

CITY OF TUSCALOOSA        )  
STATE OF ALABAMA         )

REQUEST FOR PROPOSALS  
(A20-0329)

TO:            Qualified Businesses  
FROM:         The City of Tuscaloosa, Alabama  
RE:            Request for Proposals for Alcohol Vendor for Tuscaloosa River Market  
DATE:         March 13, 2020

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**Section 1.     Introduction.**

This is a Request for Proposals (“RFP”) to select an alcohol vendor for Tuscaloosa River Market. 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 and non-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 Tuscaloosa River Market for all events.
- Vendor will be responsible for working with River Market Manager to plan and set up bars/staffing where designated for each event.

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.
- Bring appropriate tools to scoop ice. Large-quantity ice makers are provided.
- Take good care of the facility, and return the facility in as good a condition as when received.
- Bus/remove trash from bar / drink areas.
- Place trash from the service areas (pantries/bar area) in the provided carts or in another designated area as directed by the Facility Rep. Trash bags should be double-bagged when disposing of leftovers.
- Clean all vendor used service areas used prior to leaving the facility, including but not limited to the pantries and bar areas.
- 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 Facility Rep of when they are finished with their clean-up so that a quality check may be performed prior to their departure.
- Vendor is responsible to ID / wristband those purchasing alcohol within the licensed premises.
- Vendor must prioritize River Market events and must make a good faith effort to be accessible to those who wish to rent the venue on a short notice.

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 March 27, 2020. 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:**

<b>Grant H. Wilson, Associate City Attorney</b>	<b>Courier address:</b>
<b>Office of the City Attorney</b>	<b>Office of the City Attorney</b>
<b>City of Tuscaloosa</b>	<b>2201 University Blvd.</b>
<b>Post Office Box 2089</b>	<b>Tuscaloosa, Alabama 35401</b>
<b>Tuscaloosa, Alabama 35403-2089</b>	

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 River Market Director) 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 a price list of all services that would be charged to River Market clients, including any bar set up fees.
  - Include corking/pour or other charges that would be assessed per drink or per event when the alcohol is donated.

- c. License and insurance. The selected business will be required to purchase a special events retail alcohol license for the Tuscaloosa River Market. 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 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, including the included tax. Please acknowledge that this arrangement is acceptable.

- e. Please include a statement affirming the following: (1) that Vendor will make a good faith effort to prioritize River Market events whenever practicable; and, (2) that Vendor will make a good faith effort to be accessible to those who wish to rent the venue on short notice.

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.

Businesses must be prepared to begin work pursuant to this RFP by April 1, 2021. The selected firm will be expected to enter into a contract with the City of Tuscaloosa for a period of three (3) years.

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.**