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Coordinator

Sounds at Sundown Concert Series

DATE: November 28, 2018

WRITTEN QUOTATION: MCRA 19-4389

DUE DATE: 5:00 PM, Monday, December 3, 2018

VENDOR NAME Atlantic Studios, Inc.

ADDRESS 434 NW 1st Avenue, Suite #504, Fort Lauderdale, FL. 33301

PHONE (954) STUDIOS (788-3467) **FAX** 855-OUR-FAXLINE (687-3295)

MAIL info@atlanticstudios.com

PRINT NAME Christian W. Gaidry

SIGNATURE 

THE MARGATE COMMUNITY REDEVELOPMENT AGENCY (MCRA) IS REQUESTING WRITTEN QUOTATIONS FOR THE FOLLOWING:

DESCRIPTION: Coordination of the Sounds at Sundown Concert Series

Award: This quote, if it be awarded, will be made based on the quote which is deemed to be in the best interest of the MCRA, as determined in the sole discretion of the MCRA. The MCRA reserves the right to weigh factors such as Contractor's references and previous work experience when making an award determination; to accept or reject any or all quotes/parts of quotes, to waive informalities in any quote, or to take any other action that is deemed to be in the best interest of the MCRA.

Regulations: All applicable laws and regulations of the Federal Government, State of Florida, Broward County, and Ordinances of the City of Margate will apply to any resulting award of quote.

PURPOSE

The Margate Community Redevelopment Agency (MCRA) is seeking quotes for the coordination of food trucks, sale of beverages including alcoholic beverages and craft/retail vendors for the Sounds at Sundown Concert Series. This outdoor event shall take place the first Saturday of the month from January 2019 to September 2019, from 5:00 PM to 10:00PM at 5701 Margate Boulevard, Margate, FL 33063. The property is approximately 241,000 SF.

SCOPE OF SERVICES

The scope of services includes procuring and coordinating food trucks, sale of beverages including alcoholic beverages, and craft/retail vendors for the event. Further, awarded contractor must work collaboratively with City and MCRA staff in the synchronization of the event.

Experience with event procurement and coordination is required. Awarded contractor must provide a list of similar projects with references.

PROPOSED COST

Price proposed must be all-inclusive per event. Each proposal will be evaluated based on the specifics of the offerings and not just price.

Proposed Cost per Event (all-inclusive): \$ 1000.00

RAIN OR SHINE CLAUSE

Each commencement of the "Sounds at Sundown" is considered to be "rain or shine." The awarded company will make every attempt to continue operating the event, even during periods of inclement weather. The event will only be canceled or closed during operating hours, as a result of severe weather or acts of God (e.g. lightning, tropical storm conditions), and only following careful consideration and consultation with MCRA staff. The decision to cancel or end the event prior to completion will be a mutually agreed upon decision by the MCRA and the awarded company. If the event is canceled due to severe weather or acts of God, forty-eight or more in advance of the event's scheduled date and time, the awarded company will be reimbursed for expenses incurred, plus a 10% administrative fee. If an event is canceled due to severe weather, acts of God, or at the sole discretion of the MCRA or the City of Margate, and there are fewer than forty-eight hours remaining before the event's published/regularly scheduled start date and time, the MCRA shall pay the awarded company the full installment per event, minus any reduction in costs the awarded company can negotiate with its vendors.

SCOPE OF SERVICES AND REQUIREMENTS

SOUNDS AT SUNDOWN

The contractor must procure and coordinate all food trucks, sale of beverages including alcoholic beverages, and craft/retail vendors for the Sounds at Sundown Concert Series. This outdoor event shall take place the first Saturday of the month from January 2019 to September 2019, from 5:00 PM to 10:00PM at 5701 Margate Boulevard, Margate, FL 33063. The property is approximately 241,000 SF.

SCOPE OF SERVICES FOR THE EVENT

- Procure at least eight (8) high quality food and licensed food trucks. Food trucks are responsible for disposing of cooking oils and/or any used containers pertaining to food truck operations.
- Procure high quality, tented vendors (arts, crafts, food, and similar small businesses)
- Onsite food truck and vendor coordination.
- Sale of beverages including alcoholic beverages. Contractor must obtain the required permits, fees, licenses, and insurance for the event and for the sale of alcoholic beverages.
- Provide sound system with the capability of a 12-piece band.
- Be able to play music during intermissions.
- Promote the event using social media platforms, including Facebook, Twitter, Instagram, etc.
- Create and maintain a dedicated Sounds at Sundown custom Facebook event page.
- Unique social media hashtag usage and promotion.
- Assist with the marketing of the event including but not limited to press releases, posters, and flyers.
- Provide onsite family yard games and activities.
- Provide onsite kid specific activities.

As mentioned above, the contractor will work collaboratively with the Margate CRA and City of Margate Staff for the production of the event. The City's Parks and Recreation Department on behalf of the MCRA will provide the following:

- Featured musical entertainment.
- Lighting
- Portable toilets.
- Chairs and tables.
- Trash removal.
- Promotion of the event on the City's website, Facebook, Twitter, Instagram, NextDoor and all other communication tools, in addition to advertising with appropriate media publications as deemed appropriate.

SUBMITTAL DEADLINE

Quotes are to be submitted to the Purchasing Division no later than 5:00 P.M., Monday, December 3, 2018. You may submit a formal written quote electronically to purchase@margatefl.com. Quotes received after the deadline will not be considered.

Please note: Firms submitting quotes shall be responsible for any and all costs and/or expenses associated with preparing their quotes

Insurance Requirements: The Contractor will assume the full duty, obligation, and expense of obtaining all insurance required. The City of Margate, the Margate Community Redevelopment Agency (MCRA), and Advance Asset Management shall all be named as additional insured.

The Contractor shall be liable for any damages or loss to the City, MCRA and Advance Asset Management, Inc. occasioned by negligence of the bidder or its agents or any person the bidder has designated in the completion of its contract as a result of the quote. The successful Contractor shall furnish to the MCRA Office, 5790 Margate Blvd., Margate, Florida 33063 original certificates of insurances which indicate that the insurance coverages have been obtained or otherwise secured in a manner satisfactory to the City, MCRA and Advance Asset Management, Inc. in an amount equal to 100% of the requirements provided herein, prior to start of work. Any subcontractor hired by the Contractor for this project, shall provide insurance coverage as stated herein. City and MCRA shall not be responsible for purchasing and maintaining any insurance to protect the interests of Contractor, subcontractors or others on the Work. City and MCRA specifically reserves all statutory and common law rights and immunities and nothing herein is intended to limit or waive same including, but not limited to, the procedural and substantive provisions of Florida Statute 768.28 and Florida Statute 95.11.

- 1a. FOR CITY
City of Margate
5790 Margate Boulevard
Margate, FL 33063
Re: WRITTEN QUOTATION
- 1b. FOR MCRA
Margate Community Redevelopment Agency
5790 Margate Boulevard
Margate, FL 33063
Re: WRITTEN QUOTATION
- 1c. FOR ADVANCED ASSET MANAGEMENT
Advanced Asset Management, Inc.
5909 Margate Boulevard
Margate, Florida 33063

Questions: All technical questions related to this request for quotation may be directed to Diana M. Scarpetta at dscarpetta@margatefl.com no later than November 29, 2018 at 12 Noon.

All general questions related to this request for quotation may be directed via email to Wylene Sprouse at purchase@margatefl.com.

Quotes may be submitted by email, no later than 5:00PM on the due date. Emailed submissions may be sent to purchase@margatefl.com.

Contract: The successful Contractor will need to sign an agreement with the MCRA.

SCOPE OF SERVICES FOR SOUNDS AT SUNDOWN

Food Truck Procurement:

- Procure a minimum of eight (8) high quality, licensed food trucks.
- Manage all food truck inquiries, set-up details, and on-going communications.
- Confirm all participating food trucks are licensed and in compliance with current fire code.
- Collect up to date COI forms from each truck operator; additionally insuring City of Margate.

Tented Vendor Procurement:

- Procure high quality, tented vendors (arts, crafts, food, local businesses, non-profits, and/or similar small businesses).
- Create & maintain an online application form for consistency and ease of applying for space.
- Include Sounds at Sundown vendor opportunities in e-blasts to Atlantic Studios tented vendor database.
- Manage vendor inquiries, set-up details, and on-going communications.

Audio Management:

- Provide and install audio equipment/backline (e.g. PA, console, speakers, subs, monitors, transceivers, etc.) for live & recorded presentation, and live bands/musical entertainment.
- Provide high quality sound system with the capability of a 12-piece band.
- Dedicated audio engineer staffed to maintain consistent quality through each commencement.
- Provide pre-recorded music to be played in between musical performances.
- Optional: Atlantic Studios can reach out to band database for assistance in booking appropriate and family-friendly musical entertainment.

On-Site Logistics:

- Coordinate all food truck & vendor load-in & load-out.
- Ensure safe setup procedures (power hookup & guidelines, tent weights, etc.)
- Ensure food trucks / vendors properly dispose their cooking oil and/or used containers.
- Offer one or more kid / family friendly activity per commencement (yard games, DIY project, etc.)
- Provide and ensure alcoholic beverage sale & safety and verify consumers are of legal age, at point of sale.
- Ensure required that required permits, fees, licenses, and insurance for the event and for the sale of alcoholic beverages are obtained.
- Atlantic Studios will make every effort to have all vendor & event related infrastructure load-in complete, 30 minutes prior to show commencement. In some instances, (e.g. faulty equipment, weather related delays, vendor transit time from preceding event/engagement) will cause a slight

variance in setup completion. Atlantic Studios will ensure that all motor vehicles are removed from the general attendance area, at least 30 minutes prior to event commencement.

- Assist the on-site City of Margate staff with table & chair set up and breakdown.

Marketing:

- Create a dedicated, custom, Sounds at Sundown Facebook event page, and ensure that all information is updated on a regular, monthly basis.
- Assist with the marketing of the event by way of engaging posts, mentions, photo/video shares, and updates, disseminated via other, similar, Atlantic Studios' event Facebook, Instagram, and web pages.
- Atlantic Studios will include Sounds at Sundown in the ASI e-newsletter.
- Cross promote Sounds at Sundown at Groove+Green event, and other ASI events.



Christian W. Gaidry | President

Atlantic Studios, Inc.

cgaidry@atlanticstudios.com

954.785.7475

SIMILAR ENGAGEMENTS (Project Experience)

Event Title:	Name & Address of Company:	Contact Person:	Phone Number:	Date Services Provided:	Description of Event:	Average Attendance:	Type of Contract:
Sounds at Sundown	Margate CRA 5790 Margate Blvd, Margate, Florida 33063	Mike Jones	954-972-5397	January 2016- June 2018	Evening concert series with unique food, art, and hand made vendors, attracting thousands of attendees per installment. Atlantic Studios manages various aspects of event, including audio management, PR; vendor liaison; video; beverage concessions (alcoholic and non); graphic design and print materials; marketing; social media.	1,000	Government
Margate Under The Moon	Margate CRA 5790 Margate Blvd, Margate, Florida 33063	Sam May	954-972-5397	July 2015 - December 2017	A series of Second Saturday festivals held between August-December, with a focus on placemaking at the future downtown development site. "MUM" highlights local businesses and a tented vendor market with a focus on local crafts & fresh fare. MUM also features a live music stage, food truck rally, and DIY activities that encourage community engagement. Atlantic Studios manages all aspects of event production and conceptualization, as well as beverage concessions (alcoholic & non); audio; PR; vendor management; video; graphic design and print materials; marketing; social media.	5,000	Government
Groove+Green	Margate CRA 5790 Margate Blvd, Margate, Florida 33063	Sam May	954-972-5397	June 2018 - Present	Twice monthly Farmers Market; "Music, Brunch and Marketplace". Atlantic Studios manages all aspects of event production and conceptualization, as well as beverage concessions (alcoholic & non); audio; PR; vendor management; video; graphic design and print materials; marketing; social media.	1,000	Government
Margate 4th of July Celebration	Margate CRA 5790 Margate Blvd, Margate, Florida 33063	Mike Jones	954-972-5397	July 2016 July 2017 July 2018	City of Margate 4th of July celebration – provided complete audio backbone, audio engineering, food truck procurement, art & craft vendor procurement, setup and logistics, and promotions.	12,000	Government
City of Margate Winterfest	Margate CRA 5790 Margate Blvd, Margate, Florida 33063	Mike Jones	954-972-5397	December 2016 December 2017 Present	Winterfest is the official City of Margate annual holiday festival, featuring live performances by several choirs, schools, and musicians. In addition to food, a light show projection, vendor marketplace, and other festival activities. In 2016, ASI was contracted for stage and audio management.	10,000	Government
Dania After Dark	Dania Beach CRA 100 W Dania Beach Blvd, Dania Beach, Florida	Rickelle Williams	954-924-6801	June 2018 - Present	A series of Second Saturday festivals featuring a live music stage, food truck rally, over 50 artisan vendors, games, DIY activities, and street fair fun. Atlantic Studios manages all aspects of event production and conceptualization, as well as beverage concessions (alcoholic & non); audio; PR; vendor management; video; graphic design and print materials; marketing; social media.	5,000	Government
Hollyweird	Hollywood Parks & Recreation 2600 Hollywood Boulevard Hollywood, FL 33020	Toni Bridges	954-967-4357	October 2017- Present	Annual Halloween Festival, featuring costume contest, local business participation, scares, live music, and Halloween festivities. With the success of Hollywood Artisan Market, the Parks and Recreation Department opted to add a Vendor Market to the festival. Atlantic Studios was contracted to procure and manage artisanal vendors, tent & electrical logistics, setup, and general oversight.	10,000	Government
North Miami Beach Monster Mash Bash	North Miami Beach Parks & Recreation 17011 NE 19th Ave. North Miami Beach FL	Arlette Blake	305 948 2957 x 2444	October 2018	Annual Carnival / Festival for Halloween. Atlantic Studios was contracted to manage all aspects of event, including permitting, food truck & vendor procurement, activity planning, staffing, site plan & electrical logistics, setup, and general oversight.	10,000	Government

SIMILAR ENGAGEMENTS (Project Experience)

Event Title:	Name & Address of Company:	Contact Person:	Phone Number:	Date Services Provided:	Description of Event:	Average Attendance:	Type of Contract:
North Miami Beach Snow Fest	North Miami Beach Parks & Recreation 17011 NE 19th Ave, North Miami Beach FL	Adette Blake	305 948 2957 x 2444	December 2018	Annual Parade / Festival for holiday season. Atlantic Studios was contracted to manage all aspects of event, including permitting, parade planning & booking, food truck & vendor procurement, activity planning, carnival rides & rentals, staffing, site plan & electrical logistics, setup, and general oversight.	15,000	Government
Hollywood St. Patricks Day Parade & Festival	Hollywood Parks & Recreation 2600 Hollywood Boulevard Hollywood, FL 33020	Toni Bridges	954-967-4357	March 2017 March 2018 Present	Annual Festival and Parade for St. Patrick's Day, featuring traditional Irish drinks and fare, a community-wide parade, live music, and festivities. With the success of Hollywood Artisan Market, the Parks and Recreation Department opted to add a Vendor Market to the festival. Atlantic Studios was contracted to procure and manage artisanal vendors, tent & electrical logistics, setup, and general oversight.	17,000	Government
Hollywood Artisan Market	Hollywood CRA 1948 Harrison Street Hollywood, FL 33020	Lisa Liotta	954.924.2980	September 2016 - Present	Winner of "Best Artwalk" in Miami New Times 2017 "Best of" Review. Hollywood Artisan Market was initially created in an effort to add value and increase traffic throughout the downtown Hollywood hub on the 3rd Saturday's of each month. The Market features a variety of local artisans: Crafts: Artists: Honey, Tea, Baked Goods, and other Green Market Makers; Vintage Dealers; and Designers. Atlantic Studios manages all aspects of event production and conceptualization, as well as audio and music procurement; PR; vendor liaison; video; graphic design and print materials; marketing; social media.	5,000+	Government
Food In Motion	NPF CRA & Flagler Village Civic Association Atlantic Studios, Inc. PO Box 671012 Coral Springs, FL 33067	Chad Scott / FVCA Thomasina Turner-Diggs / NPF CRA Chris Galdry	954-275-1563 954-828-8953 954-785-7475	July 2014 - Present	2015 Winner for "Best Green Market" in "Best Of" on New Times. Food In Motion is an after-dark green market & food festival, providing entertainment, local artist pop-up shops, gourmet cuisine and a source for locally purveyed & fresh foods within the NPF CRA area. Food In Motion features over 50 gourmet food purveyors and local artisans, and 15 food trucks, free beer and entertainment.	3,000	Government
Indie Craft Bazaar	Atlantic Studios, Inc. PO Box 671012 Coral Springs, FL 33067	Chris Galdry	954-785-7475	December 2009 - Present	Indie Craft Bazaar is a privately held, in-house event. It is an independent arts & handmade festival held within 3 popular, connected Fort Lauderdale venues: Revolution Live, America's Backyard, and Stache. Indie Craft Bazaar features 75-100 local Artists, Crafters, Food Purveyors, Designers, and Makers. "ICB" was the first indie style craft fair within Broward County, and remains the only regularly occurring indie show. It is one of the largest indie craft fairs in all of Florida. ASI manages all aspects of the event from conceptualization, PR and marketing, to event planning, activities, staffing, vendor management and production.	1,500	Private
Night Owl Market Street Festival	NPF CRA & Flagler Village Civic Association	Chad Scott / FVCA Thomasina Turner-Diggs / NPF CRA	954-275-1563 954-828-8953	July 2014 - Present	Night Owl Market is a street festival that fuses arts, small business, community and sustainability, offering creative placemaking for Flagler Village, and an opportunity for community engagement and entertainment. "NOW" features over 100 crafters, artists and local businesses, 20 food trucks, live music and mainstage, interactive programming and free beer teasers.	15,000	Government
Retro Rodeo	Atlantic Studios, Inc. PO Box 671012 Coral Springs, FL 33067	Chris Galdry	954-785-7475	December 2013	Retro Rodeo was a full weekend vintage and antique festival, held at the Bergeron Rodeo Grounds, in Davie. Over 100 eclectic vintage and antique dealers set up to showcase and sell items. Vendors ranged from locals, to regional and out of state dealers. ASI conceptualized and produced all aspects of this event from logistics and planning, to vendor selection and management, ticketing, promotion, set-up and breakdown.	3,000	Private

SIMILAR ENGAGEMENTS (Project Experience)

Event Title:	Name & Address of Company:	Contact Person:	Phone Number:	Date Services Provided:	Description of Event:	Average Attendance:	Type of Contract:
Snow Owl Market	NPF CRA & Flagler Village Civic Association	Chad Scott / FVCA Thomasina Turner-Diggs / NPF CRA	954-275-1563 954-828-8953	July 2014 - 2016	Snow Owl is a Holiday festival featuring custom, full, month-long holiday lighting & decor, designed and coordinated by Atlantic Studios, as well as live music, a holiday shopping market consisting of over 80 handmade, arts; and local business vendors, food and entertainment.	6,000	Government
104.3 The Shark: Undertow Jam	3J Hospitality / Revolution Live 100 SW 3rd Ave Fort Lauderdale, FL 33301	Brando Rovai	954-449-1025	April 2016	Produced by radio station 104.3 The Shark and 3J Hospitality (owners of Revolution Live), The Undertow Jam took place in April 2016 as an all day music festival. Atlantic Studios was contracted to supply merchandise vendors both indoors, and for the free outdoor street festival component, as well as design map & planning graphics.	3,000	Private
Drive Electric	Department of Transportation & Mobility of Fort Lauderdale	Debbie Griner	954-828-4955	July 2014 - Sept. 2014 July 2015 - September 2015	As a part of National Drive Electric Week, this event highlighted the ecological and economic benefits to electric vehicles, as well as general sustainable initiatives. ASI assisted in marketing and PR for this Transportation Mobility of Fort Lauderdale initiative, as well as coordinating community outreach activities like electric vehicle test drives, giveaway & information package distribution, and vehicle displays. ASI also managed sponsorship procurement.	1,000	Government
The Dapper Market	Atlantic Studios, Inc. PO Box 671012 Coral Springs, FL 33067	Chris Gaidry	954-785-7475	June 2016	The Dapper Market is a spin-off event, similar to Indie Craft Bazaar, but geared toward men. Inspiration arose from consistently seeing vendors traditionally specialize in many handmade women's products, leaving male shoppers with little to shop for. The Dapper Market encouraged local makers to reach a broader market, focusing in on men's items. ASI manages all aspects of the event from conceptualization, branding, PR and marketing, to event planning, vendor management and production.	2,000	Private
City-Wide Market	Atlantic Studios, Inc. PO Box 671012 Coral Springs, FL 33067	Chris Gaidry	954-785-7475	December 2011 - 2015	Privately operated, in-house event, featuring 80-100 antique, collectible and vintage dealers in a modern retro event setting. City-Wide Market is a travelling pop-up event, previously held in locations within Pompano Beach, Davie, Fort Lauderdale and Coral Springs. Past versions have included up to 400 vendor booths in a single event. The event has ranged from a single day event, to a full 3 day affair.	2,000-5,000	Private
Flagler Artwalk	NPF CRA & Flagler Village Civic Association	Camille Hansen / FVCA Thomasina Turner-Diggs / NPF CRA	954-294-0707 954-828-8953	April 2015 - October 2015	Flagler Artwalk is a neighborhood-wide event, featuring 30 art galleries, venues, and local businesses that open their doors on the last Saturday of each month with independent events and exhibitions. Free trolleys are coordinated for guests to visit each venue. ASI managed behind the scenes logistics, including: trolley shuttle coordination, parking services, event budgeting, city compliance, "trolley guide" staffing and routes, on-site police details, marketing, community outreach, and social media.	3,000	Government

REFERENCE SHEET

In order to receive quote award consideration on the proposed work, it is a requirement that this sheet be completed and returned with your quote. This information may be used in determining the bid award for this Project.

BIDDER (COMPANY NAME): Atlantic Studios, Inc.

ADDRESS: 434 NW 1st Avenue, Suite #504, Fort Lauderdale, FL. 33301

CONTACT PERSON: Chris Gaidry TITLE: CEO

TELEPHONE: (954) 785-7475 FACSIMILE: 855-OUR-FAXLINE (687-3295)

EMAIL ADDRESS: cwg@atlanticstudios.com

NUMBER OF YEARS IN BUSINESS: 15

ADDRESS OF NEAREST FACILITY: 434 NW 1st Avenue, Suite #504, Fort Lauderdale, FL. 33301

LIST THREE (3) COMPANIES OR GOVERNMENTAL AGENCIES WHERE THESE SERVICES HAVE BEEN PROVIDED WITHIN THE PAST TWO (2) YEARS.

1. Company Name: City of Dania Beach

Address: 100 Wesr Dania Beach Boulevard Phone: (954) 924-6800

Contact Person: Kathleen Weekes Title: CRA Manager

2. Company Name: City of Hollywood Florida

Address: 1948 Harrison Street Phone: (954) 924-2980

Contact Person: Lisa Liotta Title: Redevelopment/Operations Manager

3. Company Name: City of North Miami Beach

Address: 17011 NE 19th Avenue, Miami, FL. 33162 Phone: (305) 947-7581

Contact Person: Arlette Blake Title: Special Events Coordinator