



# Request for Proposal for a Special Event Food and Beverage Provider



## **I. Introduction**

Since 2007, Wine on the Fox has drawn thousands of vinophiles to downtown Oswego for Illinois' first major wine festival of the season. Historically, Wine on the Fox has been held on the banks of the Fox River, at Hudson Crossing Park, occasionally relocated to the grounds of Village Hall during particularly wet springs.

This family-friendly event, produced by the Village of Oswego, the "Village", expanded to two days in 2011, and the event attracts approximately 4,500 - 6,000 people over two days for wine samplings, live music, food F & B Provider offerings, and a small vintage and handmade boutique of local shops targeted at Mother's Day shoppers.

## **II. 2019 Financial Recap**

Advanced package sales, including a wine glass, wine tasting tickets and a wristband grossed over \$19,500. An additional \$27,314.00 in gross sales was achieved at the event, to include packaged sales, wine bottles and extra single tickets sold. In addition, 15 Illinois Wineries, 6 food F & B Providers and 6 local Main Street Merchants achieved financial success.

## **III. Scope of Work**

The Village of Oswego is seeking a food and beverage provider (hereafter referred to as "F & B Provider"), to provide one to two signature dish(es) and two to three non-alcoholic signature drinks for the Wine on the Fox event May 2-3, 2020. Other food and non-alcoholic beverage options may be sold, based upon approval from Village.

F & B Provider **must**:

1. Have proven experience in providing food and beverage at festivals or events with 2000+ attendees
2. Provide one to two signature dishes that complement a wine-festival atmosphere
  - a. Considerations can include a meal(s), dish(es), plate(s) and/or platter(s)
    - i. A charcuterie plate/platter is recommended to include, cheese, meats, fruit, crackers, olives, etc.
    - ii. If a charcuterie plate/platter isn't possible, Village may outsource this item to another F & B Provider
2. Provide two to three non-alcoholic signature drinks that complement a wine-festival atmosphere
  - a. Village prefers iced coffee, frappe or similar category for at least one drink
  - b. Village prefers a drink that can be enjoyed by all ages, with the interests of children in mind (i.e. lemonade or flavored lemonade(s))
3. Have a knowledgeable representative available to attend monthly meetings in-person or via conference call March-May, each lasting approximately 60 minutes in duration
4. Provide inviting table and tent signage and decor at the events. Signage is strongly encouraged to be event-specific, (i.e. hanging vinyl signs, branded table clothes, etc.)
5. Provide a sufficient quantity of disposable cups, plates, napkins, plasticware, etc. Recyclable products are encouraged, wherever possible
3. Provide an on-site "Representative" to coordinate the two-day event and be a liaison to the Village

4. Be willing to obtain a Kendall County Special Event Food Permit at its own cost
5. Provide exceptional presentation and quality of food and beverage
6. Have attention to cleanliness, proper sanitation practices and disposal of garbage at all times

**F & B Provider shall:**

1. Provide its own tenting, equipment, proven point of sale system and trained staff to ensure a smooth, professional, outdoor operation, in compliance with Kendall County Health Department policies and procedures

**F & B Provider may:**

1. Prepare and sell other food items at the event to increase profitability with the Village’s approval

**IV. Selection Process**

The RFP will be available to any qualified company choosing to respond. The Village reserves the right to waive any irregularities and to reject any or all proposals. No Proposal may be withdrawn for a period of up to 60 days after date proposals are due.

Listed below is the anticipated schedule for the project:

<b>Process Steps</b>	<b>Estimated Date(s)</b>
RFP Available	Thursday, February 20, 2020
Deadline for Questions	Tuesday, February 25, 2020, at 12:00 p.m.
Village Response Deadline	Thursday, February 27, 2020, at 3:00 p.m.
Proposals Due	Monday, March 2, 10:00 a.m.
Event	May 2 & 3, 2020

Proposals shall be available for public inspection after the contract award; however, proprietary or confidential information marked as such in each proposal shall not be disclosed without prior written consent of F & B Provider unless required by law. It is the responsibility of the F & B Provider to identify any information deemed proprietary or confidential. Upon submission, all proposals become the property of Village and are subject to public record laws.

If a proposal contains proprietary information, the F & B Provider shall include a cover letter indicating such information and why it is deemed to be proprietary. In addition, any information in which the F & B Provider considers proprietary MUST be clearly marked “proprietary” next to the relevant part of the text in order for it to be treated as such.

**V. Qualification and Evaluation of Proposals**

Proposals will be evaluated on, but not limited to, criteria listed and requested as outlined in the Request for Proposal and what is deemed most advantageous to the event.

Proposals will be evaluated based upon, but not limited to, the following factors:

1. Festival and/or Event experience and similar capacity of involvement
2. Past performance as indicated by three (3) reference checks
3. Project approach & performance differentiators
4. Capacity to fulfill
5. Creativity of proposed menu items that complement a wine-festival atmosphere
6. Reasonable cost of proposed menu items
7. Local Preference

The Village will determine the best value based upon these criteria and recommend the selection of F & B Provider.

The Village may request additional information from one or more F & B Provider(s) after the submission of the initial proposals in order to clarify, confirm, or properly evaluate any proposals. F & B Provider(s) may be asked to provide an oral discussion of the proposal. This presentation shall be limited to the subject matter part of the proposal response and shall be limited to clarification, explanation, or more extensive description of the proposal.

Answers from the oral discussion may be reflected in a re-evaluation for the submitted proposal due to a better understanding of a specific proposal evaluation item. The Village also reserves the right to negotiate terms of the contract with the intended F & B Provider.

## **VI. F & B Provider Understandings**

Each F & B Provider(s), by submitting proposals, represents that:

1. The F & B Provider(s) has read and understands this solicitation and that its offer is made in accordance therewith.
2. The F & B Provider(s) has reviewed the solicitation, has become familiar with the local conditions under which the service is to be performed, and has correlated personal observations with the requirements of the proposed documents.
3. The F & B Provider(s) is qualified to provide the services required under this solicitation and, if awarded the Contract, will do so in a professional, timely manner using successful F & B Provider skills and attention.
4. The F & B Provider(s) has reviewed all applicable laws and applicable regulations and that its proposal is in legal conformance.

## **VII. Basis of Award**

The award determination shall be based on a number of factors. Following the deadline for submittal of proposals, the Village will review, analyze, and rank all submittals based on their response to the information requested. If desired, the Village may shortlist the number of qualified F & B Provider(s). F & B Provider(s) is required to sign a copy of the Village's contract.

The Village reserves the right to finalize a contract based on all or some factors involved in the

written qualification submittal without further discussion or interviews.

The Village also reserves the right to reject all proposals.

### **VIII. Contract Term**

The contract shall be in effect when executed.

### **IX. Payment**

The F & B Provider will receive payment in the sum of 85% of Advanced Sales within 60 days of the conclusion of the event. Every effort will be made by the F & B Provider to replace any damaged product prior to the start of the event and during the event to ensure a smooth and consistent operation.

The Village will receive payment for all on-site event sales in the sum of 15% within 60 days of the conclusion of the event, along with supporting documentation regarding event sales from the point-of-sale system.

### **X. Delivery**

Failure of the F & B Provider to complete services as stated in this RFP, the Village reserves the right to cancel orders, or any part thereof, without obligation, if services are not completed within the time frame(s) specified in this RFP.

F & B Provider must furnish their own unloading and loading equipment for the deliverables unless other arrangements have been made in writing with the Village. F & B Provider must remove all packaging material from the delivery location unless other arrangements have been made in writing with the Event Coordinator.

### **XI. Risk of Loss**

The risk of loss from any casualty to the goods and services, regardless of the cause, will be the responsibility of the F & B Provider.

### **XII. Insurance Requirements**

Unless other such amounts and types of insurance coverage are accepted by the Village of Oswego, the selected food and beverage provider shall procure and maintain for the duration of the agreement insurance against claims for injuries to persons, damage to property and/or other applicable damages that may arise in connection with the performance of work and/or services under this Agreement as follows:

Workers' Compensation and Employers Liability Insurance. Statutory Workers' Compensation coverage complying with the law of the State of Illinois and Employer's Liability insurance with minimum coverage limits of \$1,000,000 each accident, including occupational disease coverage with limits of \$1,000,000 per employee, subject to policy minimum limits of \$1,000,000 per annum. If the selected F & B Provider does not have employees, this requirement is waived.

Commercial General Liability Insurance. Commercial general liability insurance with policy limits of not less than \$1,000,000 and \$2,000,000 in the aggregate and shall cover liability arising from premises operations, independent contractors, products-completed operations, personal injury, property damage, and liability assumed under an insured contract under the commercial general liability policy.

### **XIII. Submittals**

Proposals will be ranked based upon the information outlined in this RFP.

All **technical questions** shall be submitted in writing to [cparker@oswegoil.org](mailto:cparker@oswegoil.org). An addendum, if deemed necessary, will be posted on the website, <http://www.oswegoil.org/business-and-development/bids-and-rfps.aspx>.

**Submit one electronic copy of your proposal in the following format: 8-1/2 x 11, font size 12, and a maximum of 8 pages.**

Proposals must be received no later than Monday, March 2, 2020, at 10:00 a.m. local time. All proposals must be sent to email [cparker@oswegoil.org](mailto:cparker@oswegoil.org) with the clearly marked subject line: F & B Provider RFP.

### **XIV. No Guarantee**

The information provided by the Village as the number of visitors and other related matters is informational and should not be constructed as a representation of actual amounts, attendees or other matters all of which are influenced by a number of factors not within the control of the Village.

