

Questions and Answers*
Call for Business Plans SUP-BP #07-18
at Topsail Hill Preserve State Park

1. For the previous year, please provide an estimated breakdown of income by type (i.e. store – kayaks – canoes – bikes – chairs/umbrellas - events, etc.)(some files on website could not be opened – said file no longer available) [Available income statements have been added to the website \(and links to the existing files have been corrected\)](#)
2. Please provide an estimated breakdown of expenses by type (salary – cost of goods sold, etc.) [Available financial information has been posted to the website.](#)
3. Please provide average anticipated utility, garbage, phone and wi-fi expenses. [Utility costs for the previous 12 months have been posted to the website.](#)
4. Please provide information on average number of bikes, canoes, kayaks, paddleboards, chairs/umbrellas, fishing equipment, etc. rented on monthly basis. [Average monthly rental figures will be posted to the website if available.](#)
5. Is Concessionaire requested to provide boat or motorized watercraft for monitoring rental equipment and overdue guests? If so, please provide information on requirements. [Typically, any watercraft suited to the body of water can be used for this purpose. In certain circumstances the Department requires a motorized vessel, but for the size of the lake a kayak or canoe will be sufficient.](#)
6. Is Concessionaire requested to provide ATM services? If so, please provide information on requirements and estimated costs. [ATM Services are not included in this Call for Business Plans.](#)
7. Is Concessionaire requested to provide a TRAM vehicle for the transportation of guests? If so, please provide information on requirements. [The Department is amenable to the Concessionaire taking over the tram services at the Park. Currently, an F250 is being used to pull the trams with the following schedule:](#)

[Tram runs every ½ hour from May 1 to September 30. October 1 through April 30, trams run minimally every hour, as visitors' needs dictate. Fuel costs for this service have been posted to the website along with the utility costs.](#)

8. Is Concessionaire requested to provide and maintain laundry equipment? If so, please provide estimated cost of utilities, etc. [Department-owned equipment may be provided for Laundry service. This equipment, and any other Department-owned equipment authorized for use by the Concessionaire must be maintained by the Concessionaire, and repaired or replaced at the sole cost of the Concessionaire prior to returning it to the Department. Complete details of Department-owned equipment can be found in the Sample Agreement posted to the website.](#)

* Questions are as submitted to the Department.