

# Request for Proposal (RFP)

Solicitation No. 0002  
April 10,2024

East Longmeadow Rotary Foundation, Inc.  
Point of Contact  
Larry Bauman  
413-668-6456 lmbauman29@gmail.com

## **SECTION 1 - OVERVIEW**

### **1.1 Introduction**

This Request for Proposal (RFP) is to invite prospective vendors to provide a proposal for retail sales and consumption services of beer, wine and food, along with tent seating (collectively hereinafter the “Beer Tent”), for the East Longmeadow Rotary Foundation, Inc. (hereinafter “Rotary Club”), in conjunction with the Rotary Club’s 4<sup>th</sup> of July Carnival (hereinafter “the Carnival”) held on the Center Field (23 Shaker Road, East Longmeadow, MA). This document describes the RFP from Rotary and provides vendors with the relevant requirements that must be fulfilled. This is a confidential document. Vendors are requested to respect the confidentiality of information contained therein. Rules for tendering this RFP are explained in Section 5.

### **1.2 Purpose of the RFP**

The purpose of this RFP is to provide Rotary Club with sufficient information to select a vendor to provide a Beer Tent, held in conjunction with the Carnival for East Longmeadow.

## **SECTION 2 – DESCRIPTION OF PROJECT**

### **2.1 Project Objective**

Our objective is to select the vendor that most fully meets the requirements identified in this RFP. Rotary may elect to award a contract pursuant to this RFP.

### **2.2 Scope of Work**

Vendor will provide retail sales and on-site consumption services of beer, wine, non-alcoholic beverages and food, along with tent and seating, in a dedicated area adjacent to the Carnival. The project requires the vendor to provide all equipment, materials, supplies, food, drink, and any other items vendor deems necessary in the delivery of these services.

### **2.3 Period of Performance**

The vendor is expected to provide the full services of a Beer Tent for the public, during the seven days the Carnival is in session. The Carnival hours are:

- Friday June 28, 2024 - 6 pm to 10 pm
- Saturday June 29, 2024 – 6 pm to 10 pm
- Sunday June 30, 2024 – 6 pm to 10 pm
- Monday July 1, 2024 – 6 pm to 10 pm
- Tuesday July 2, 2024 – 6 pm to 10 pm
- Wednesday July 3, 2024 – 6pm to 10pm
- Thursday July 4, 2024 – 11 am to 3 pm (the matinee on the 4th is optional)

The Beer Tent's hours of operation are subject the vendor's response to this RFP. However, the proposed hours of operation shall not extend beyond Carnival hours, either prior to the Carnival's start or after its close.

### **2.4 Responsibilities of Vendor**

Vendor will be responsible for the following:

- Delivery to Rotary Club, before June 5, 2024, documentation of vendor's insurance liability policy in the amount of \$1,000,000 per occurrence / \$3,000,000 aggregate, specifically for the operation Beer Tent (including setup and take down), with the Town of East Longmeadow, East Longmeadow Rotary Club and East Longmeadow Rotary Foundation Inc. named as additionally insured.
- Delivery to the Rotary Club, before June 5, 2024, documentation proving all of vendor's projected servers are TIP-certified.
- Delivery to Rotary Club, before June 5, 2024, documentation of a temporary liquor license in Vendor's name, to cover proposed Beer Tent services.
- Cover the cost of the East Longmeadow Police Department presence of one or more police persons on-site during the operation of the Beer Tent. The number of hours, persons and cost will be determined by the police and vendor will be responsible for paying the police directly.
- Complete setup, take down and removal of tent and fenced area.
- Cleanup of the entire Beer Tent fenced area, during its operation and after its close.
- All other responsibilities not defined herein but assigned to the vendor by the Town of East Longmeadow officials, as communicated to vendor in town council meetings subsequent to the issue of this RFP.

## **SECTION 3 - FINANCE**

### **Price Proposal**

The vendor will propose payment to Rotary based upon a combination of fixed fee and a formula calculated upon a percentage of food and beverage sales.

## SECTION 4

### 4.1 Qualifications

Vendor shall provide a brief description of its qualifications to provide Beer Tent services.

### 4.2 Past Performance

Vendor shall provide a description of at least two recent and relevant projects for the same or similar services held within the last 4 years, along with contact information for reference. This is a measure of how well a vendor has satisfied customers, adhered to local laws and regulations and conducted business in an ethical manner.

## SECTION 5 - INSTRUCTIONS

### 5.1 Content of Response

Vendor's response should contain the following three parts:

- **Part 1 – Technical and Management Approach** – This part of the response should describe the proposal in enough detail to demonstrate vendor's understanding of the requirements in Section 2-Description of the Project and convey enough information regarding proposed setup, breakdown and ongoing operation and management of the Beer Tent for the Rotary Club. This part should include: a description of the estimated physical dimensions and setup of the Beer Tent; a description of how vendor intends to operate and manage the Beer Tent (including proposed hours of operations, food and drink menus and entertainment description, if any, and schedule); and a description of the process for taking down of the Beer Tent, removing the equipment and cleaning up the entire area.
- **Part 2 – Price Proposal** – This part of the response should contain vendor's proposal as reflected in addressing Section 3 above.
- **Part 3 – Experience** – This part of the response should contain a brief statement as to vendor's qualifications and its past performance information.

### 5.2 Deadline, Format & Delivery of Response

Vendor's response must be received no later than 4 pm EST on April 26, 2024. It should take the form of an electronic document in either a Microsoft Word or pdf file format and include:

- Phone and email address for a single point of contact
- Dated signature of a corporate officer of vendor (including printed name and title), with wording attesting to the truth of the representations contained in the response and Vendor's contractual obligation to perform the services promised, in the event it is chosen.

Delivery should be made to the contact via email at the address listed in Section 5.3. Any questions the vendor may have should be addressed in writing to the same contact and made no later than April 24, 2024.

**5.3 Contacts**

Vendor must provide a single point of contact.

**Vendor Point of Contact**

Name & Title: (insert)

Cell Phone: (insert)

Email: (insert)

**Rotary Point of Contact**

Name: Larry Bauman

Cell Phone: 413-668-6456

Email: lmbauman29@gmail.com

**5.4 Payment Information**

Vendor will provide Rotary with payment in the amount in accordance with its proposal in answer to Section 3 above. Payment will take the form of check made out to “East Longmeadow Rotary Foundation, Inc.” delivered in person to Rotary’s point of contact no later than July 11, 2024.