

Date Issued: March 28, 2018

Request for Proposal # 18-012

The City of Decatur will accept sealed bids for the following material, equipment or service.

Description: Alcohol Service at Ingalls Pavilion

A **mandatory** Pre-bid Meeting will be held April 11, 2018 at 10:00 a.m. in the 3rd floor conference room of City Hall.

Bids must be received before 2:00 PM, April 18, 2018.

Bids will be publically opened at that time in the 3rd floor conference room.

Return the **original and (1) copy** of your **sealed and marked** bid to:

Regular Mail

City of Decatur
Purchasing Department
P.O. Box 488
Decatur, AL 35602

Courier

City of Decatur
Purchasing Department
Third Floor
402 Lee St., NE
Decatur, AL 35601

I/We agree to furnish at the prices shown and guarantee that each item offered will meet or exceed all specifications, terms and conditions, and requirements listed. I herein affirm I have not been in any agreement or collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding or otherwise. I have read and understand all terms and conditions of this bid.

Company Name

Authorized Signature

Mailing Address

Typed/Printed Authorized Name

City, State, Zip

Title

Telephone

Email

PRICE SHEET

Opening Date: April 18, 2018

Request for Proposal # 18-012

Opening Time: 2:00 PM

Enter your bid percentage on this form in the space provided below:

Percent of gross sales, as defined in the bid document, to be paid to the City in excess of \$5,000.00 per month _____

Prices quoted above in all bids for personal property shall be total delivered price.

Successful Vendor must be able to begin operations and accept reservations on a set date as negotiated and determined by the City.

- A bid bond IS NOT required for this RFP.
- Delivery can be made _____ days or _____ weeks after receipt of order.
- Terms: _____ (Discounts offered in payment terms will be considered in the bid evaluation)
- Prices valid for acceptance within _____ days (not to be less than 180 days)
- Contracts for services are let for a period of one year and may be renewed for up to two additional years, provided the terms of the contract do not materially change.
- RFP responses **SHALL** include (1) original version with original signatures and (1) copy of the original.
- Include any additional information that could assist in the City's decision making process.

A **mandatory** Pre-bid Meeting will be held April 11, 2018 at 10:00 a.m. in the 3rd floor conference room of City Hall.

NOTE: FOR THIS BID TO BE CONSIDERED RESPONSIVE, ALL INFORMATION REQUESTED SHOULD BE SUPPLIED, AS APPROPRIATE OR THE ENTIRE BID MAY BE DISQUALIFIED. BID RESPONSE MUST BE IN INK OR TYPED WITH THE ORIGINAL SIGNATURE INCLUDED.

Bidder Signature

Company

By signing this contract, _____ represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade

**CITY OF DECATUR, ALABAMA
Contractor Pre-qualification Form (PQF)**

This form must returned in your sealed bid submission

Safety Health and Environmental (FOR CONTRACTORS AND MAJOR SUPPLIERS)			
GENERAL INFORMATION			
1. Company Name:		Telephone:	
Street Address:		Mailing Address:	
2. Contact for Insurance Information (Name):			
Title:		Telephone:	Fax:
3. PQF Completed By (Name):			
Title:		Telephone:	Fax:
ORGANIZATION			
4. Project Description:			

SAFETY, HEALTH & ENVIRONMENTAL PERFORMANCE			
5. Injury & Illness Stats (Year) (Year) (Year)			
(previous 3 years)			
Total Recordable Incidents:	_____	_____	_____
Fatalities:	_____	_____	_____
6. Has your company received any Citations, Notice of Violations, or other penalties relative to safety, health, or environmental within the last three years?			
Yes_____ No_____			
If Yes, please provide detailed explanation.			

7. Does your organization have a "Drug Free Workplace Policy" and/or Program?

Yes No

8. Does your organization have an Accident/Incident Reporting and Investigation procedure?

Yes No

9. Do you have a Safety Orientation Program?

Yes No

10. Do you conduct field safety inspections?

Yes No

11. Do you conduct Safety Meetings?

Yes No

12. Company Safety Health and Environmental contact:

Name: _____

Title: _____

Address: _____

Phone Number: Mobile _____

Office _____

Email Address: _____

13. Company Representative:

Signature _____

Date _____

At the City of Decatur we strive to be a top performing safety organization, and provide safety and healthful worker places for our employees, while ensuring that public safety remains at the forefront of our operations. The preceding information has been requested as part of the City of Decatur's Safety and Health program, and supports efforts to improve safety in all of our activities.

STANDARD TERMS AND CONDITIONS

IN ORDER TO SUBMIT A RESPONSIVE RFP, IT IS VERY IMPORTANT THAT ALL TERMS AND CONDITIONS, SPECIFICATIONS AND INSTRUCTIONS ARE READ THOROUGHLY.

RFP response envelopes shall be properly identified on the front with the invitation to RFP number, opening date and time. Each individual invitation to RFP shall be submitted in a separate sealed envelope. Multiple RFP responses submitted in the same envelope/courier package (that are not in separate envelopes properly identified) shall be rejected. The Purchasing Department assumes no responsibility for late RFP responses that occur due to the U.S. Postal Service or private courier service.

RFP responses and signature page must be submitted on this form in ink or typewritten or the RFP will be rejected. **Include (1) copy of the original RFP response.**

For a “no-RFP” response, return the signature page signed and marked “no RFP”. Without this Non-response notice, a vendor may be removed from active bidders list.

The attached specifications are being provided to potential bidders as guidelines that describe the type and quality of equipment, supply, and/or service the City of Decatur is seeking to purchase. The bidder must indicate compliance or list exceptions to each specification item for consideration. Failure to comply with this provision could be cause for rejection of the RFP.

RFP responses must be received in the office of the Purchasing Department not later than the date and time specified.

The Purchasing Department will not accept facsimile (fax) nor email transmissions of RFPs.

Changes or modifications of this Invitation to RFP are allowed only by written authority of the Purchasing Agent.

Non Appropriation of Funds: Continuation of any agreement between the City of Decatur and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this RFP and any resulting agreement. Non availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the City as a result. The City will not incur liability beyond the payment of accrued agreement payment.

Descriptive Literature: Reference to brand names and numbers is not restrictive, unless otherwise specified. RFPs on equivalent items meeting the standards of quality indicated will be considered, providing the RFP clearly describes the item offered and indicates how it differs from the referenced brands. Descriptive literature on any supplemental information necessary for comparison purposes shall be submitted with the RFP or the Purchasing Agent may reject the RFP for that item. Reference to literature submitted with a previous RFP, or on file with the Purchasing Department will not satisfy this requirement.

The City of Decatur reserves the right to modify all or any portion of this Invitation to RFP when the best interest of the City is involved.

The City of Decatur reserves the right to award to a single vendor, multiple vendors an award all or part of this RFP to single or multiple vendors. The City reserves the right to reject all proposals.

The City of Decatur reserves the right to seek clarification from vendors submitting responses to this RFP.

The City of Decatur is exempt from all Federal, State and local sales and use taxes.

All respondents shall maintain such insurance as will protect bidder and the City of Decatur from claims under Workman's Compensation Acts and from claims for damage and or personal injury, including death, which may arise from the operation and/or fulfillment of the resulting contract of this Invitation to RFP. Insurance shall be written by companies authorized to do business in Decatur, Alabama. Evidence of insurance shall be furnished to the City of Decatur Purchasing Department with submitted RFPs when requested.

Any individual, company, or corporation doing business with the City of Decatur must possess and show proof thereof all proper licenses and/or proper certifications required by Federal, state and local statutes and regulations prior to award.

The City of Decatur reserves the right to terminate any contract resulting from this RFP for just and reasonable cause whereby it appears to be in the best interest of the City.

The successful respondent agrees, by entering into this contract, to defend, indemnify, and hold the City of Decatur harmless from any and all causes of action or claims of damages arising out of or related to respondents performance under this contract.

The successful respondent shall abide by all Federal, State, and Local Statutes, laws, regulations, and ordinances.

An electronic version of this RFP is available on the City's website at www.decaturalabamausa.com or by emailing purchasing@decatur-al.gov. In order to decrease the evaluation time and insure award by the award date please enter your responses in the electronic version if possible, and return it with a hard copy of the original and (1) copy of the original with your RFP response package.

Exclusion of the electronic files in a RFP response is not a basis for rejection.

The hard copy of the invitation to RFP on file in the City of Decatur Purchasing office shall serve as the master document. Any alterations, deletions, additions or other changes that materially change the intent of the RFP could be considered grounds for rejection of the RFP response.

A RFP RESPONSE MAY BE REJECTED IF:

- RFPs improperly submitted or identified
- RFPs not signed or not original signature
- Requested information, or documentation not submitted with RFP
- Failure to acknowledge receipt of addendum with RFP
- Material alteration of the master document
- Invitation to RFP number not on face of envelope
- Received late
- RFP response not on the original form
- RFP not in ink or typed
- Proper licensing not included/provided as required by law
- Failure to attend the mandatory pre-bid conference

Notice: As a condition of contract, grant or incentive performance with the City of Decatur, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

BUSINESS NAME: _____

APPLICANT'S NAME: _____

E-VERIFY AFFIDAVIT

I am the applicant listed above. In my capacity as _____ of the business entity listed above, I do hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of any contract with the City in the federal work authorization program known as "E-verify" web address <https://e-verify.uscis.gov/enroll> , operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P. L. 99-603, in accordance with the applicable provisions of Alabama's Immigration law.

The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification on request of the City.

E-verify Employment Eligibility Verification User Identification Number

Applicant

Sworn to and subscribed before me on this the _____ day of _____, 20_____

Notary Public

My Commission Expires: _____

RFP #18-012 City of Decatur Ingalls Pavilion Request for Alcohol Beverage Provider

Purpose for Proposal

The City of Decatur, Alabama is accepting proposals to enter into an agreement with one exclusive alcoholic beverage provider (Vendor) at the Ingalls Pavilion (Pavilion). Under this agreement, the Vendor shall supply full beverage service at the pavilion for events to include alcoholic and non-alcoholic beverages. Vendor shall supply all required product, staff, and equipment to provide professional and courteous service for various banquets and events requesting alcoholic beverages. Vendor deemed qualified shall be well established in business and financially and logistically prepared to begin service immediately after Council approval.

Any agreement between the City of Decatur and the Vendor shall have no force or effect on Pavilion clients who are free to select any source for non-alcoholic beverages. The selected Vendor shall hold current liquor licenses in the State of Alabama for the type and scope required under the RFP. The selected Vendor shall provide Pavilion customers either open or cash bar options as the client elects.

Vendor will be responsible for providing a menu with a wide variety of options to accommodate small and large groups exceeding 1,200 people which may occur during daytime, evening, weekends, or holidays.

Beverage Provider Requirements and Responsibilities

The successful Vendor shall:

- Provide courteous and professional service.
- Present a distinctive staff appearance to include the use of coordinating apparel (subject to Parks & Recreation Department approval) that clearly identifies staff members as such.
- Supply all beverages, glassware, mixers, ice, garnishes, and equipment necessary for an event.
- Utilize a process that generates auditable reports and receipts for cash bar transactions.
- Follow all procedures and policies set by the Pavilion pertaining to the food/beverage operation of the Pavilion and attend meeting as requested.
- Have and keep in force a policy of general liability insurance of at least one million dollars naming the City of Decatur as additional insured.
- Be fully licensed and be thoroughly knowledgeable of and in compliance with all statutory and regulatory requirements governing the sale and serving of alcoholic beverages established by City, County, and State authorities to include the Alabama Beverage Control Board.
- Be well established, duly licensed, and bonded in the business of catering and event planning with specific experience in alcoholic beverage service and provide evidence in the proposal of having held such licenses for a minimum of 3 years.
- Vendor must be up to date with all tax remittances to the City of Decatur.
- A **mandatory** pre-proposal question and answer meeting will be held on April 11, 2018 at 10:00 am in the 3rd Floor conference room at City Hall. **Proposals from Vendors not attending will not be considered.**

Proposal Requirements

Please prepare responses in the order listed below and include all of the information requested. Incomplete proposals may not be considered. Responses are to include the following:

- General description of beverage service and history of company. Vendor shall identify key member(s) of their staff and who will be responsible for supervising events, their background experience and number of years associated with Vendor.
- Vendor proposal shall include evidence of all current licenses, bonds, insurance, and any other documentation required to lawfully operate alcohol service in this facility to include beer, wine, and liquor.
- Vendor pricing information shall be provided with adequate detail for pricing associated with various type and sizes of events. Identify beverage menu options; cost per person and extraneous fees for out-of-scope services not covered by base pricing.
- Prices quoted shall become part of the contract and made available to potential clients. Vendor shall maintain the prices until modification is requested in writing and approved by the Parks & Recreation Director.
- Proposal shall include an owner-signed statement certifying that prices charged Ingalls Pavilion client are not more than prices charged to other clients.
- Vendor proposal shall include staffing to be provided based on various event attendance levels.
- Vendor proposal shall include at least three (3) event references that demonstrate a full range of experience to include at least one event having an attendance of 150 or more. Two of these events must have occurred in this past calendar year. Each event synopsis should include: type of event, menu, venue, and attendance. Include any extraordinary elements of the event and responses from customers if possible. In addition, three direct references letters on the Vendor will be required.
- Vendor proposal shall include an offer of consideration to the City for exclusive access to the Ingalls facility shall be expressed. The successful vendor shall pay the City \$50.00 per month or _____% of gross sales amount as reported on the City of Decatur, Alabama Sales / Seller's Use / Consumer's Use / Leasing Tax Report (Column C) less Column (E) and liquor tax as reported on City of Decatur Liquor Tax Return per month in excess of \$5,000.00, whichever is greater. Any month the successful vendor has no gross sales from events at the facility as reported on the City of Decatur, Alabama Sales / Seller's Use / Consumer's Use / Leasing Tax Report (Column C), the vendor will pay no amount to the City.

Evaluation and Acceptance of Proposal

The City of Decatur intends to enter into a contract with Vendor that best satisfies the needs of the City. In general, proposals will be evaluated on:

- Completeness of proposal
- Qualifications of the Vendor
- Quality and nature of experience as it relates to this specific activity
- Compensation offer to the City of Decatur

The City of Decatur reserves the right to reject any and all proposals and to act in the best interest of the city and its citizens, This RFP does not commit the City to award a contract or share in any expenses of preparing these proposals, or travel expenses related to the proposal or interview process.