

# REQUEST FOR PROPOSAL (RFP)

1. Overview. This Request for Proposal ("**RFP**") is an invitation to prospective service providers to submit a proposal for the provision of services.

1.1 Services. The City of Umatilla (the "**City**") is seeking proposals from qualified alcohol vendors to provide beverage services (the "**Services**") at the 2024 Rock the Locks Music Festival in Umatilla, Oregon on October 4th-6th (the "**Event**"). The City aims to offer a diverse selection of alcoholic beverages at the Event, while promoting and supporting local businesses.

1.2 Confidentiality. All information concerning this RFP, including any related information that is subsequently disclosed by the City during the bid and proposal process, is the City's confidential information. The service provider will not disclose such information, or use it for any purpose other than responding to the RFP without the City's prior written consent, except as required by law. The City will not disclose any non-public information in the service provider's response to this RFP, provided that such information is identified as non-public and confidential in the response. Submission of a proposal constitutes acceptance of these terms.

1.3 Not Binding. Except for the confidentiality obligations set forth in Section 1.2, this RFP is a solicitation of bids only and the issuance of this RFP shall not be binding on the City. The City reserves the right to accept or reject any or all proposals or to cancel this RFP for any reason or no reason. No binding agreement shall exist with respect to the provision of Services unless and until a definitive agreement has been agreed and executed by both the City and the selected service provider(s). The City will not be liable under any circumstances for any expenses incurred by any bidder in connection with the RFP proposal submission or selection process.

2. Contact Information. The Parks and Recreation Manager is the point of contact for this RFP. Please direct all communications regarding this RFP as follows:

Contact Person:	Luke Romero
Email:	Luke.Romero@umatilla.gov
Mailing Address:	700 6 <sup>th</sup> Street Umatilla, OR 97882
Phone Number:	541-922-3226 x121
Fax Number:	541-922-5758

3. Scope of Services. The City intends to enter into a services agreement with the selected service provider(s). In addition to any items set forth on the Agreement, the selected service provider(s) will be responsible for:

- (a) Providing a list of standard drinks as required by the City (the "**Standard Beverages**").
- (b) Obtaining approval from the City for any additional beverages to be offered beyond the Standard Beverages.
- (c) Operating in compliance with all OLCC regulations.
- (d) Using the City's POS cashless sales system (Fastbar) for all transactions at the Event.
- (e) Sharing a percentage of gross sales generated from the Event with the City.

4. Proposal Submission Requirements. The proposal must include the following information:

4.1 Service Provider Background. An overview of the service provider, including:

- (a) A brief history of the service provider.
- (b) A detailed description of the service provider's industry expertise and experience.
- (c) Information about past performance, including references demonstrating the quality of similar services provided at other events similar to the Event.

4.2 Staffing Plan. Provide a detailed description of the staffing and resources available to manage the Event. Include information about key assumptions on which the proposal is based. As applicable, include information about:

- (a) The services management team and key employees.
- (b) Staffing levels for the services.
- (c) Anticipated subcontractors.

4.3 Licensing and Permits: Submit proof of valid OLCC licenses/permits.

4.4 Local Preference: Indicate if the business is based in the City of Umatilla or Umatilla County.

4.5 Gross Sales Percentage: Propose the percentage of gross sales generated from the Event that the service provider(s) is willing to share with the City.

5. Proposal Submission Deadline. Proposal submissions must be received by August 30, 2024 the "**Proposal Submission Deadline**"). Submissions must be [emailed/mailed/faxed] to the point of contact for this RFP listed in Section 2. Submissions received after the Proposal Submission Deadline will not be considered.

6. Evaluation Criteria. The City will evaluate multiple criteria to select the most appropriate service provider. The major qualitative areas that the City will evaluate include:

6.1 Gross Sales Percentage Split: The proposed percentage of gross sales to be shared with the City.

6.2 Local Preference Bonus: To support local businesses, a preference will be given to service provider(s) based in the City of Umatilla and Umatilla County. This preference will be applied as follows:

(a) ***City of Umatilla Vendors***: A 4% gross sales equivalent bonus will be added to the evaluation score.

(i) For example, if an Umatilla business bids to share 20% of gross sales with the City, their proposal will be evaluated as if they had bid 24%. However, the actual contract will remain at the original 20% share.

(b) ***Umatilla County Vendors***: A 3% gross sales equivalent bonus will be added to the evaluation score.

(i) For example, if an Umatilla County business bids to share 20% of gross sales with the City, their proposal will be evaluated as if they had bid 23%. The actual contract will remain at the original 20% share.

(ii) Vendors receiving the City of Umatilla gross sales equivalent bonus are not also eligible for the Umatilla County bonus.

6.3 Experience and References: Proven track record in similar events.

6.4 Staffing and Resources: Ability to manage alcohol service effectively.

6.5 Licensing and Permits: Compliance with OLCC requirements.