



Oriental Harbor Village Marina

Request for Proposal

Facilities Management Contractor

Start Date: June, 2024

Oriental Harbor Village Marina is a 111 slip marina in the heart of Oriental, NC. The marina is seeking facilities management of the marina- docks, clubhouse, bathroom, and office. Responsibilities encompass the following:

Coverage: 365 days per year

Estimated hours per week: 20-24

Responsibilities:

Daily: Physical presence at the marina to ensure security of marina facilities

24 hour phone availability to board member

Daily dock walk to review boats for damage or potential loss

Maintenance of club house and bath house facilities

Perform minor repairs and assess/report substantive repairs to board

Order needed marina supplies

Answer marina phone (messages) and e mails from slip owners, occupants, and the general public in a timely manner.

Weekly:

After dark dock walk to identify lighting and other issues on docks

Process invoices in coordination with the accounting firm

Schedule and supervise contractors

Monthly:

Review and record electric usage at each slip pedestal

Electric billing to boat owners via QBO

Collect documentation of liability insurance for each boat in the marina and maintain that documentation

Attend Board of Directors meetings, by phone

Bi-annually:

Determine mobility of each boat

Clean pedestals/dock boxes and docks

As needed:

Storm preparation and management:

Monitor storm development and progression

Periodic email notification to board members and slip occupants

Timely removal and storage of power pedestals

Adjustment of dock lines

Post-storm clean up

Other services, as determined by marina board

Note: *Your proposal should specify the staffing plan that accommodates peak labor needs.*

The facility management contractor is required to maintain liability insurance. The insurance must be in place prior to execution of the contract.

If interested, contact:

board@ohvmarina.com or president@ohvmarina.com

Please include your name and contact information.