf Ball Drop September 2<sup>nd</sup>. Two movie nights in the park sponsored by Highline for July 13<sup>th</sup> and August 10<sup>th</sup>. Summer of Melodies series is being worked on to revamp the event to bring in more participation.

**Bids for Sanitation, Food Vendors and Royce Park Resurfacing** – Director Peterson stated that bids have been sent out for sanitation and food vendors which are due in March. Everything will be kept the same from the 2023 season. The Royce Park Resurfacing Bid is due in March and will include resurfacing of Royce Park Tennis Courts at an estimated cost of \$40,000.

**MISCELLANEOUS** - N/A

**GENERAL PUBLIC COMMENT** – Jim Hansen and Glendon Brown raised concerns about the state of the marina and what is going to happen moving forward. Others in attendance felt the same.

**ADJOURNMENT**

**A motion was made by Boardmember Watson, seconded by Boardmember Blasier, to adjourn with the time being 7:00 p.m. Motion approved unanimously.**

Respectfully submitted,  
Kim Peterson, Recreation Director

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Kim Peterson

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Date

Recreation Director Conducted the Meeting

**CITY OF ESCANABA  
REGULAR MEETING OF THE RECREATION ADVISORY BOARD**

At a scheduled meeting of the City of Escanaba Recreation Advisory Board on Tuesday, March 12, 2024, at 6:00 p.m. in the Main Meeting Room of the Catherine Bonifas Civic Center, 225 North 21<sup>st</sup> Street, Escanaba, MI 49829, the following Public Hearing will be conducted:

**Consideration of a Michigan Natural Resources Trust Fund (MNRTF) Grant Application in the amount of \$400,000 for the City of Escanaba to construct Eight Dedicated Pickleball Courts to be located at Royce Park located at South 19<sup>th</sup> Street and 7<sup>th</sup> Avenue South.**

The public is cordially invited to attend this meeting should you have any questions, comments or concerns on any of the Public Hearings. If you have questions, comments or concerns, but are unable to attend the meeting, please submit your written concerns to the City of Escanaba, Recreation Department, P. O. Box 948, Escanaba, MI 49829, prior to March 12, 2024. All written correspondence will be read into the public record.

Kim Peterson  
City of Escanaba Recreation Department  
Recreation Director  
(906) 786-4141  
[kpeterson@escanaba.org](mailto:kpeterson@escanaba.org)

## NOTICE TO PORTABLE FOOD/DRINK CONCESSIONAIRES

The City of Escanaba is seeking proposals from food/drink concessionaires for the purpose of providing concessions in Escanaba's Ludington Park during the 2024 summer season. One successful vendor will be awarded exclusive food and drink concession rights during the summer season, except on designated special event days in Ludington Park. Food trucks/trailers/carts will be allowed in the Beach House parking lot area and must be self-contained with water and electricity. (limited electric is available)

*Sealed proposals will be received by the City of Escanaba Clerk's Office in Room 101 of City Hall, 410 Ludington Street, Escanaba, Michigan, on or before 1:00 p.m. on March 4, 2024, for furnishing food/drink concessions at Ludington Park. The proposals will be publicly opened and read at said time and date. (FAX and E-MAIL transmittals will not be accepted.)*

Concessionaire's proposal forms and specifications are available at the City Clerk's Office or the Recreation Department Office, 225 North 21<sup>st</sup> Street. Proposals will not be considered unless the proposal form furnished by the City is properly completed and enclosed in a seal envelope marked:

### LUDINGTON PARK CONCESSION PROPOSAL - 2024

The City of Escanaba reserves the right to reject all proposals, or any part of any proposal and to waive irregularities in the proposals received.

Kim Peterson  
City of Escanaba Recreation Director  
[recreation@escanaba.org](mailto:recreation@escanaba.org)  
(906) 786-4141  
P. O. Box 948  
Escanaba, MI 49829

SPECIFICATIONS, POLICIES AND GUIDELINES  
FOR  
LUDINGTON PARK FOOD/DRINK CONCESSIONS  
2024 SUMMER SEASON

1. **GENERAL INFORMATION:** The City of Escanaba is soliciting proposals from food/drink vendors and concessionaires to provide food and soft drink services at Ludington Park during the entire 2024 summer season. Ludington Park is a 120 acre city/regional park containing a variety of prime recreation and picnic facilities. Ludington Park services a population of approximately 30,000 persons in Delta County and is utilized daily by several hundred to several thousand users.

The City of Escanaba intends to award one (1) seasonal concessionaire the right to vend food/drinks in Ludington Park for the duration of the summer season. This vendor will be assigned a specific "territory" within the park near Harbor Hideout and the Karas Bandshell. Proposals submitted by concessionaires will be evaluated upon several factors including menus/food/drink selection, anticipated days and hours the concessionaire proposes to operate his/her vending business in Ludington Park and/or past performance with the City of Escanaba. The use of food trucks/trailers/carts will be allowed to park in the designated Beach House parking lot for the summer season.

2. **CONCESSIONAIRE'S FEE:** The prospective concessionaire shall submit a fee with the *Proposal Form* in the amount of \$300 in order for the City of Escanaba to consider awarding concession rights within the one territory within Ludington Park. The appointed concessionaire's fees shall be retained by the City to offset costs involved, i.e.: trash collection, utilities, etc. Concessionaires not selected will have their \$300 returned in ten (10) days after such bid opening. The food trucks/trailers/carts will be charged a \$20 daily fee, \$100 weekly fee or \$50 three-day weekend fee.
3. **CONCESSIONAIRE'S MENU/FOOD AND DRINK SELECTION:** Concessionaire's proposals will be evaluated on a number of factors. Food and drink selection offered by the Concessionaire to the public will be evaluated. Provide a complete list of foods, both prepared and/or pre-packaged, and drink selection within the proposal form.
4. **CONCESSIONAIRE'S DAYS/TIMES OF OPERATION:** Provide upon the proposal form, days of the week and daily times the vending operation is anticipated to be present and operational in Ludington Park. This will be a critical factor in the City's evaluation of the concessionaire's proposal as the City wishes the park/beach to be serviced with food and drink concessions at peak use times both during weekday evenings and on weekends. It is the intent of this paragraph to permit the vendor maximum flexibility to determine best days and times to vend in the park. The Recreation Department must be notified of the days and times of operation for the food trucks/trailers/carts to be located at the Beach House parking lot. The Recreation Department will post the vendor's dates and times of service when given appropriate time to do so on their Facebook page.

5. **HEALTH INSPECTION CERTIFICATION:** Provide, with this proposal, a current valid copy of the concessionaire's County Health Certification for 2024. If a current certificate is not available, last year's certification will suffice or evidence certification has been applied for. A valid 2024 County Health Certification is required prior to the placement of any vending unit in Ludington Park.
6. **INSURANCES:** The concessionaire shall provide, with this proposal, evidence of the following insurance policies/certification:

**Workers Compensation**

Coverage A	Statutory – Michigan
Coverage B	\$100,000

**Comprehensive General Liability**

Bodily Injury	\$1,000,000 Combined Single Limits (minimum)
Property Damage	\$1,000,000 Combined Single Limits (minimum)

**Comprehensive Auto Liability**

Auto Liability	\$1,000,000 Combined Single Limits (minimum)
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Upon award of the vending rights to the concessionaire, the concessionaire shall provide the City of Escanaba with a current and updated Certificate of Insurance providing the minimum coverages, as specified. The City of Escanaba shall be named as “additional insured” to all policies.

7. **CONCESSIONAIRE'S VENDING UNIT LOCATION:** The appointed concessionaire may vend food/drink concessions within the territory awarded. The vending unit must be portable. The concessionaire has the option to place and keep vending unit in Ludington Park for extended time periods for the duration of the agreement. It shall be the Concessionaire's responsibility to secure the vending unit when not in use and the City of Escanaba shall not be responsible for damages, theft or vandalism to the unit. The vending unit may not be placed upon any roadway or other areas which may create a safety hazard nor interfere with customary park activities. The food trucks/trailers/carts will vend in the Beach House parking lot and pay a daily fee of \$20. Units cannot be parked overnight, unless vending the next consecutive days. The Recreation Department must be notified of vending days. Units must be secured appropriately and will not be the responsibility of the City of Escanaba.
8. **CONCESSIONAIRE'S HOURS OF OPERATION:** As per Section 5 of the Specifications the vendor is to provide his/her anticipated hours of operation in Ludington Park within the territories granted. Ludington Park hours are 7:30 a.m. to 11:00 p.m. seven days a week. Vendors may not be open for business outside these hours.
9. **SUMMER SEASON TERM DEFINED:** The summer season is defined as May through Labor Day. The appointed concessionaire must vend during this time period as a minimum and may also vend, at his/her discretion before May or after Labor Day.
10. **TRANSIENT MERCHANT'S LICENSE:** The appointed concessionaire must obtain a Transient Merchant's License from the City Clerk's Office. The seasonal license fee is \$60.00 with the concessionaire providing proof of Health



Certification, Insurances, and successfully pass a fire inspection by the Public Safety Department, if applicable.

11. **UTILITIES:** This applies only to the one concessionaire that will be located in the park every day during the summer season. The food trucks/trailers/carts must be self-contained and provide their own water and electricity. The City of Escanaba will provide electric and/or water service connections for the Concessionaire at locations listed below. The City, however, is not obligated or responsible for service interruptions.

<u>SITE</u>	<u>ELECTRIC</u>	<u>WATER</u>
Municipal Beach	110V	None
Bandshell	110/240V	Yes
Harbor Hideout	110/240V	Yes
Municipal Dock	110/240V	Yes

Water utilities within Ludington Park, except for Aronson Island, are available at each drinking fountain location. Any alternative to utilities shall be completed at vendor's expense pending approval from the City of Escanaba.

12. **TRASH AND LITTER:** The concessionaire must provide a minimum of two (2) trash receptacles to adequately handle trash and litter generated by the concession. Trash generated by vendors/customers must be bagged, tied, and disposed of daily by the vendor. The vendor is responsible for the proper disposing of all trash, litter and packaging.
13. **ALCOHOLIC BEVERAGES/OTHER LAWS:** The concessionaire may not dispense alcoholic beverages and agrees to adhere to all codes, ordinances, laws, policies and directives governing Ludington Park.
14. **SPECIAL EVENT DAYS:** The successful concessionaire/vendors awarded rights to vend in Ludington Park during the summer season will be the only food/drink vendors within the territory of Ludington Park so assigned by the City, except during those days/times designated as "Special Events". On "Special Event" days, the City shall have the option to select the placement of other food/drink vendors in the park.
- Certain special events shall also have concession rights for the event awarded to the event's sponsoring organization. The Ludington Park concessionaires will be given the opportunity to participate in these activities, subject to the terms and conditions of the sponsoring organizations.
15. **SUB-LEASING:** The successful concessionaire shall be prohibited from sub-leasing or in any way transferring his/her right to vend in Ludington Park to any other party or individual.
16. **CONDITION OF PREMISES:** Taking possession of the premises by the concessionaire shall constitute acknowledgment that such premises are in good condition. Vendor shall accept concession premises in its existing condition and the City shall not be required to make any alteration.

17. **QUALITY OF SERVICE:** All items sold by the concessionaire shall be of first class quality and the services provided by the concessionaire shall be rendered courteously and efficiently. The City reserves the right to prohibit the sale of any item that it deems objectionable.
18. **APPEARANCE OF VENDING AREA:** The Concessionaire shall submit a photo of the vending unit with the proposal. The vending unit shall appear compatible with the surroundings in Ludington Park. The vending unit area shall also be kept in a neat and orderly fashion.
19. **INDEMNIFICATION:** The concessionaire shall hold the City of Escanaba harmless from and shall defend and indemnify the City of Escanaba from and against all liability for injuries or deaths of persons or damage to property arising from activities under this assignment, including loss predicated on active or passive negligence of the City of Escanaba.
20. **CITY COORDINATOR:**  
Kim Peterson, Recreation Director  
Catherine Bonifas Civic Center  
225 North 21<sup>st</sup> Street  
Escanaba, MI 49829
- Mail: P.O. Box 948  
Escanaba, MI 49829  
Phone: 786-4141  
E-Mail: [recreation@escanaba.org](mailto:recreation@escanaba.org)

# LUDINGTON PARK FOOD/DRINK CONCESSIONAIRE PROPOSAL FORM

I/We hereby submit the following proposal to provide food/drink concessions at Ludington Park, Escanaba, Michigan for the 2024 Summer Season:

Name of Concession Company or Non-Profit Organization	_____
Name of Concession Unit, If Applicable	_____
Name of Concession Owner/ Responsible Individual	_____
Address	_____
City	_____ Zip _____
Phone _____ (Home) _____ (Work)	
Email _____	

Territory/area of Ludington Park I/We wish to be considered for food/drink vending rights during the 2024 Summer Season (✓ one):

TERRITORY #1 – Harbor Hideout/Karas Bandshell – All Summer

TERRITORY #2 – Beach House Parking Lot (food trucks/trailers/carts) - Daily

CONCESSIONAIRE'S FOOD/DRINK/MENU SELECTION: Provide a description of your food, drink and menu selection, including pre-packaged and prepared items:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF CONCESSIONAIRE'S VENDING UNIT: Provide a description of the vending unit, i.e.: physical size and appearance; facilities and equipment contained. Please include photo:

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IS THE VENDING UNIT:

- CAPABLE OF GENERATING ITS OWN ELECTRIC POWER NEEDS?  YES  NO
- CURRENTLY CERTIFIED BY THE COUNTY HEALTH DEPARTMENT?  YES  NO

CONCESSIONAIRE'S DAYS/TIMES OF OPERATION: Provide a list of days/times your vending business is expected to operate in Ludington Park:

<u>DAY</u>	<u>HOURS OF OPERATION</u>
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____
Sunday	_____

Provide dates when your concession unit will not be available for service in Ludington Park, i.e.: previous commitments:

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HEALTH INSPECTION CERTIFICATION:

- Current County Health Certificate (copy) attached;
- Do not have a current Health Certificate, but will obtain certification if selected.

INSURANCE POLICIES/CERTIFICATION:

- Current insurance certificates (copy) attached;
- Do not have current insurance certificate, but will obtain insurances, as per specifications.

CONCESSIONAIRE'S FEE: Provide a check, cashier's check or money order in the amount of \$300 for the all summer season territory. The appropriate fee for food trucks/trailers/carts will be paid upon set up in the Beach House parking lot designated area. Make checks payable to the City of Escanaba.  **Check is enclosed.**

I/We have read and understood the Specifications, Policies, and Guidelines for Ludington Park Food/Drink Concessions - 2024 Summer Season, and agree to all provisions contained within.

NAME OF COMPANY/ORGANIZATION \_\_\_\_\_

NAME OF OWNER/REPRESENTATIVE \_\_\_\_\_

SIGNATURE OF OWNER/REPRESENTATIVE \_\_\_\_\_

DATE \_\_\_\_\_

# LUDINGTON PARK FOOD/DRINK CONCESSIONAIRE PROPOSAL FORM

I/We hereby submit the following proposal to provide food/drink concessions at Ludington Park, Escanaba, Michigan for the 2024 Summer Season:

Name of Concession Company or Non-Profit Organization	<u>STICKY FINGERS</u>
Name of Concession Unit, If Applicable	<u>ROOT BEER BARRELL</u>
Name of Concession Owner/ Responsible Individual	<u>FRANK DESTRAMPE</u>
Address	<u>100 N DAKE BLUFF 0.5 DR</u>
City	<u>GLADSTONE MI</u> Zip <u>49837</u>
Phone	<u>906-420-0898</u> (Home) <u>906-420-0898</u> (Work)
Email	<u>FRANK DESTRAMPE @ GMAIL.COM</u>

Territory/area of Ludington Park I/We wish to be considered for food/drink vending rights during the 2024 Summer Season (✓ one):



TERRITORY #1 – Harbor Hideout/Karas Bandshell – All Summer



TERRITORY #2 – Beach House Parking Lot (food trucks/trailers/carts) - Daily

CONCESSIONAIRE'S FOOD/DRINK/MENU SELECTION: Provide a description of your food, drink and menu selection, including pre-packaged and prepared items:

FOUNTAIN DRINKS, BOTTLED WATER, COFFEE, HOT TEA, COLD TEA,  
LEMONADE, ICE CREAM CONES, SUCKERS, KIDS CANDY POPCORN,  
NOVELTY ICE CREAM PRODUCTS, FROZEN FRUIT BARS, COTTON CANDY,  
POTATO CHIPS, FRESH FRUIT, FLOATS, MALTS, FROZEN PIZZA,  
AND OR FROZEN PASTIES

HEALTH INSPECTION CERTIFICATION:

Current County Health Certificate (copy) attached;

Do not have a current Health Certificate, but will obtain certification if selected.

INSURANCE POLICIES/CERTIFICATION:

Current insurance certificates (copy) attached;

Do not have current insurance certificate, but will obtain insurances, as per specifications.

CONCESSIONAIRE'S FEE: Provide a check, cashier's check or money order in the amount of \$300 for the all summer season territory. The appropriate fee for food trucks/trailers/carts will be paid upon set up in the Beach House parking lot designated area. Make checks payable to the City of Escanaba.  Check is enclosed.

I/We have read and understood the **Specifications, Policies, and Guidelines for Ludington Park Food/Drink Concessions - 2024 Summer Season**, and agree to all provisions contained within.

NAME OF COMPANY/ORGANIZATION

STICKY FINGERS

NAME OF OWNER/REPRESENTATIVE

FRANK DESTRAMPE

SIGNATURE OF OWNER/REPRESENTATIVE

Frank Destrampe

DATE

2-28-2024

IF GIVEN THE OPPORTUNITY TO VENDOR THIS YEAR WILL BE MY 21ST YEAR THAT I WILL SERVICE THE PUBLIC IN LUDINGTON PARK

I WILL AGAIN SERVICE THE CONCERTS IN THE PARK IF ALLOWED

THANK YOU FOR YOUR CONSIDERATION

Frank Destrampe

2-28-2024

## **NOTICE TO BIDDERS**

Sealed bids will be received by the City of Escanaba at the Office of the City Clerk, on or before 1 p.m. E.S.T., on **Monday, March 4, 2024, for:**

### **SANITATION SERVICES FOR CITY RECREATION AND PARK FACILITIES**

The bids will be publicly opened and read in Room 101 in the City Hall, located at 410 Ludington Street, Escanaba, Michigan, at said time and date.

Bidder's proposals and/or specifications may be obtained from the office of the City Clerk, located at 410 Ludington Street, Escanaba, Michigan 49829. No bids will be considered unless the proposal form and/or specifications (furnished by the City of Escanaba, Michigan), are properly completed and enclosed in a sealed envelope marked:

### **"SANITATION SERVICES BID OF 2024-2025"**

In addition, the City of Escanaba, Michigan, will not consider any proposal which has not been received prior to the published time, date and year of bid opening. (FAX and E-MAIL transmittals will not be accepted.)

The City of Escanaba, Michigan, reserves the right to reject any or all bids or any part thereof at its discretion, and to waive any irregularities in the bidding. The City of Escanaba, Michigan, may also split bids at its discretion. The City further reserves the right to negotiate directly with any and all bidders concerning any matter related to any bid.

All City of Escanaba, Michigan, bids are prepared so as to afford all vendors the equal opportunity for fair and equitable competition. The City of Escanaba, Michigan, assumes no liability or responsibility for any errors or oversights in the preparation and/or publication of bids.

Kim Peterson  
Recreation Director  
City of Escanaba



I. **SPRING/SUMMER/FALL/WINTER SEASONAL PORTABLE RESTROOM SERVICES - REGULAR UNITS**

- A. The Contractor is to supply portable toilets for City Recreation and Park Facilities based upon the following estimations:
  - 1. Up to 11 units placed at 11 separate sites;
  - 2. The duration each unit will be placed at each site during the 2024-2025 spring, summer, fall and winter seasons will be based upon anticipated use determined by the City.
  - 3. The majority of the units will be placed upon sites in May with most units withdrawn in late October.
- B. The City of Escanaba will reserve the right to determine when units will be placed upon sites and when they are to be removed from the sites.
- C. Units will be placed upon the following sites for the 2024-2025 season based upon the following estimations:

<u>Location</u>	<u>Approximate # of Units</u>
Tapani Field/Veteran's Park	1
Dickson Field	1
Stephenson Field	1
Royce Park	1
Ludington Park - at Aronson Island	1
Ludington Park – Harbor Hideout	1
Rose Park	1
John D. Besse Park	1
West Side Recreation Area	1
Bandshell Area	1
Dog Park	1

Times will vary for placement depending on park area and activities.

***Please note: As of 08/31/23 the City will no longer be responsible for the Bay College Soccer.***

- D. The Contractor is to provide the following services with the base rental charge of each unit.
  - 1. One cleaning per week, which includes pump-out, cleaning, disinfecting of the interior of each unit and ample weekly supply of paper and chemicals;
  - 2. Units will receive weekly cleanings, etc., on Monday of each week unless otherwise specified by the City or mutually agreed upon by the City and the Contractor;

**SPECIFICATIONS FOR SANITARY SERVICES FOR CITY RECREATION AND PARK FACILITIES**  
**Page 2**

3. Keep units in good repair, good physical appearance and units placed in multiples must match;
- E. The City may also require the Contractor to provide additional cleanings over and above the weekly cleanings provided within the base rate. Extra cleaning requests will take place June through August.
- F. The Contractor is to calculate base rental charges, with services outlined in paragraph "D" of this section on a daily fee rate. Monthly or half-month charges will not be acceptable.

**II. SEASONAL PORTABLE RESTROOM SERVICES - BARRIER-FREE UNITS**

In order for the City of Escanaba to comply with the provisions of the Americans with Disabilities Act (ADA), the City will make every attempt to provide sanitation services for the able-bodied and disabled users of our public park and recreation facilities.

- A. The Contractor shall state the number of barrier-free toilet units available from his/her firm; and
- B. Specifications in Section I of this document shall also apply to the barrier-free units.

**III. SPECIAL EVENT AND EMERGENCY PORTABLE RESTROOM SERVICES**

- A. The Contractor shall provide additional portable toilet units for special event purposes upon request from the City for both winter and warm weather events.
- B. The special event rate/emergency rate shall be based upon a daily fee scale.
- C. Occasions where special portable unit requests will be made are:
  - band concerts
  - other unscheduled events
  - emergencies
  - other short-term occasions
- D. The special event unit charges will also include one cleaning per day.
- E. Special event/emergency units may also need extra cleanings, upon request from the City.

**IV. SPECIAL EVENT HAND WASHING FACILITIES**

- A. The Contractor shall provide hand washing units for special event purposes upon request from the City.
- B. The handwashing units rate shall be based upon a daily fee schedule.

## SPECIFICATIONS FOR SANITARY SERVICES FOR CITY RECREATION AND PARK FACILITIES

### Page 3

C. Occasions where hand washing units will be requested include, but will not be limited to:

- band concerts
- large special events
- other unscheduled events
- other short-term occasions

D. Hand washing unit charges shall include one cleaning/refill per day.

### V. WINTER SEASONAL PORTABLE RESTROOM SERVICES

A. The Contractor is to supply one (1) unit at Ludington Park's Aronson Island Boat Launch, one (1) at Harbor Hideout, one (1) at the dog park and one (1) at the West Side Recreation Area trails during winter months.

B. The unit shall be winterized for cold weather use during the months of December, January, February and March.

C. The Contractor is to provide the following services with the base rental charge of each unit:

1. One cleaning per week, which includes pump-out, cleaning, disinfecting of the interior, removal of graffiti and ample weekly supply of paper and chemicals;
2. Unit will receive weekly cleanings on Thursday or Friday of each week, unless otherwise specified by the City; and
3. Keep unit in good repair, good physical appearance and units placed in multiples must match.

D. The City may also request the Contractor to provide additional cleanings over and above the weekly cleanings provided within the base rate.

E. The Contractor is to calculate base rental charges with services outlined in paragraph "C" of this section on a daily fee rate. Monthly or half-monthly charges will not be acceptable.

### VI. DAMAGE TO UNITS

In the event portable restroom units or other equipment owned by the Contractor is damaged or defaced, the Contractor will be responsible for the cost of replacement or repairs.

### VII. INSURANCE

The City will require the Contractor to provide proof of personal injury liability, property damage liability, workmen's compensation and vehicle insurances to protect the City against claims arising from use of Contractor's equipment, employees or vehicles. The insurances shall be in the following minimum amounts:

# SPECIFICATIONS FOR SANITARY SERVICES FOR CITY RECREATION AND PARK FACILITIES

Page 4

## A. Personal Injury and Property Damage Liability Insurance

1. Maintain liability insurance for personal injury in the amount of \$300,000 per person combined single limits (minimum) and \$1,000,000 aggregate.
2. Types of peril insured against are personal injury to individuals utilizing the Contractor's equipment or Contractors activities; and
3. Maintain property damage liability insurance for property damage in the amount of \$250,000; 1,000,000 combined single limits (minimum).

## B. Workmen's Compensation Insurance

Coverage A	Statutory
Coverage B	\$100,000

## C. Auto Insurance

Coverage must include bodily injury, property damage or bodily injury and property damage 1,000,000 combined.

- D. The City of Escanaba shall be named as "additional insured" to all policies and certificates.
- E. The Contractor shall deliver original certificate of insurance to the City prior to services commencing;
- F. The insurance policies are to provide the City of Escanaba with a notice of fifteen (15) days prior to cancellation.

## VIII. EFFECTIVE DATES OF AGREEMENT

The Contractor shall provide services, as outlined with these specifications for a one (1) year period commencing on the day of placement of the portable restrooms sometime in April/May 2024.

## IX. PROJECT COORDINATOR

Kim Peterson  
Recreation Director  
City of Escanaba  
P.O. Box 948  
Escanaba, MI 49829  
Office: Civic Center, 225 North 21<sup>st</sup> Street  
Phone: (906) 786-4141  
e-mail: [recreation@escanaba.org](mailto:recreation@escanaba.org)

BIDDER'S PROPOSAL

DATE: \_\_\_\_\_

SANITATION SERVICES FOR CITY PARK AND RECREATION FACILITIES

for Period April 1, 2024 - March 31, 2025

City of Escanaba  
Escanaba, MI 49829

We, the undersigned, do hereby agree to furnish sanitation services in conformance with the attached specifications for City Recreation and Park Facilities:

SPRING/SUMMER/FALL/WINTER SEASONAL PORTABLE RESTROOM UNITS, *daily base rental charge, per unit*, based upon the use of approximately 11 units, as per SECTION I of the specifications; \$ \_\_\_\_\_ per day

EXTRA CLEANINGS FOR SPRING/SUMMER/FALL/WINTER SEASONAL PORTABLE RESTROOM UNITS, *charge per unit serviced*, as per SECTION I of the specifications. \$ \_\_\_\_\_ per unit

BARRIER-FREE SUMMER SEASONAL PORTABLE RESTROOM UNITS, *daily base rental charge, per unit*, as per SECTION II of the specifications. [# of units available \_\_\_\_\_ ] \$ \_\_\_\_\_ per day

EXTRA CLEANINGS FOR BARRIER-FREE PORTABLE RESTROOM UNITS, *charge per unit serviced*, as per SECTION II of the specifications. \$ \_\_\_\_\_ per unit

SPECIAL EVENT AND EMERGENCY PORTABLE RESTROOM UNITS, *daily rental charge per unit*, as per SECTION III of the specifications. \$ \_\_\_\_\_ per day (regular units)  
\$ \_\_\_\_\_ per day (barrier-free units)

SPECIAL EVENT HANDWASHING FACILITIES, *daily rental charge per unit*, as per Section IV of the specifications. \$ \_\_\_\_\_ per day

EXTRA CLEANINGS FOR SPECIAL EVENT AND EMERGENCY PORTABLE RESTROOM UNITS, *charge per unit serviced*, as per SECTION III of the specifications. \$ \_\_\_\_\_ per unit

WINTER SEASONAL PORTABLE RESTROOM UNITS, *daily base rental charge per unit*, based upon use of approximately one (1) unit as per SECTION V of the specifications. \$ \_\_\_\_\_ per day

EXTRA CLEANINGS FOR WINTER SEASONAL PORTABLE RESTROOM UNITS, *charge per unit serviced*, as per SECTION V of the specifications. \$ \_\_\_\_\_ per unit

Submitted:

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

BIDDER'S PROPOSAL

DATE: 02/29/24

SANITATION SERVICES FOR CITY PARK AND RECREATION FACILITIES

for Period April 1, 2024 - March 31, 2025

City of Escanaba  
Escanaba, MI 49829

We, the undersigned, do hereby agree to furnish sanitation services in conformance with the attached specifications for City Recreation and Park Facilities:

SPRING/SUMMER/FALL/WINTER SEASONAL PORTABLE RESTROOM UNITS, *daily base rental charge, per unit*, based upon the use of approximately 11 units, as per SECTION I of the specifications; \$ 3.80 per day

EXTRA CLEANINGS FOR SPRING/SUMMER/FALL/WINTER SEASONAL PORTABLE RESTROOM UNITS, *charge per unit serviced*, as per SECTION I of the specifications. \$ 34.00 per unit

BARRIER-FREE SUMMER SEASONAL PORTABLE RESTROOM UNITS, *daily base rental charge, per unit*, as per SECTION II of the specifications. [# of units available 15 ] \$ 6.85 per day

EXTRA CLEANINGS FOR BARRIER-FREE PORTABLE RESTROOM UNITS, *charge per unit serviced*, as per SECTION II of the specifications. \$ 42.00 per unit

SPECIAL EVENT AND EMERGENCY PORTABLE RESTROOM UNITS, *daily rental charge per unit*, as per SECTION III of the specifications. \$ 95.00 per day (regular units)  
\$ 205.00 per day (barrier-free units)

SPECIAL EVENT HANDWASHING FACILITIES, *daily rental charge per unit*, as per Section IV of the specifications. \$ 115.00 per day

EXTRA CLEANINGS FOR SPECIAL EVENT AND EMERGENCY PORTABLE RESTROOM UNITS, *charge per unit serviced*, as per SECTION III of the specifications. \$ 39.00 per unit

WINTER SEASONAL PORTABLE RESTROOM UNITS, *daily base rental charge per unit*, based upon use of approximately one (1) unit as per SECTION V of the specifications. \$ 5.35 REG  
\$ 7.25 ADA per day

EXTRA CLEANINGS FOR WINTER SEASONAL PORTABLE RESTROOM UNITS, *charge per unit serviced*, as per SECTION V of the specifications. \$ 65.00 per unit

Submitted:

Firm: Stenberg Bros Inc

Address: P.O. Box 127

City/Zip: Bark River, MI 49807

Phone #: 906-466-9908

By:  Title: President