

CITY OF TUSCALOOSA)
STATE OF ALABAMA)

REQUEST FOR PROPOSALS

TO: Qualified Firms

FROM: The City of Tuscaloosa, Alabama

RE: Request for Proposals for Official Chalet Caterer – Tuscaloosa Regional Air Show

DATE: January 26, 2018

Section 1. Introduction.

This is a Request for Proposals (“RFP”) containing information concerning the above-referenced matter, an abbreviated scope of work, and evaluation items. Firms expressing interest should be fully capable of providing the end results requested.

- a. Each firm’s experience and qualifications will be evaluated primarily as they relate to the firm’s ability to provide catering services for the 2018 Tuscaloosa Regional Air Show.
- b. Award will be made to the most qualified firm possessing the ability to perform successfully under the terms and conditions of the procurement.
- c. The City has exclusive and sole discretion to determine the firm or firms whose services will be most advantageous to the City, and reserves the right to reject all firms, or to select multiple firms.

The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the services required. A number of firms may be asked to express their interest in regard to these services. Following the receipt of proposals, a certain firm or firms may be selected for further consideration.

Section 2. Overview and General Scope of Services

The City of Tuscaloosa seeks the services of a caterer which has the qualifications, experience, and ability to perform all services as described herein.

I) **Event overview.** The Tuscaloosa Regional Air Show featuring the U.S. Navy Blue Angels is one of the South's premier events, regularly hosting upwards of 100,000 spectators. Last held in 2015, the air show features the Navy's Flight Demonstration team, among several well-known civilian performers. The 2018 event will be hosted during the weekend of April 14-15 at the Tuscaloosa Regional Airport. For more air show and event information, please visit www.tuscaloosaregionalairshow.com.

II) **Statement of work.**

a) **Purpose.** The purpose of this RFP is to invite local catering vendors to submit their proposal to manage the catering of corporate chalets. Additional catering options are also included. This document contains all requirements, but is subject to change via addendum. The City will advertise the chosen caterer at the "Official Chalet Caterer" for the Tuscaloosa Regional Air Show. The term of the contract shall be from April 12, 2018 until April 15, 2018.

b) **Scope of services and firm requirements.**

i) **Chalets.** Caterer will be responsible for catering a minimum of five (5) chalets and a maximum of six (6) **city operated** chalets each event day.

ii) **Corporate chalets.** Businesses and organizations will also have the opportunity to purchase Corporate Chalets that seat 75 or 150 individuals. Those businesses will be directed to the "Official Chalet Caterer" for catering services. The number of purchased Corporate Chalets has varied each air show, but will not exceed 12 per day.

iii) **License fee.** Vendor shall pay to the City of Tuscaloosa a license fee of \$6,000.00 for catering rights, paid as follows:

(1) Upon execution of a sponsorship agreement with the City of Tuscaloosa, a \$1,000.00 deposit with proof of insurance and required additional insured certificates.

(2) No later than thirty (30) days' prior to the air show, the remaining \$5,000 licensing fee.

- (3) **If Vendor fails to remit the balance of the License Fee per the above deadline, Vendor shall forfeit the \$1,000.00 deposit.**
- (4) **The City of Tuscaloosa reserves the right to cancel the event due to inclement or severe weather or any other reason the City deems appropriate or necessary. If the City of Tuscaloosa cancels the event, the City will refund a pro-rata portion of the License Fee in the amount of \$3,000.00 per day of cancellations. No refunds will be given for the air show event that are only interrupted, curtailed or rescheduled due to weather or other unforeseen events.**

iv) **Vendor operations.**

(1) **City of Tuscaloosa managed chalets.**

- (a) **U.S. Navy Blue Angels Friends and Family - 300 people/day**
- (b) **City of Tuscaloosa - 150 people/day**
- (c) **Performer Chalet – 250 people/day**
- (d) **Presenting Sponsor Chalet – 150 people/day**
- (e) **City of Northport - 75 people/day**
- (f) **Evacuee Chalet – 150 people per day**
 - (i) **City of Tuscaloosa requests consideration for “at cost” or trade in return for sponsor benefits with the above chalets.**
 - (ii) **City prefers that these be a boxed or bagged lunch.**
 - (iii) **License fee may be waived in lieu of trade.**

(2) **Corporate Chalets.**

- (a) **Businesses who purchase a 75-person or 150-person chalet are required to work with the Official Chalet Caterer to purchase catering.**
- (b) **Businesses who purchase a Corporate Chalet will be provided contact information for the Official Chalet Caterer through air show**

liaison. Official Chalet Caterer will be provided a list of purchased Corporate Chalets prior to the Tuscaloosa Regional Air Show.

- (c) A variety of sponsors will receive a complimentary chalet that may or may not include catering. If the City provides catering for these chalets they will be deemed “City Managed Chalets”. If the City does not provide catering for these chalets, these will be managed as Corporate chalets.**

(3) Other considerations.

- (a) The Tuscaloosa Regional Air Show is responsible for feeding the U.S. Navy Blue Angels squadron and maintenance/support staff. The City of Tuscaloosa will consider extending its partnership with the official caterer to serve the Blue Angels. It is preferred that this product be traded for sponsor benefits. Lunch and snacks will be needed Thursday, April 12- Sunday, April 15. Menu is encouraged to be healthy for the squadron (12 people), while menu for the maintenance and support staff (60) may be similar to a boxed or bagged lunch.**
- (b) Performer Boxed lunch is needed for the following:
 - (i) Thursday, April 12: 70**
 - (ii) Friday, April 13: 150**
 - (iii) Saturday, April 14: 260 (Performer Chalet)**
 - (iv) Sunday, April 15: 260 (Performer Chalet)****
- (c) If vendor is willing to consider, please identify within the vendor response. See Appendix A for sponsor benefits should vendor consider “at cost” or trade.**
- (d) License fee is negotiable should vendor consider trade.**
- v) Official beverage. The Tuscaloosa Regional Air Show has partnered with Buffalo Rock/Pepsi. All beverages must be purchased and coordinated through Chris Gunter at Buffalo Rock: cgunter@buffalorock.com; 205-393-7751.**

III) Schedule of events (subject to change).

- a) **RFP close date:** **February 12, 2018**
- b) **Award contract to vendor:** **February 20, 2018**
- c) **Tuscaloosa Regional Air Show:** **April 14-15, 2018**

IV) Miscellaneous.

- a) **By responding to this RFP, the vendor acknowledges full understanding of the requirements of the RFP. The City of Tuscaloosa retains the right to disqualify vendors who do not meet the requirements of the RFP.**
- b) **Specific items are subject to change at any time based on event circumstances. Changes will be communicated via addendum posted on the City's website.**

The firm must comply with all applicable state, local, and federal regulations related to the services provided to the City. The City reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed. The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services.

Section 3. Firm Qualification and Proposal Requirements

Firms 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 Arial. Front and back shall be considered 2 pages.

Proposals are due by close of business Monday, February 12, 2018.

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**

**Courier address:
Office of the City Attorney**

**City of Tuscaloosa
Post Office Box 2089
Tuscaloosa, Alabama 35403-2089
(205) 248-5140**

**2201 University Blvd.
Tuscaloosa, Alabama 35401**

The selected firm must be experienced and qualified to provide the required scope of services. The firm or firms selected must have expertise related to the general Scope of Services set forth in Section 2. The following information must be submitted with the proposal on the date indicated above **in the order indicated below**.

- a. **Client list.** A list of all clients within the last three (3) years for which the firm has provided catering services, along with a brief description of the services provided. Provide at least three (3) references. (10 points possible)
- b. **Experience.** A statement describing the general experience of the firm and the experience and qualifications of its key personnel. Key evaluation criteria includes capabilities demonstrated with past events, quality of customer service and food service, and catering services management experience. The statement should include a list of qualifications, years of experience, professional certifications and availability to perform the work and services to be provided. (10 points possible)
- c. **Menu.** Provide a proposed menu, including prices. (10 points possible)

The City reserves the right to interview a firm or multiple firms as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFP. This RFP 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.

Appendix A:

Vendors that will assist the City of Tuscaloosa with food costs by consideration of providing City of Tuscaloosa managed chalets, Blue Angel squadron/support/maintenance staff and air show performers food either at cost or trade, has the ability to receive some, or all, of the following sponsor benefits:

“Corporate Chalets provided to you by _____”

Marketing:

- Company logo included on event poster, event website with an active link, event staff shirt and in air show program
- Company logo included on the event site map located on event website and in air show program
- One-half (1/2) page, full-color advertisement included in the air show program
- Social Media recognition via Tuscaloosa Regional Air Show
- Company menu and informative email sent to all businesses that purchase Corporate Chalet
- Company may provide promotional item or information for Air Show Performer Welcome Bags (200)

On-site visibility:

- Company signage posted at the entrance of Corporate Chalet entrance
- Will be provided by air show
- Additional display space for two (2) company provided banners
- Opportunity to provide company branded tent(s) for Corporate Chalet entrance
- Opportunity to hand out company menu or promotional item as Corporate Chalet attendees exit the air show
- Must only be handed out once the air show has completed for the day
- Five (5) Public Announcements throughout each day of the air show
- Company logo included in the sponsor slideshow displayed at Pilot’s Reception

Hospitality:

- One private chalet for 75 guests, each day of the air show
- 35 parking passes for each day of the air show
- Six (6) complimentary tickets to the Pilot’s Reception