

REQUEST FOR PROPOSALS

The Town of Dauphin Island, Alabama is requesting proposals from licensed Businesses to provide property management services for Town of Dauphin Island's Guest House at 2340 Bienville Boulevard.

SCOPE OF WORK

- 1) Weekly rates - Summer, Late Summer, Spring, Fall, Winter
- 2) Reservations of rental
- 3) Advertising property
- 4) Supply toilet paper, soap, paper towels to property
- 5) Repairs - light bulbs, batteries, clean AC filters, brooms, mops, etc.
- 6) Hold Harmless - Agents - Contractor Employees
- 7) Town to be supplied with key to Town owned Guest House

The property will be available during regular business hours or by appointment for tours to evaluate the scope of work.

CONTENTS OF PROPOSAL

All proposals submitted for review should contain (At a minimum) the following:

- 1) Firm Name, address, telephone number and email address
- 2) Firm history, including experience related to this proposal
- 3) Personnel to be assigned to this project
- 4) Cost for services provided, including any estimated out of pocket expense

PROPOSAL SUBMISSION REQUIREMENT AND DEADLINE

Interested firms must submit by 12:00 pm (CST) on October 4, 2019 a sealed copy of the proposal to:

TOWN OF DAUPHIN ISLAND
"GUEST HOUSE"
1011 BIENVILLE BLVD.
DAUPHIN ISLAND, AL 36528

QUESTIONS AND OTHER INFORMATION

Questions regarding the information contained in this request for proposal should be addressed to Wanda Sandagger, Town Clerk at email wsandagger@townofdauphinisland.org or faxed to 251-861-2154 or mailed to the address above. Walk through available on September 30, 2019 10:00 am until 11:00 am.

The Town reserves the right to reject any and/or all proposals. The Town of Dauphin Island is an equal opportunity employer.