



VENDOR INFORMATION
FOOTHILLS FETIVAL
(CITY OF JASPER, AL)
REQUEST FOR PROPOSALS
BARBECUE VENDOR(S)
ICE CREAM/FROZEN REFRESHMENT VENDOR(S)

PLEASE READ THIS REQUEST FOR PROPOSAL (RFP) IN ITS ENTIRETY BEFORE SUBMITTING. SUBMISSION OF AN APPLICATION INDICATES AGREEMENT TO ALL TERMS INCLUDING THIS DOCUMENT.

SCOPE

The Foothills Festival (City of Jasper, AL) is seeking to develop a partnership with a (Barbecue Vendor)/ (Ice Cream/Frozen Refreshment Vendor)/ (General Food Vendor) to provide services during the 2018 Foothills Festival, to be held on Friday, September 7 and Saturday, September 8, 2017

Sealed Proposals will be received at the office of the Purchasing Agent, 400 19th St. W, Jasper, AL 35501 no later than 11:00 a.m. C.S.T. on Thursday, May 31, 2018. Proposals received after this time and date will not be accepted and/or considered. All questions should be directed to Derlede Abrom at dabrom@jaspercitey.com or (205)221-2100 ext. 108 or Lisa Myers at events@jaspercitey.com or (205)221-2100 ext.118.

The City of Jasper, Alabama at its sole discretion reserves the right to waive technicalities or irregularities, to reject any and all proposals, and/or to accept that proposal which is in the best interest of the event. The award of this proposal, if made, shall be made to the responsible Offeror(s) whose proposal is determined in writing to be the most appropriate and advantageous to the 2018 Foothills Festival, taking into consideration the evaluation factors set forth in the request for proposals. A responsible vendor is one whose financial, technical and other resources indicate an ability to perform the services required by this solicitation. All proposals can be held for a period of 30 days after opening before awarding the vendor.

Each PROPOSAL must be submitted in a sealed envelope, addressed to The City of Jasper, Alabama at PO Box 1589, Jasper, Alabama 35502. Each sealed envelope containing a PROPOSAL must be plainly marked on the outside as PROPOSAL for **City of Jasper Foothills Festival Food Vendor 2018** and the envelope should bear on the outside the name of OFFEROR, his address, his license number and the type of the vendor for which the PROPOSAL is submitted. If forwarded by mail, the sealed envelope containing the PROPOSAL must be enclosed in another envelope addressed to the **City of Jasper, Alabama, Post Office Box 1589, Jasper, Alabama 35502.**

HOLD HARMLESS PROVISION - The Vendor will, at all times, indemnify and save harmless the City and, their officers and employees against all liability, claim of liability, loss, cost of damage, including death, and loss of services, occurring during work related to the Contract. The Vendor will, at his expense, defend the Owner and the Police Chief, their officers and employees in any suit brought against them.



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The Foothills Festival (City of Jasper, AL) will grant the right to provide and derive revenue from (Barbecue)/(Ice Cream/Frozen Refreshment)/(General Food) through distribution at the 2018 Foothills Festival, on Friday, September 7th and Saturday, September 8, 2017. For the rights to do so, the awarded vendor(s) agrees to the following:

- Pay to the Foothills Festival (City of Jasper, AL) the agreed upon bid lump sum dollar amount within seven (7) calendar days of notification of acceptance. **CHECKS/MONEY ORDERS SHOULD BE MADE PAYABLE TO: CITY OF JASPER FOOTHILLS FESTIVAL.**
- **Vendors are ONLY allowed to selected non-alcoholic beverage vendor. Non alcoholic beverage vendor will work with any food vendors and have products available on site for food Vendors purchase.**
- Vendor is responsible for collecting and reporting sales tax of 9%. Please appropriately display your tax ID# in your booth.
- Vendors are required to set-up between 2:00 pm and 5:00 pm on Friday, September 7, 2018. If a vendor fails to show up at their designated time, they will forfeit their space and fee.
- Vendor will honor all existing exclusive product agreements made by the City of Jasper



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- Vendors will be notified a minimum of 1 week before the event, with their assigned location, and set-up time.
- No tents, tables or chairs will be provided. If you have any of these items you may bring them. All items must fit in space, and tents must be properly weighted down. Division between you and the vendor next to you is your responsibility.
- Vendors are responsible for the security of their employees, contractors, staff, volunteers and customers within the Vendors' space and shall assume all responsibility for all injuries, liabilities or claims before, during or after the Event. The City of Jasper and event affiliates assume no responsibility for said associations.
- Vendors shall be responsible for the public safety, health and welfare of your patrons, agents, vendors, sub-contractors, concessionaires and employees.
- Vendors are responsible for (and agree to pay all costs of repair or replacement for) any and all damages caused by Vendors, or Vendors' agents, vendors, sub-contractors, and employees to the Event area, which may have occurred during the term of the Event in the space occupied by the Vendor.
- The City of Jasper reserves the unilateral right to cause interruption of the Event in the interest of public safety (or any other reason it deems necessary) and to likewise cause the termination of such Event when, in the sole and arbitrary judgment of any County, State or Federal agency or its agents, including but not limited to the City of Jasper, if such action is necessary in the interest of public safety, health and welfare.
- Participating vendors give the City of Jasper and its event affiliates permission to use submitted images of their display for promotional purposes of the event in which they are participating.

PROPOSAL SUBMITTAL

The offeror is requested to submit the following application for review by the Purchasing Agent. Include all information requested and any other information thought to be relevant to completely address the Request for Proposal Requirements. Should the Offeror fail to address all requirements of the Request, or fail to place minimal bid of \$250 with adequate or complete documentation, as determined by the purchasing agent, the Offeror's proposal may be eliminated from further consideration.

All proposals submitted under this Request shall be the property of the City of Jasper and will not be returned.



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EVALUATION

Each proposal will be evaluated for full compliance with the Request for Proposal instructions to the Offeror, the mandatory terms and conditions set forth in Request and the completion of the Request Application. The objective of the evaluation committee will be to recommend the Vendor(s) who are the most responsive to the herein described needs of the festival.

The top **three proposals** from each vendor category whom submits the largest quotes and meet all of proposal requirements will be awarded food vendor locations at the 2018 Foothills Festival. Highest proposal will be located at the Courthouse Square. Second and third highest proposal from each category location is to be determined to be most advantageous for the selected vendor. The third highest vendors awarded contracts maybe required to bring their own generators due to availability of electricity.

Award will be made to the responsible Offeror whose proposal is determined in writing to be the most advantageous to the Foothills Festival, taking in consideration price and application evaluation factors. The award of this RFP shall be at the sole discretion of the City of Jasper, Alabama. The evaluation will be based on the evaluation of all information as the purchasing agent may request. The City of Jasper, Alabama reserves the right to accept or reject any and all proposals in whole or in part and to waive any informality in the Request for Proposals. Further, the Festival reserves the right to enter into an agreement deemed to be in its best interest.

CONTACT INFORMATION

Any questions please contact:
Derleda Abrom, Purchasing Agent
Email: dabrom@jaspercitey.com
Telephone: 205) 221-2100



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2016 Foothills Festival Request for Proposals
Food Vendor Application

Name of Business/Organization: _____

Bid Offer(minimal \$250.00): _____

Contact Name: _____

Street Address: _____

City/State/Zip Code: _____

County: _____

Phone Numbers: _____

Email Address: _____

Have you participated in the Foothills Festival before? If so, please list all the years of participation:

Please provide all license numbers, e.g. health department, business, etc: _____

Electricity requirements (amps needed required):

Website/Social Media URL: _____

Type of Vendor: (check one)

_____ **Barbecue**

_____ **General Foods**

_____ **Ice Cream/Frozen Refreshment**



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List all menu items (with price) you intend to sell: _____

Additional Notes: _____

Vendor’s signature on this document verifies that the vendor has carefully read, understands and agrees to all provisions in the Request for Purchase. No guarantee of exclusivity of products are made or implied.

Bid Offer: _____ Date: _____

Signature _____ Date: _____

| | |
|----------------------|--------------------|
| For Office Use Only: | |
| Date Received: _____ | Amount Paid: _____ |
| Payment Type: _____ | Received By: _____ |