

Little River Chamber Of Commerce & Visitors Center

REQUEST FOR PROPOSAL (RFP) Festival Site Preparation

CHAMBER FESTIVAL SITE WORK

Little River Chamber Of Commerce & Visitors Center
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Little River, South Carolina 29566
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RFP ID: 2019SF01
Prepared By: Jennifer Walters
Date: September 4, 2019

REQUEST FOR PROPOSAL
CHAMBER FESTIVAL SITE WORK
Little River - South Carolina

RFP ID: 2019SF01

SUBMISSION DEADLINE: September 20, 2019, Close of Business

QUESTION SUBMISSION DEADLINE: September 13, 2019

Questions may be submitted in written form no later than September 13, 2019 to:

RFP Contact Name: Jennifer S. Walters
Contact Address: POB 400
Little River, South Carolina 29566
Telephone Number: 843.249.6604 X6
Email Address: Jennifer@littleriverchamber.org

INTRODUCTION

Little River Chamber Of Commerce & Visitors Center invites and welcomes proposals for their Chamber Festival Site Work project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The bid proposal is being requested for Chamber Festival Site Work which is or shall be located at 4469 Mineola Ave., Little River, South Carolina 29566.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Scope of Work/Tasks, contact:

Name: Hubert Bullard
Title: Festival Director
Phone: 843.385.3180
Fax: N/A
Email: hbullard@sc.rr.com

PROJECT OBJECTIVE

The objective and ultimate goal for this project is prepare historic little river waterfront as the site to conduct 2 day street festival..

PROJECT SCOPE AND SPECIFICATIONS

Project Scope and Specifications are detailed on an attached document.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE

DATE

Festival Site Preparation:

October 1, 2019

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Little River Chamber Of Commerce & Visitors Center shall award the contract to the proposal that best accommodates the various project requirements. Little River Chamber Of Commerce & Visitors Center reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Little River Chamber Of Commerce & Visitors Center or to any Bidder offering or submitting a proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Little River Chamber Of Commerce & Visitors Center no later than Close of Business on September 20, 2019 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Little River Chamber Of Commerce & Visitors Center.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Little River Chamber Of Commerce & Visitors Center shall reserve the right to cancel, suspend,

and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in South Carolina (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any accommodation, services, or space required from Little River Chamber Of Commerce & Visitors Center, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project.

EXHIBIT A

PROJECT SCOPE & SPECIFICATIONS

Services:

As requested by The Little River Chamber of Commerce & Visitors Center, Services will generally include, but are not limited to:

Festival Site Prep

Mow, weed and blow primary festival streets according to festival footprint map
Mark vendor location spaces according to festival footprint map
Bush hog satellite parking lots
Powerwash festival tents owned by the chamber
Erect tents, (inventory owned by chamber)
Erect festival banners at festival entrances and outlying areas as directed
Set up lawn signs throughout Little River as directed
Install rebar and rope, (inventory owned by festival,) along bus routes as directed
Move ticket booths from storage to festival gates
Move Festival supplies, inventory from storage to festival
Place road closure barriers as directed to appropriate locations.
Erect orange construction fencing throughout festival, (inventory owned by chamber.)

On Site at Event

Provide a 2 person crew for onsite labor during the event to be supervised by Festival Director

Saturday: 6:00 a.m. – 6:30 p.m.

Sunday: 8:00 a.m. – 8:00 p.m.

Potential Tasks Include, but not limited to:

Move equipment in place to open/close festival gates

Assist vendors with set up as needed

Set up tables/chairs in food court area

Collect and secure electrical boxes and cords upon close of festival

Take down chamber owned festival tents

Collect and secure festival equipment, inventory as directed by Festival Director

Site Clean-Up

Remove rebar and rope, secure inventory

Gather all banners and signage, secure inventory

Move all road closure barriers, construction fencing, etc. to festival storage

Move ticket booths from festival to storage

Trash pickup throughout festival footprint and streets leading into the festival

No Expenses:

The Little River Chamber of Commerce & Visitors Center will not reimburse Contractor for travel, meals, or other expenses that Contractor incurs in providing the Services, unless the Little River Chamber of Commerce & Visitors Center approves such reimbursement in advance in writing.

