



City of Holladay

REQUEST FOR PROPOSALS (RFP)

for 2019 SUMMER CONCERT VENDORS

The City of Holladay (CITY) Arts Council has scheduled its 2019 summer concert program, beginning with Music Fest on June 29 followed by a 6-week Saturday evening concert series concluding on August 17 (for a total of 7 nights). The Arts Council is requesting proposals from qualified, experienced vendors to sell drinks and chilled/frozen desserts only to patrons attending these concert events. Please note that this RFP does not include the Blue Moon Festival. The Arts Council intends to enter into a contract with 2-5 selected vendor(s), but will have a maximum of 3 vendors at each concert. Final scheduling will depend on vendor availability and diversity of menu offerings each concert.

Project Name:	2019 Summer Concerts Vendors
Deadline for Proposal Submissions:	Wednesday, May 1, 2019 at 12:00 p.m. Noon
RFP Contact:	Ms. Sheryl Gillilan Executive Director, Holladay Arts Council City of Holladay 4580 South 2300 East Holladay, UT 84117 Telephone: 801-527-2677 Email: sgillilan@cityofholladay.com
Questions & Answers:	Please submit all questions in writing to Sheryl Gillilan at sgillilan@cityofholladay.com . The question period will open concurrently with the release of the RFP. All questions must be submitted no later than Friday, April 26, 2019 at 5:00 p.m., MST . Answers will be posted on the City's website, www.cityofholladay.com , by Monday, April 29, 2019. The City requests that interested vendors refrain from contacting other City staff or officials regarding this project.
Modifications & Addenda:	Any modifications or addendums to the RFP will be made in redline form on the website. Please check the RFP on the website for changes.

Anticipated Selection Schedule (subject to change)

April 19	City Issues RFP
April 26	Last Day to Ask Questions
April 29	Q&A Posted on Website
May 1	Proposal Submission Deadline
May 2-10	Proposal Evaluation Period
May 10	Determination of Recommended Vendor(s)
May 10-17	Contract Review and Negotiation
May 17	Execute Contract

Jun 29-Aug 17 Vending at Summer Concerts (Saturdays only)

REQUEST FOR PROPOSALS DETAILS

The City of Holladay Arts Council has scheduled a Music Fest on June 29, 2019 and a summer evening concert series occurring each Saturday from July 13, 2019 through August 17, 2019. The Arts Council is seeking proposals from qualified and experienced vendors to sell drinks and/or chilled/frozen desserts to patrons attending these scheduled concerts. The Arts Council intends to select 2-5 vendors. Please note that this RFP does not include the Blue Moon Festival.

- **Concert Attendance:** Approximately 400-600 people attend each event.
- **Number of Events:** The vending contract will include 7 Saturday events.
- **Time Commitment:** Vendors should be onsite for each event from the hours of 7:00 p.m. to 10:30 p.m., which includes time for set-up, take-down, and clean-up.
- **Location:** All events will be held at Holladay City Park, 4580 South 2300 East, Holladay, Utah 84117. Specific vending areas have been identified by the Arts Council. Please reference "Exhibit A" for an aerial of the park with the vendor areas highlighted.
- **Equipment:** The vendors must have appropriately sized equipment for the sale of their products, such as a small cart, cooler or trailer. No food trucks. Examples of desired equipment are provided in "Exhibit B" of this RFP.
- **Menu:** Vendors should limit their menus to drinks and/or chilled/frozen desserts with reasonable pricing. No full menu food options, like dinners and lunches, are desired. Alcoholic drinks are not allowed.
- **Operations:** Vendors should plan on a self-contained delivery of goods, with limited power available, and a requirement of clean-up of operations at the conclusion of each event. Waste receptacles are available for use on site for the collection of any garbage produced by the sale and consumption of product.
- **Compensation:** The Arts Council is providing an opportunity for vendors to sell drinks and chilled/frozen desserts. No other set compensation will be provided by the Arts Council or City of Holladay.
- **Reporting:** Vendors will be required to report sales data to the Arts Council each evening they sell, and will be responsible for reporting all earnings to the Utah State Tax Commission.

CONTRACT

The selected vendor must be willing to enter into a contract with the Arts Council pertaining to the Project that outlines the type, size, uses, location, and timeframe for providing vendor services at the 2019 Summer Concert events.

PROJECT PROPOSAL INSTRUCTIONS

It is the vendor's sole responsibility to read and interpret this Request for Proposals and the written instructions contained herein. Provide a written proposal that includes the following information, in the order outlined:

- Begin with a cover Letter with the following information:

- State that the vendor has read and understands this Request for Proposals and accepts the written instructions contained herein.
- Include signature by an officer or employee of the vendor authorized to bind the vendor contractually.
- Provide the name, contact phone number, email address, and mailing address of the person to whom all correspondence should be sent regarding questions about the Response, requests for interviews, or notifications regarding vendor selection.
- Describe the vendor's experience and qualifications.
- Provide a drinks and/or chilled/frozen desserts menu with sale prices
- Include a copy of the vendor's current Salt Lake County Health Department Certificate
- Indicate any or all dates vendor is available (June 29; July 13; July 20; July 27; August 3; August 10; August 17)
- Present a photograph of the vending cart/trailer that the vendor is proposing to use at the Holladay Arts Council 2019 Summer Concert Series

SUBMISSION PROCEDURE

Vendors are required to submit three (3) hard copies (8.5" x 11" format) and one (1) electronic copy (single PDF of complete proposal) of their response to this proposal. The electronic copy may be either emailed to the RFP contact listed in this document or provided on a non-returnable USB/flash drive with the packet of hard copy submittals. Responses shall be submitted in a sealed envelope with the vendor's name, address, date of submittal, and the title "RFP Response: 2019 Summer Concert Vendors" shown on the outside of the envelope. Please submit Responses to the Request for Proposals to:

Sheryl Gillilan
City of Holladay
4580 South 2300 East
Holladay, UT 84117
Telephone: 801-272-9450, ext. 104
Email: sgillilan@cityofholladay.com

All Responses shall become the property of the City and will not be returned. Proposals will not be publicly opened or read.

Proposals will be evaluated thereafter by the Arts Council. If the selection committee determines that additional dialogue with the finalists is required to determine the recommendation for project award, the Arts Council will coordinate with the vendor(s) and may make meeting arrangements.

Proposals received after the stated deadline will not be considered. The acceptance of any proposal made pursuant to this invitation shall not be binding until a contract has been executed. The Arts Council reserves the right to accept or reject any or all bids/proposals or part thereof, to accept one or more items of a bid/proposal without obligation as to other items, and to waive any informalities or irregularities.

SELECTION PROCESS

The Arts Council will make every effort to ensure that all Responses are treated fairly and equally throughout the selection process, with the intention to administer the following selection process:

- **Selection Committee**

The Arts Council will form a selection committee to review the submitted responses and provide recommendations. The Arts Council will select 2-5 vendors.

- **Contract Negotiations**

Vendors will be given a defined period of time to negotiate and execute a contract with the Arts Council. In the event that exclusive negotiations are conducted and an agreement is not reached, the Arts Council reserves the right to enter into negotiations with the next highest ranked vendor without the need to repeat the formal solicitation process.

SELECTION CRITERIA

The following criteria will be used in evaluating the vendor's proposal:

- **Qualifications & Experience**

- a. Quality and completeness of information submitted in response to this RFP;
- b. Evaluation of past experience;
- c. Availability and commitment to deliver vending services at all 2019 Summer Concert events;
- d. Use of appropriately sized vending cart/trailer.

- **Menu & Price**

- a. Focus on drinks and/or chilled/frozen desserts.
- b. Reasonable pricing for products.

MISCELLANEOUS

1. The vendor, by submitting a Response to the City, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of the City including, but not limited to, the City's selection of vendors with whom to enter into negotiations, the City's rejection of any or all Responses, and the terms of any subsequent contract that might be entered into as a result of the Request for Proposals.
2. The City reserves the right to negotiate changes in the terms of development with the selected vendors as may be required.
3. The City reserves the right to reject any or all Responses received. Furthermore, the City shall have the right to waive any informality or technical defect in Responses received when in the best interest of the City.
4. No Response shall be accepted from, or contract awarded to, any person, firm or corporation, or affiliate thereof that is in arrears to the City upon a debt or contract or that is in default, as surety or otherwise, upon any obligation to the City, or that may be deemed irresponsible or unreliable by the City.
5. Vendors will be required to report sales data to the Arts Council each evening they sell, and will be responsible for reporting all earnings to the Utah State Tax Commission.

Exhibit A
Holladay City Park
4580 South 2300 East, Holladay, Utah 84117
Vendor Areas (highlighted in yellow)



Exhibit B

Examples of Desired Vending Equipment Types and Scale

