

**FIVE RIVERS METROPARKS**

**Wagner Subaru Outdoor Experience Vending Ware RFP**

03/01/2019



**409 E MONUMENT AVENUE**

**3<sup>RD</sup> FLOOR**

**DAYTON, OH 45402**

**(937) 275-7275**

**ADVERTISEMENT  
REQUEST FOR PROPOSAL**

**INVITATION TO BIDDERS**

Five Rivers MetroParks (FRMP) will receive sealed request for proposals (RFP) for **Wagner Subaru Outdoor Experience Vending Ware RFP**, until **04/30/2019 – 12:00 am, EST.**, at 409 E. Monument Ave., 3<sup>rd</sup> Floor, Dayton, Ohio, 45402, **Attention: Tim Pritchard** or electronic proposals saved as .pdf and e-mailed to [tim.pritchard@metroparks.org](mailto:tim.pritchard@metroparks.org). Envelopes and electronic attachments will not be opened until 4/30/2019.

Copies of the proposal and RFP forms are on file at the above address or at:

[www.metroparks.org/AboutUs/DoBusinessWithUs.aspx](http://www.metroparks.org/AboutUs/DoBusinessWithUs.aspx)

Provide two (2) complete copies of proposals in a sealed envelope labeled **Wagner Subaru Outdoor Experience Vending Ware RFP** or e-mail a single .pdf attachment to [tim.pritchard@metroparks.org](mailto:tim.pritchard@metroparks.org) with the file name Wagner Subaru Outdoor Experience Vending Ware RFP. Each proposal shall be signed by the full name and business address of each person of company interested in the same.

Proposals shall include all information outlined in Appendix 1 and shall use the RFP Form or a document that includes the same information. Questions concerning the products specified in Appendix 1 should be directed to: **Tim Pritchard, 937-279-6979**

FRMP reserves the right to accept or reject any or all proposals; to waive any informalities or irregularities in the bids received or to accept any proposal which is deemed most favorable to FRMP, an equal opportunity employer.

## INFORMATION FOR BIDDERS

**Five Rivers MetroParks (FRMP) is requesting proposals from Contractors with the ability and resources to provide compostable service ware for food vendors at the 2019 Wagner Subaru Outdoor Experience.**

The Contractor shall take out and maintain during the life of this agreement, Workers' Compensation Insurance for its employees and shall furnish a certificate of Workers' Compensation for its employees before the execution of this agreement. The contractor shall provide insurance upon request commiserate with industry standards.

The selected contractor shall furnish its' own support staff and neither the contractor nor its personnel shall, at any time or for any purpose, be considered as employees or agents of FRMP for whose benefit, either directly or indirectly, the work hereunder is being performed.

Each proposer must furnish satisfactory evidence that it is presently operating a **compostable vending ware supply service** of a similar type and to the extent comparable to that outlined in these specifications.

FRMP reserves the right to reject any and all proposals for any and all items covered in the proposal form; to waive formalities or defects in proposals; to reject the proposal of a bidder, who in FRMP opinion, is not qualified to perform the contract; or to accept any proposal that it deems to be in the best interest of FRMP.

**PRICING:** The successful contractor will quote prices for furnishing each service as requested for this location. Prices quoted will include **case or unit count of service ware listed in Appendix 1 based on given quantities or closest equivalent available from contractor.**

**Contract Length:** The contract period for **Wagner Subaru Outdoor Experience Vending Ware** will be for September through October 2019. The total contract will be awarded to one primary contractor. The services shall be conducted through one contractor. Contractor is to give a "**final price**" for full coverage service contract for the 2019 Wagner Subaru Outdoor Experience.

**Termination of Contract:** Either party may terminate this contract by submitting a written notice thirty (30) days prior to the event. FRMP may also terminate contract immediately should the successful proposer not comply or live up to the standards as stated in this contract.

**Evaluation Criteria:** Proposals will not only be evaluated on price, but on past service experience with FRMP, ability to perform service as stated in RFP.

**Submission Requirements:** Proposers must provide the following information in their submittal:

- Name, position, and contact information of the account representative
- A completed proposal form or other document providing prices for all supplies listed in Appendix 1

- A copy of the contract you would propose to use if selected. (MetroParks reserves the right to use another contract)

### **FRMP RESPONSIBILITY**

1. Provide a 10x10 popup tent and vehicle parking for approved contractor to display and promote goods at the 2019 Wagner Subaru Outdoor Experience.
2. Provide approved food vendors with contact and ordering information for the contractor.
3. Provide collection and composting of vending materials during and after the festival.
4. Provide security detail for the duration of festival hours.
5. Provide a primary staff contact to work with contractor during festival hours.

### **CONTRACTOR'S RESPONSIBILITY**

1. Contractor shall create an order form based on the specified needs of the approved 2018 Wagner Subaru Outdoor Experience Food vendors.
2. Contractor shall provide a method of payment and location for materials pickup prior to and during the event.
3. Contractor shall stock backup vending ware to accommodate restocking needs of food vendors.
4. Contractor shall not be responsible for collection or disposal of vended materials during the festival.
5. Contractor shall commit to being onsite during the festival hours, 9:00 am -9:00 pm Saturday, October 5 and 10:00 – 4:00 pm, Sunday, October 6.
6. Contractor shall be financially responsible for any damages and or loss of property belonging to park personnel as a result of contractor and his/her staff.
7. Contractor shall provide an identifying list of all vehicles and license plates that Contractors staff shall have on parking lot facility.
8. Contractor shall be responsible for securing inventory during the festival, including overnight hours.
9. Contractor shall follow all facility rules.

**SCHEDULE OF PAYMENTS:** Contractor agrees to work with approved food service vendors for the 2019 Wagner Subaru Outdoor Experience to process orders and collect payment prior to the event hours. Five Rivers MetroParks shall not be responsible for payment of any kind.

**PROPOSAL FORM**

Products and quantities for competitive bidding purposes only.

Product	Quantity Per Case	Price	Notes
1 lb Food Tray			
2 lb Food Tray			
2.5 lb Food Tray			
3 lb Food Tray			
16 oz Cold Cups			
16 oz Cold Cup Lids			
Forks			
Knives			
Spoons			
Deli Paper			
Small Hinged Containers (app. 6x6x3)			
Medium Hinged Containers (app 8x8x3)			
Large Hinged Containers (app 9x9x3)			
Medium Hinged 3-Compartment Containers (app 8x8x3)			
Plates 9" Round			
Dinner Napkin			
4 Cup Drink Carrier			
Plate 6" Round			
Portion Cup (app. 3.25 oz)			
16 lb Paper Grocery Bag			
Paper Kitchen Towel			
Bowls 8 oz			

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

Vendor Phone: \_\_\_\_\_

Contact Name (Print): \_\_\_\_\_

Contact Phone: \_\_\_\_\_

## Appendix 1

### Product Specifications

This table lists the total estimated amounts of each product needed for service ware vendor needs. The proposal should demonstrate the price per case and/or unit available for order. These products and quantities are estimated for bidding purposes only. Event vendors will provide real needs when ordering prior to the event.

<b>Estimated Need - Item Quantity</b>	<b>Product</b>
250	1 lb Food Tray
2500	2 lb Food Tray
3750	2.5 lb Food Tray
2500	3 lb Food Tray
1000	16 oz Cold Cups
1000	16 oz Cold Cup Lids
4000	Forks
2500	Knives
2500	Spoons
2500	Deli Paper
300	Small Hinged Containers (app. 6x6x3)
300	Medium Hinged Containers (app 8x8x3)
300	Large Hinged Containers (app 9x9x3)
300	Medium Hinged 3-Compartment Containers (app 8x8x3)
500	Plates 9" Round
5000	Dinner Napkin
300	4 Cup Drink Carrier
300	Plate 6" Round
2500	Portion Cup (app. 3.25 oz)
500	16 lb Paper Grocery Bag
20	Paper Kitchen Towel Rolls
500	8 oz bowls