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Project Specialist

Rita Rodi  
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** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_

**MAIL** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**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): \$ \_\_\_\_\_**

**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](mailto: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](mailto: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](mailto: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](mailto:purchase@margatefl.com).

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

## 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): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FACSIMILE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NUMBER OF YEARS IN BUSINESS: \_\_\_\_\_

ADDRESS OF NEAREST FACILITY: \_\_\_\_\_

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

1. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

2. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

3. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_