



P.O. Box 552 • Alexander City • Alabama 35011-0552 • (256) 329-6700

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RFP 23-04

Alcoholic Beverage Service/Bartending Services

GENERAL INFORMATION

The City of Alexander City ("City") is interested in contracting with a well-qualified entity ("Service Provider") to provide alcoholic beverage service for special events at the Municipal Complex, an approximately 85,000 sq. ft facility located at 281 James D. Nabors Drive in Alexander City, Alabama.

By submitting a proposal, the Service Provider represents that it has thoroughly examined and become familiar with the services required under this RFP and that it is capable of delivering quality services to the city in a cost-effective, service-oriented manner.

Please direct any questions regarding this RFP to the City Clerk's office. Questions must be received by 4:30 p.m. on Friday, November 11, 2022.

One (1) original proposal shall be submitted as indicated below by 4:30 p.m. Wednesday, November 16, 2022. Submittals shall be placed in a sealed package clearly marked "RFP No. 23-02-". Submittals shall be addressed and delivered to the City Clerk as indicated below:

City of Alexander City
Attention: City Clerk
P.O. Box 552
Alexander City, Alabama 35011

Hand delivered proposals will be accepted. Submittals received later than the specified time and date will not be considered.

SCOPE OF SERVICE

A. Required Services

The City or other authorized entities hosting an approved event at the Municipal Complex, who desire to provide alcohol, will utilize the selected Service Provider. The City, upon entering into an Agreement with the awarded Service Provider, guarantees no minimum amount of business or compensation.

The Service Provider must be able to accomplish the following:

- 1) Provide professional service to event attendees which enhances the event experience;
- 2) Offer and provide a full range of alcoholic beverage services at various cost options;
- 3) Assist and coordinate planning activities to ensure all services are executed to the satisfaction of the patrons;

- 4) Provide high quality, friendly, and professional services at reasonable prices;
- 5) Provide the necessary furnishings and equipment to create an attractive and inviting concession; and
- 6) Work in conjunction with the City should unforeseen issues arise.

B. Experience and Qualifications

Proposing entities must demonstrate the ability to successfully operate an alcoholic beverage service and address the following items:

- 1) Years and quality of experience in similar, relevant business.
- 2) All applicable licenses, permits, and certifications through the State of Alabama and City of Alexander City must be acquired within 60 days after award or as soon as possible.
- 3) Ability to obtain insurance with coverage values that meet minimum requirements evidenced by a letter from an underwriter confirming that the Service Provider can be insured for the amount required by the City.

C. Required Operating Responsibilities

The following are selected areas of operating responsibilities which will be required of the successful proposer. If selected, the proposer must be willing and able to commit to the following Required Operating Responsibilities.

1. Hours of Operation

Service Provider shall offer services to the public only during the hours that the City or authorized entity reserves the premises from the City for pre-arranged group events. Access to the premises for event set-up and clean-up must coincide with the rental time period. Additional time to enter the premises and set up for the event must be arranged through City staff.

2. Pricing

All prices charged for alcoholic and non-alcoholic beverages shall be prominently posted and shall be comparable to prices charged in similar establishments in the City. Service Provider shall provide the City with a list of prices for all bar and beverage services. After selection, this list shall be updated whenever prices are changed, and made available to the City and/or patrons requesting service.

3. Equipment

All equipment, furnishings (utensils, appliances, stemware, beverage serving ware and other equipment necessary for alcoholic beverage service) and expendables required for the alcoholic beverage service shall be provided by the Service Provider at its sole expense and shall remain its personal property.

Service Provider shall keep and maintain such equipment in good repair and in clean, sanitary, and orderly condition and appearance.

INSURANCE

The selected Service Provider shall acquire and maintain the established insurance and liability limits for this service. Minimum Requirements are as follows: each occurrence \$1,000,000; damage to rented premises \$100,000; medical expense \$100,000; personal and injury \$1,000,000; general aggregate \$1,000,000; and comp/op agg \$1,000,000. The City shall be named as an additional insured.

PROPOSED TERM OF CONTRACT

Successful Service Provider will be granted an exclusive one-year contract, with option to extend annually for up to 3 years at the City's discretion.

CONTENTS OF SUBMITTAL

To be deemed responsive for evaluation, submittals must include the following:

1. Vendor Information

This section shall include a brief description of the entity, to include contact information, number of years providing services, and any other pertinent information.

2. Qualifications

This section shall include a brief description of the entity's qualifications and previous experience on similar or related projects.

3. Work Plan

This section of the proposal shall establish the entity's understanding of the City's objectives and work requirements and the entity's ability to satisfy those objectives and requirements. Describe the proposed approach in providing the requested services. Include a timetable for providing said service.

4. Staffing

State how the entity would propose to staff events.

5. Proposal Costs/Rates

In this section, include the proposed costs to provide the services desired. Include any other costs and price information that would be contained in a potential agreement with the City.

Please also include the costs for any other services that are considered optional additions.

EVALUATION AND SELECTION

Proposals will be evaluated based on the following criteria:

1. Completeness and comprehensiveness
2. Responsiveness to City's request
3. Potential to benefit the city

4. Experience of the entity providing similar services
5. Cost-effectiveness
6. Quality of Proposal
7. Ability to obtain required licenses and insurance

The City reserves the right to accept, reject, and/or interview any or all qualified respondents for further understanding of the proposal. Respondents to this RFP do so at their own expense and the city will not reimburse any respondent for time or costs dedicated to preparing or presenting a response.

GENERAL PROVISIONS

All proposal submissions and materials become property of the City and will not be returned. Respondents to this RFP are hereby notified that all proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Alabama Public Records Act after evaluation and award decisions have been made.

Assignment by the successful respondent to a third party is prohibited.