



CITY OF SUFFOLK

Purchasing Division

P.O. Box 1858, Suffolk, VA 23439-1858; T (757) 514-7520; Fax (757) 514-7524

REQUEST FOR PROPOSAL Informal

TITLE: BEVERAGE CONCESSIONS – 2014 Summer Concert Series

ACCEPTANCE DATE: Prior to 5:00 p.m. - May 15, 2014 “Eastern Standard Time”

RFP NUMBER: 2014-00090-CN

ACCEPTANCE PLACE: Department of Finance
Purchasing Division, Room 105
441 Market Street
Suffolk, Virginia 23434

Requests for information related to this Invitation should be directed to:

Cindy L. Norfleet, CPPB
Senior Buyer
(757) 514-7522
Email address: cnorfleet@suffolkva.us

This document can be downloaded from our web site: www.suffolkva.us/bids/index.jsp

Issue Date: May 2, 2014

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS DIVISION AS SOON AS POSSIBLE.

If you have obtained this bid document from the City’s website or a source other than the City of Suffolk, contact the Purchasing Division prior to submitting your proposal to ensure that a complete up-to-date package has been received. The Purchasing Division is not responsible for providing addenda if the bidder is not listed as a prospective bidder.

Informal REQUEST FOR PROPOSAL

BEVERAGE CONCESSIONS – 2014 Summer Concert Series

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QUALIFICATIONS QUESTIONNAIRE TO BE EXECUTED BY THE BIDDER

1.0 PURPOSE

The City of Suffolk's Department of Parks and Recreation will hold its annual summer concert series on Friday afternoons beginning June 20, 2014. These events will be held on a weekly basis through August 22, 2014 with the first four (4) events to be held at Constant's Wharf Park and Marina and the second series of four (4) events to be held at Bennett's Creek Park.

Additional event will include The Stars and Stripes Spectacular scheduled for July 4th at the Constant's Wharf Park and Marina.

It is the intent of the City to provide a means for qualified service organizations to earn money for their organizations while providing beverage (alcoholic) concession services for one or more scheduled events; however, the City may determine that another source or option may better serve the City's needs for the provision of these services. The City, in its sole opinion, will determine which of these options will best suit its needs.

Participating groups/organizations must be non-profit under the 501C3 Internal Revenue Code.

2.0 COMPETITION INTENDED

It is the City's intent that this Request for Proposal (RFP) permits competition. It shall be the offeror's responsibility to advise the Senior Buyer in writing if any language requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the Senior Buyer not later than five (5) days prior to the date set for bids to close.

3.0 CONCERT SCHEDULE

Concerts will include a TGIF series to be held Friday afternoons between the hours of 6:00 and 9:30 p.m. on the following dates: Bands will play 6:30 – 9:30 p.m.

June 20	Affirmative Grove	Constant's Wharf
June 27	Strictly Bizzness	Constant's Wharf
July 11	The Janitors	Constant's Wharf
July 18	SlapNation	Constant's Wharf
August 1	The Fuzz Band	Bennett's Creek Park
August 8	The Deloreans	Bennett's Creek Park
August 15	BeatleMania Returns	Bennett's Creek Park
August 22	The Michael Clark Band	Bennett's Creek Park

Beverage servers will also be needed to provide concessions at the following events:

July 4	Stars and Stripes Spectacular Hotcakes	Constant's Wharf
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The City reserves the right to extend the program in order to make up rained-out concerts or host additional concerts.

ADDITIONAL EVENTS: Should the Department of Parks and Recreation require beverage servers for additional events not yet scheduled, servers will be chosen from the list of approved servers selected via this Request for Proposal. Interested service group(s) will be chosen to serve based on their availability of the date of the event; group names will be placed in a container and randomly selected for each additional event.

4.0 SCOPE OF SERVICES

Service requirements are described below. Concession participants may be required to view a training film concerning the serving of alcoholic beverages at a location designated by the Department of Parks and Recreation. The viewing will be verified by Parks and Recreation staff.

4.1 Organization Responsibilities

- a. Organization membership must be sufficient enough to ensure adequate manpower at each event. Club membership must provide a minimum of four (4) members on-site for each event. Two (2) additional servers (for a total of six {6} servers) will be required for the June 21st event. Eight (8) members (four {4} members per each of two {2} tents) will be required for the July 4th event. Failure to provide requested manpower may jeopardize involvement of the organization with future concerts/special events. Persons working for the service organization must be at least 21 years of age.

The organization must designate an on-site supervisor for each event.

- b. Organizations must obtain alcoholic beverage license prior to event. Application for license may be obtained through the Department of Alcohol and Beverage Control. License fee is \$55.00. It is the responsibility of the organization to obtain an ABC permit.
- c. Organizations are required to report to the site with adequate staffing capability not later than one-half ($\frac{1}{2}$) hour prior to the event, regardless of the weather, unless previously notified. Failure to do so will be considered insufficient manpower.
- d. Inform all organization members of policies, procedures, and ABC regulations.
- e. No free beer is to be given to anyone to include members of the participating organization.
- f. Check for proper identification/valid wristband/hand stamp to ensure minors are not served.
- g. Dispense beer. No more than two (2) alcoholic beverages may be served to any individual at one time.

- h. Scrutinize all persons purchasing alcoholic beverages to prevent serving anyone perceived to be intoxicated.
- j. If requested, verify ticket sales and amount for deposit with a representative of the Department of Parks and Recreation at the conclusion of the event.
- j. Participate with a Department of Parks and Recreation representative in pre- and post- event inventory of beverage products and tickets.
- k. Provide the Department of Parks and Recreation with a certificate of liability insurance naming the City of Suffolk as additionally insured.
- l. Volunteers participating in the sale and distribution of alcoholic beverages shall not consume alcohol during the event.

4.2 The Department of Parks and Recreation Responsibilities:

- a. Oversees enforcement of ABC regulations.
- b. Determines hours of concession operation.
- c. Determines sale price of beverage products.
- d. Determines when and where to tap beer kegs.
- e. Determines cancellation of an event due to weather or other factors.
- f. Counts monies received and deposits collected money into the City's bank.
- g. Provides tables, stage, tent, fencing, chairs, tickets and ticket receptacles.

4.3 Beer Sales – Ticket Sales

In order to minimize waiting lines at the beer and concession stations, tickets for beer will be sold at separate locations by the Department of Parks and Recreation staff. The following is a list of procedures/policies regarding ticket sales:

- a. There will be **NO REFUND** for unused tickets. Unused tickets are not transferable to another date.
- b. **NO MONIES are to be collected at the concession location.** All tickets received at the concession location are to be deposited in the ticket receptacle.
- c. Ticket buyers may purchase any number of tickets at one time; however, **no more than two (2) beverages** will be served to an individual at one time.

- d. At the conclusion of ticket sales, a representative of the Department of Parks and Recreation, along with a security officer, will gather all remaining (unsold) tickets and monies collected to complete the inventory and accounting procedures. All monies will be handled by City employees; one volunteer from the service organization may observe the process.

4.4 ABC Guidelines for Alcohol Concessions

- a. All persons buying and consuming alcoholic beverages **MUST** have a **VALID WRIST BAND or HAND STAMP**.
- b. Be familiar with the appearance of a **VALID WRIST BAND or HAND STAMP**. No other wrist band/hand stamp or form of identification will be accepted.
- c. Ask for proper identification even with wrist band if you are unsure of age. Obtain security assistance if a problem should arise.
- d. **DO NOT** serve anyone who appears **INTOXICATED**.
- e. **No more than two (2) beverages can be sold to any individual at one time.**
- f. Serving alcohol to a minor (under age 21) or to an intoxicated individual is illegal and can lead to an ABC summons and arrest.
- g. Provide **NO FREE BEER** to anyone.
- h. These rules must be enforced at all times.
- i. Violations of the above rules may result in the dismissal of the service club.

4.5 Compensation

Compensation to the service organization will be forty percent (40%) of the average net profit divided among the participating organizations to be dispensed in two (2) checks---one issued at the conclusion of the June events and the second issued at the end of the August events.

4.6 Insurance Requirements

The ORGANIZATION shall indemnify and hold harmless the City of Suffolk from any and all losses, damages, claims, fines, penalties, suits and costs, including injury or death of any persons, or damage to or loss of property, as well as fines, assessments and penalties imposed by any authority which arise out of all violation of law by, and all acts and omission of the ORGANIZATION, the ORGANIZATION'S agents, members, or customers, occurring in connection with the products and services covered herein.

The ORGANIZATION shall purchase at their own expense, such insurance as will protect them and the City from claims which may arise out of or result from the ORGANIZATION'S execution of work and performance, whether such execution be by the ORGANIZATION, their members, agents or crew, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the CITY, the members of the ORGANIZATION and the general public from any and all claims for injury and damage resulting by any actions on the part of the ORGANIZATION or their forces as enumerated above. The ORGANIZATION shall furnish a copy of an original Certificate of Insurance, naming City of Suffolk as an additional insured. Should the policy be canceled before the expiration date or date of performance, the issuing company will mail 30 days written notice to the certificate holder. The ORGANIZATION shall furnish insurance in satisfactory limits and on forms and of companies which are acceptable to the City's Risk Manager. The minimum liability is \$1,000,000 each occurrence of General Liability, to include medical payments at a minimum amount of \$10,000. The City of Suffolk will maintain the liquor liability insurance.

4.7 Safety

All contractors and subcontractors performing services for the City are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and City Safety and Occupational Health Standards and any other applicable rules and regulations. Also all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

4.8 Anti-Discrimination

By submitting their bids, bidders certify to the City that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia 2.2.4343.1E).

In every contract over \$10,000 shall include the following provisions:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex,

national origin, age, disability, service disabled veterans, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of No. 1 above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

4.9 Drug-Free Workplace

During the performance of this contract, the contractor agrees to (1) provide a drug-free workplace for the contractor's employees; (2) post in conspicuous place, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (3) state in all solicitation or advertisement for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (4) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

5.0 INSTRUCTIONS FOR SUBMITTING PROPOSALS

5.1 Submission of Proposals

Read the entire solicitation before submitting a proposal. Failure to read any part of this informal RFP shall not relieve any offeror from his or her contractual obligations. Proposals may either be mailed to: P.O. Box 1858, Suffolk, Virginia 23439; hand delivered to 441 Market Street, Room 105, Suffolk, Virginia 23434; faxed to (757) 514-7524; or e-mailed to cnorfleet@suffolkva.us

5.2 Questions and Inquiries

Questions and inquiries, both verbal and written, will be accepted from any and all organizations.

The Senior Buyer, Cindy Norfleet, is the designated authorized spokesperson for the City of Suffolk with respect to this RFP. Accordingly all questions and/or comments should be directed to her attention. The respondents to this RFP shall not contact, either directly or indirectly, any other employee or agent of the City regarding this RFP. This prohibition shall also extend to the Suffolk City Council and other elected City officials.

5.3 Late Proposals

LATE proposals may not be considered. It is the offeror's responsibility to insure arrival prior to the acceptance time for the RFP.

5.4 Rights of City

The City reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to best serve the interest of the City.

6.0 **SPECIFIC PROPOSAL REQUIREMENTS**

The Offeror shall complete the attached **QUALIFICATIONS QUESTIONNAIRE** as thoroughly and detailed as necessary to allow the City of Suffolk to properly evaluate the Offeror's capabilities to provide the required services.

7.0 **EVALUATION OF PROPOSALS**

Evaluation of the responses shall be by committee in accordance with the following criteria: availability of sufficient personnel; prior concession experience; community service activities; local affiliation; insurance coverage; and prior participation record with Parks and Recreation programs. In addition to these criteria, the City reserves the right to select organizations deemed fully qualified which create a mix to meet its goals of providing experienced organizations for the initial programs of the season, as well as providing opportunities for qualified organizations which have not previously participated.

QUALIFICATIONS QUESTIONNAIRE

BEVERAGE CONCESSIONS – 2014 Summer Concert Series

1. Complete name and mailing address of organization:

2. Name and phone number(s) for the following officers; designate ** primary contact person:

President _____

Vice-President _____

Secretary _____

Treasurer _____

3. Classify your organization:

Social Charitable Non-profit

Other _____

4. What is the purpose of your organization?

5. How does your organization receive funds?

___ Membership Dues

___ Fund raisers (provide examples) _____

___ Donations *

* Are donations received from National, State, Regional, or Local organizations (Chapters, City, United Way, etc.)? YES / NO

If yes, please identify donors: _____

6. Does your organization provide service to the Suffolk Community? (Indicate service or monetary donation to specific organizations which you assist, etc.)

7. What, if any, alcoholic beverage concessions has your organization sponsored or co-sponsored within the last five (5) years?

8. When, if at all, has your organization sponsored or co-sponsored the beverage concession for a Parks and Recreation concert event?

9. Number of active members: _____

10. Provide names of active members which are currently employed by the City of Suffolk in the Department of Parks and Recreation or Purchasing Division:

11. Proposed staffing for Summer Celebration would include approximately ____ members, _____ spouses, _____ other

12. Of the proposed member staffing, what percentage have had prior beverage concession experience? _____ %

13. What insurance does your organization currently have?

Insurance Carrier: _____

General Liability Coverage Limits:

Bodily Injury \$ _____ per occurrence

Property Damage \$ _____ per occurrence

14. Your group is listed as a non-profit organization under the 501C3 Internal Revenue Code. _____ Yes _____ No (check one)

I certify that the information provided herein is true and correct and understand that falsification or misrepresentation of the requested information will be reason for the application to be rejected.

Further, I have read and understand the service requirements as presented herein and agree to provide service accordingly in compliance with rules and regulations of the Virginia Alcoholic Beverage Control Board.

Name (print or type) _____

Organization and Title _____

Signature and Date _____

AGREEMENT BETWEEN

**SUFFOLK DEPARTMENT OF PARKS AND RECREATION
&
SERVICE CLUB**

(BEER VENDORS)

FOR

2014 Summer Concert Series

AS AN AUTHORIZED REPRESENTATIVE OF _____ ORGANIZATION, I HAVE READ AND UNDERSTAND THE ATTACHED RULES AND REGULATIONS COVERING THE SALE OF ALCOHOLIC BEVERAGES FOR THE *2014 SUMMER CONCERT SERIES AND SPECIAL EVENTS*. I ALSO UNDERSTAND THAT 40% OF THE NET PROFIT RESULTING FROM BEER SALES WILL BE DIVIDED EQUALLY AMONG THE PARTICIPATING ORGANIZATIONS AT THE END OF THE 2014 SUMMER CONCERT SERIES.

AGREE THAT ON _____(Date) A MINIMUM OF FOUR (4) MEMBERS (MINIMUM OF SIX MEMBERS FOR JUNE 21 AND EIGHT MEMBERS FOR JULY 4TH) ARE TO ARRIVE AT THE WORK SITE NO LATER THAN ONE-HALF HOUR (½ HOUR) PRIOR TO OPENING AND ARE TO BE SCHEDULED IN ACCORDANCE WITH AND ABIDE BY THE ATTACHED RULES AND REGULATIONS.

Organization:_____

Representative's Signature:_____