

CITY OF TUSCALOOSA)
STATE OF ALABAMA)

REQUEST FOR PROPOSALS

(A17-1314)

TO: Qualified Businesses

FROM: The City of Tuscaloosa, Alabama

RE: Request for Proposals for Alcohol Vendor; 2018 Tuscaloosa Regional Airshow

DATE: October 13, 2017

Section 1. Introduction.

This is a Request for Proposals (“RFP”) to select an alcohol vendor for 2018 Tuscaloosa Regional Airshow, to be held at the Tuscaloosa Regional Airport on April 14-15, 2018. The RFP contains an abbreviated scope of work and evaluation items. Businesses expressing interest should be fully capable of providing the end results requested.

The purpose of this RFP is to determine the interest or non-interest and the qualifications of businesses in providing the services required. A number of firms may be asked to express their interest in regard to these services.

Section 2. General Scope of Services

The City desires to select a firm to provide services in the following general areas:

- Vendor will be responsible for supplying of all merchandise/inventories of alcoholic beverages including specific client requests for sales.
- Vendor will be responsible for providing all staffing and training including adhering to the responsible vendor’s program.
- Vendor will operate all bars at 2018 Tuscaloosa Regional Airshow.
- Vendor will be responsible for planning and set up for bars/staffing for 2018 Tuscaloosa Regional Airshow

Vendor must also meet the following requirements:

- Provide all necessary and relevant service equipment, including but not limited to carts, serving dishes, utensils, cups/glasses, plates, napkins, cleaning cloths, cleaning products, etc.
- Bus/remove trash from bar/drink areas.
- Place trash and recyclables from the service areas in designated area as directed by the City's representative.
- Clean all vendor used service areas used prior to leaving.
- Remove all non-perishable materials that were brought in (linens, vases, pitchers, etc.) immediately after the event. The City is not responsible for items left behind.
- Inform the City's representative of when they are finished with their clean-up so that a quality check may be performed prior to their departure.

Vendor must comply with any existing pouring rights / sponsorship provisions. Selected vendor must visit site with City representative to determine best layout of locations for alcohol sales. Must have ability to set up bars in chalets. The selected business will be required to have personnel on-site to complete the tasks required by this scope of services. The selected business will complete the required tasks in a timely and efficient manner.

Section 3. Firm Qualification and Proposal Requirements

The selected business must be experienced and qualified to provide the required scope of services. Businesses interested in performing the work will be considered on the basis of a proposal containing information submitted in response to this request in a form limited to five (5) pages in 12-point font or larger of either Times New Roman or Ariel. Front and back shall be considered 2 pages.

Proposals are due by close of business on Friday, November 3, 2017. Proposals received after this deadline will not be accepted.

All proposals should be submitted in 8 ½" x 11" paper size. Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Fancy binding and color displays other than those necessary are highly discouraged.

Provide three (3) bound copies to:

**Grant H. Wilson, Associate City Attorney
Office of the City Attorney
City of Tuscaloosa**

**Courier address:
Office of the City Attorney
2201 University Blvd.**

**Post Office Box 2089
Tuscaloosa, Alabama 35403-2089**

Tuscaloosa, Alabama 35401

The following information must be submitted with the proposal on the date indicated above:

- a. Experience and Qualifications. A statement of the businesses qualifications to perform the work and years in business should be included. The statement should include the following:
 - (1) The general experience of the business as it relates to the scope of Services.
 - (2) Contact information for at least three (3) professional references.
 - (3) A list of all currently held alcohol licenses.
- b. Price list. Attach a price per drink listing. [Note: The contract will include language stating that the vendor can charge no more than what is stated on the approved price per drink listing. The vendor may use its discretion (with prior written approval from the City's representative) to discount services rendered or drink prices.]
 - All the listed prices must be INCLUSIVE of all taxes.
 - Include a price list that includes a selection of domestic and imported beers, at least three wines, and single shot cocktails.
 - Include corking/pour or other charges that would be assessed per drink or per event, if the alcohol is donated.
- c. License and insurance. The selected business will be required to purchase a special events retail alcohol license. Also, the selected business will be required to provide insurance as the City requires, but generally as follows:

The Permittee agrees to, and shall at all times, maintain a minimum of One Million Dollars (\$1,000,000) of both Dram Shop (Liquor Liability) insurance and General Liability insurance providing coverage for all activity authorized by this permit, listing the City of Tuscaloosa, its officers, agents, and employees as additional insured thereon and furnishing to the City of Tuscaloosa copies of the Certificates of Insurance to such effect, and to immediately notify the City of

Tuscaloosa of any changes in, modifications to or cancellation of said policies.

- d. Vendor would be expected to pay 10% of all sales to the City of Tuscaloosa (10% of total beverage sales and service fees). Gratuities are not subject to the royalty. Royalty is due on the total drink price, pre-tax. Please acknowledge that this arrangement is acceptable.

The City reserves the right to reject any proposal and to interview a firm or multiple firms as it sees fit. This RFP and its requirements may be modified or amended at any time and for any reason, in the discretion of the City.

Any questions by the firm related to this RFP should be submitted in writing along with the firm's proposal. In the interest of fairness and in order to maintain impartiality, the City may not respond to questions from individual firms during the RFP process.

END RFP.