



JOSEPH S. DANING AMPHITHEATER

City of Goose Creek
519 N. Goose Creek Blvd.
Goose Creek, SC 29445
(843) 797-6220

www.cityofgoosecreek.com

REQUEST FOR PROPOSALS for Mobile Food Truck Vendors at the Joseph S. Daning Amphitheater Facility

Issued on: May 13, 2024

Due Date: June 17, 2024

INTRODUCTION

The City of Goose Creek (the “City”) is seeking proposals from well-qualified vendors to provide mobile food truck vending services for the Joseph S. Daning (“The Daning”) Amphitheater facility. The Daning is located at 519 N. Goose Creek Blvd., Goose Creek, SC 29445 and includes a designated food truck area, patio area, restroom facility and outdoor stage pavilion. The Daning is an outdoor venue designed to accommodate over 1,200 people for entertainment and events.

This document is a Request for Proposal (RFP) and establishes minimum requirements a bidder must meet to be eligible for consideration as well as information to be included in the respondent’s response.

Carefully examine the specifications, conditions, and limitations.

The selection of the bidder will be made based on the City’s evaluation and determination of the relative ability of each bidder to deliver quality service in a cost-effective manner.

The following specific criteria will be evaluated and must be addressed in the proposal:

1. Company History and Organization

Proved and overall positioning statement related to delivering a competitive first-class food operation.

2. Background & Past Performance

Provide personnel qualifications and past performance on similar ventures and other projects.

3. Market & Audience

Provide a summary of the vendor’s understanding of the market for this event venue and description of how the proposed service will attract and serve various anticipated clientele.

4. Products & Menu

Provide a sample menu that features limited options that are appropriate for an event venue of this size, and that will keep queuing lines minimal.

SCHEDULE

RFP ESTIMATED TIMELINE		
Owner issues public advertisement of RFP	May 13, 2024	
Deadline for written questions / requests for information	May 17, 2024	2:00PM EST
Deadline for submission of Proposals	June 17, 2024	2:00 PM EST

REQUESTS FOR INFORMATION

All requests for information and clarifications regarding this project shall reference the above invitation name and be submitted to Sherry Bodden at sbodden@cityofgoosecreek.com. Questions and answers will be issued in the form of an addendum to all interested parties and will be posted on our City website, under vendor solicitations (link below). All firms are responsible for checking the Vendor Solicitations webpage on a regular basis for updates, clarifications, and announcements. <https://www.cityofgoosecreek.com/government/vendor-solicitations>

SUBMISSION OF PROPOSALS

Responses shall be submitted in both electronic and one (1) hard copy. The hard copy can be hand delivered or mailed to the address below:

Sherry Bodden
City of Goose Creek
519 N. Goose Creek Blvd.
PO Drawer 1768
Goose Creek, SC 29445

Responses to this RFP are due by 2:00 PM EST on June 17, 2024

All electronic proposals are to be completed and submitted in PDF format Sherry Bodden at sbodden@cityofgoosecreek.com.

The entire submittal should be submitted as one (1) file. Please do not submit individual documents or sections separately. Submissions must be received **no later than June 17, 2024, at 2:00 PM EST**. Any proposal received after that time will not be considered for the award. It is the sole responsibility of the proposer to ensure delivery by specific deadlines. No submittals will be accepted after the date and time stipulated above.

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The City is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the City. Labeling information provided in submittals “proprietary” or “confidential” or any other designation of restricted use will not protect the information from public view.

Any questions regarding this RFP should be addressed to the direct contact. Respondent’s may not contact other executives, managers, elected officials, or employees of the City without permission of the direct contact of the RFP process, except for submission of questions as instructed in the RFP, or during the pre- proposal conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the City reserves the right to reject the proposal of the offending proposer.

PRE-PROPOSAL CONFERENCE

There will not be a pre-proposal meeting for this RFP.

CONTRACT TERM

The term of this contract shall be for a (4) four-month period, with services rendered on specified dates, unless terminated by either party with thirty (30) days written notice. The terms of the contract shall include a cancellation fee if the vendor cancels two weeks or less prior to the event.

SCOPE OF SERVICES

This project includes approximately (3) three hours of food service per event. The 2024 event dates are as follows:

- Friday, September 6, 2024
- Saturday, October 5, 2024
- November 1, 2, or 8, 2024

The proposer shall agree to be onsite at a minimum of (2) two hours prior to the event start time. Electrical hook up points are provided on site, generators will not be permissible unless consent is given by the City at least, (48) forty-eight hours prior to the start of the event.

Proposer shall provide appropriate and necessary management and supervision for all bidder's employees.

Proposer shall be required to obtain a City of Goose Creek Business License prior to execution of a contract.

REQUIRED INFORMATION FOR EACH PROPOSAL

It is expected the selected vendor will enter into a Service Agreement with the City of Goose Creek. The terms of the agreement remain open for negotiation, according to the mutual needs of the both parties, including length of Service Agreement, options for renewal, as well as proposed fees and revenue sharing structure.

It is expected that the selected vendor will secure and maintain all necessary licenses, registrations, certifications and permits required for operation by local, State and federal law, including but not limited to health department permits, alcoholic beverage sales licenses, and all other revenue, regulatory or operating approvals needed.

A proposal will not be considered if it does not contain the following detailed information:

1. A proposed menu and sample pricing to be offered, including beverages. This menu should be limited to no more than five (5) items to ensure timeliness of service.
2. An operating plan, including anticipated staffing, advertising and promotional plan. Describe approach to vendor set-up style, aesthetics, and any photos or renderings of points of sale.
3. Approximate timeline for setup, occupancy, and startup of services, once approved to proceed.
4. All facility requirements, including electrical, dimensions of truck/trailer/tent, and other facility requirements.
5. References related to the vendor's experience in other, similar food service locations and/or events.

Selected vendors will be expected to execute their food and beverage operations at a high-quality level including, but not limited to, menu presentation, stand configuration and sightlines and cleanliness and hygiene standards.

Selected vendors will be expected to ensure that all employees engaged in the sale and handling of food have been trained and licensed to a level as required by local and state law.

The Daning Amphitheater will be a cashless venue. All major credit cards will be accepted at all points of sale.

Selected vendors will be expected to operate from the beginning of show to thirty (30) minutes prior to end of show.

The City of Goose Creek shall approve all signage, including menus.

Selected vendor will remove all trash generated from its operation at each point of sale and transport to a collection point determined by the City of Goose Creek.

The selected vendors will be responsible to pay state sales tax and local hospitality tax on all items they sell. The selected vendors will be responsible for obtaining a City of Goose Creek Business License.

The selected vendors shall ensure any goods and services to be delivered under the agreement shall be manufactured and sold in compliance with the provisions of all applicable federal, state, and local laws and regulations.

REQUIRED INSURANCE

Proposers must be eligible for and provide evidence of insurance coverage, which equals or exceeds the City's minimum standards for the project. All insurance required must be provided by a company licensed to do business in the State of South. Proof of Insurance must accompany the signed contract. The policy shall not be cancelled unless the City is given at least thirty (30) days advance notice, and notice will be delivered in accordance with Policy Provisions.

Once accepted, vendors will provide a copy of their Certificate of Insurance for the event with a minimum liability coverage of \$1,000,000 naming the "City of Goose Creek, 519 N. Goose Creek Blvd. Goose Creek, SC 29445" as additional insured.

Exhibit A. Parking areas

