

CITY of BOSTON

REQUEST FOR PROPOSALS:

**2024 Seasonal Mobile Outdoor Hospitality Opportunity
with Alcohol Service**



Parks and Recreation
Commissioner Ryan Woods
EV00013520



Parks and Recreation

PROJECT SUMMARY:

The Boston Parks Department (“BPRD”) seeks a vendor to operate a Seasonal Mobile Outdoor Hospitality Opportunity with Alcohol Service (a “Beer Garden”) throughout the City.

- The Boston Parks Department is seeking a Mobile Vendor to provide food and beverages, including alcoholic beverages, in our city parks. The goal of this program is to attract people to the City’s diverse neighborhood parks and provide a new amenity for park users. Bringing a hospitality beer garden experience into the Boston neighborhoods is a way of attracting people to visit and celebrate our beautiful parks.
- This operation will change location every two weeks to bring this experience into various neighborhoods.
- Vending will begin the week of June 16th, 2024 and continue through September 22, 2024, with an option to extend to October 31, 2024 at BPRD’s sole discretion.
- Vendors who own a food and beverage operation and who possess professional management abilities, have good character, reputation, and experience operating such a concession in a public space are encouraged to respond.
- The successful Vendor will have a minimum of three years of experience operating one or more successful, currently operating food and beverage venues. The City is particularly interested in receiving proposals from individuals or firms whose current venues offer settings and menus widely recognized to be more creative and of higher quality than the average city

venue. Respondents experienced at operating outdoor venues will be given additional consideration at proposal selection time.

RFP SCHEDULE:

| EVENT | DATE |
|--|----------------------------|
| RFP Issue Date | 1/15/2024 |
| In Office Meeting with Business Operations Manager | 2/1/2024 10:30 a.m |
| Pre-Proposal Questions to be submitted in writing to Business Operations Manager | 2/5/2024 at 12:00p.m. ET |
| Site Visit to parks | 2/5/2024 and 2/6/2024 |
| Answers to Questions submitted will be posted | 2/8/2024 |
| Proposal Due Date | 2/13/2024 by 12:00 p.m. ET |

CONTACT INFORMATION:

Beth-Anne Grassa | Bethanne.grassa@boston.gov

All questions should be emailed with the **RFP number (EV00013520)** in the subject line.

You can access this RFP and related documents at www.boston.gov/bid-listings/EV00013520

WHAT IS A REQUEST FOR PROPOSALS (RFP) AND HOW DOES IT WORK?

What: An RFP is a document that explains what services the City of Boston needs and is looking to purchase from vendors (you!).

Why: An RFP is important for three primary reasons.

1. RFPs outline the scope of work for the services that the City wants to buy, and what a vendor can expect.
2. RFPs explain what a vendor needs to do to bid for the contract.
3. RFPs ensure that all eligible vendors have the opportunity to bid on City contracts.

How:

- Read through the RFP and decide if you want to bid for the contract.
- Register as a vendor on the Supplier Portal (if you aren't already).
- Put together your technical proposal and price proposal. Be sure to read each section of the RFP carefully.
- **If you have questions, attend the information session on February 1, 2024 @ 10:30 a.m. @ Boston Parks and Recreation office 3rd floor 1010 Massachusetts Ave, Boston, MA 02118 or email questions to bethanne.grassa@boston.gov by February 5, 2024.**
- Submit your final technical and price proposals, as well as any necessary forms. Be sure to leave plenty of time for submission.

RFP Structure:



Read sections I and II



Respond to sections III and IV



Follow the directions in section V

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I. INTRODUCTION AND SCOPE OF WORK



This section provides introductory information about the project. It highlights key elements like the goals, scope of work, and contract details.

IMPORTANT INFORMATION:

- **By submitting a proposal, each Vendor accepts the RFP specifications, [Boston's RFP terms](#), and Boston's standard contract terms and conditions (found in Appendix I below).**
- **Once awarded, the contract will be governed by the terms and conditions listed in forms [CM-10](#) and [CM-11](#).** Please see **Appendix 1** for a full list of the forms that the selected vendor will be required to sign and submit during the contracting process if awarded this contract. Please **review** these before submitting your proposal. Failure to agree to the City of Boston's standard contract terms may result in your Proposal being deemed non-responsive to the solicitation and therefore rejected.

1.1 THE OPPORTUNITY

The Boston Parks and Recreation Department (BPRD) in accordance with Massachusetts General Law c. 45, §5A, and all other enabling powers, is seeking proposals from qualified individuals, corporations or business entities, whether for-profit or non-profit to operate, manage and maintain a Seasonal Mobile Outdoor Hospitality Opportunity with Alcohol Service (a "Beer Garden") operation at various city locations included and as set forth in this RFP.

With this Request for Proposal (RFP), the Department, acting through the Parks Commissioner and the BPRD [a 509(a)(2) organization operated by the Parks Department] (hereinafter "BPRD"), seeks vendors to operate a mobile food and beverage operation in City of Boston parks in various neighborhoods. All spots are listed under the scope of work.

Mobile vendors are expected to:

- Provide a mobile beverage operation for service in parks
- Mobile Food cart/grill for service
- Ensure quality of products
- Provide seating/tables for patrons
- Secure carts and other belongings each night
- Provide restrooms for patrons
- Vending season begins June 16, 2024- Vending season ends September 8, 2024
- Mobile vending will be at each city park chosen for 2 weeks before moving to the next location.
- Trash collection and removal
- Appearance and cleanliness of their mobile cart and disposal of waste from their business.
- All applicable licenses and permits including license to serve wine and malt beverages (aka beer and wine license).

We look forward to receiving your proposal.¹

1.2 BACKGROUND

Boston Parks have been home to vendors selling their wares for hundreds of years and serve as the cornerstone for the City of Boston Parks and Recreation Vending Program. This is a pilot program for the City of Boston. We plan on running this program for 14 continuous weeks in the summer/fall seasons. This program will target the diverse neighborhoods of Boston and highlight our neighborhood parks. Revenue generated from the vending program will be used in support of recreational programming for the residents of the City of Boston

1.3 GOALS

This project has the following goals:

1. To provide quality goods and services to the public in our parks

¹ This RFP is open to any vendor who would like to respond, and the City encourages participation from small, local, minority-owned, women-owned, and veteran-owned businesses. To support equality of opportunity for these businesses, we also encourage respondents to solicit for the subcontracting of goods and services from certified businesses. The City's directory of certified businesses is available at <http://cityofboston.gov/slbe/search>.

2. Attract neighborhood residents to visit our parks.

1.4 SCOPE OF WORK

This section is very important. It outlines what we are asking for and gives an in-depth look at what we are expecting.

The successful respondent shall, at a minimum, provide an organized, accountable, efficient, safe, clean, and professionally-staffed and maintained concession operation for the general public during a minimum operating season consisting of daily visits or parked staffing.

Concession Premises

The vending location will alternate between seven (7) different city parks, chosen by the BPRD. Each vending location will be a designated area assigned by the City and will not extend beyond the designated area. The Vendor must present clear photos, drawings, or renderings of the proposed use of each vending location, including all storage, containers for food or ice, beverage carts, cooking surfaces, bathroom facilities & wash stations. No food products, beverages or ice may be stored on the ground or on any surface in the parks other than in or on the pushcart or in a separate bin and at least 6" off the ground.

Mobile Food Unit Specifications & Maintenance

The Vendor will be required to operate and maintain a vending cart/unit/truck at a high standard of quality. The vending unit should make a significant improvement to the ambiance of the park and surrounding area while providing a convenient service to the public. In addition, all signs and structures on the Licensed Premises must be kept in good condition and free of graffiti.

It is necessary to keep all Mobile Food Units clean and in good condition. This involves ensuring that the Mobile Food Units do not leak any type of fluid, including water, onto the ground. Mobile Food Units must not be damaged or dented. In addition, the Vendor shall repair or replace the above if deemed necessary by Parks.

Equipment

The parks will be provided as is. All furniture, equipment, and bathrooms must be brought in by the vendor.

The successful Permittee is responsible for any and all Food and Beverage carts/mobile units, furniture, furnishings, and equipment necessary for the proper operation of the permitted outdoor venue. The Vendor shall submit a list of all proposed furnishings, furniture, and equipment as part of the Proposal process.

The Vendor shall maintain said furniture, furnishings, and equipment in good condition and in working order. BPRD is not responsible for any maintenance to the equipment provided. If the equipment is unusable, the Permittee is responsible for any necessary arrangements to replace the equipment. Umbrellas and/or canopies, other accessories, and/or signage, whether attached to or accompanying Mobile Food Units shall be of a design, color, and format appropriate with the location, approved and distributed by the BPRD in writing. The cost of specified umbrellas will be incurred by the vendor.

The Vendor shall, at its sole cost and expense, provide lighting to illuminate each Selected Location during evening hours. The vendor shall ensure that lighting is adequate for safety, security, and ambiance, but that the lighting does not disturb nearby residences.

Staffing

Vendor shall employ, provide, and train all personnel necessary and prudent for the safe, efficient, and successful management and operation of the Program. Vendor shall cause its employees to be outfitted in appropriate attire which clearly identifies them as the vendor's employees

Entertainment

The City encourages the vendor to consider providing "Entertainment" in the form of music to contribute to a lively atmosphere at each Selected Location. However, the vendor shall ensure that noise from the Entertainment cannot be heard beyond the boundaries of a respective Selected Location. In some instances, the Entertainment may be provided by local park stewardship organizations at Selected Locations, upon mutual agreement by the vendor and the City. The City, at its sole discretion, reserves the right to discontinue the Entertainment at any Selected Location at any given time.

Locations

Designated neighborhoods are listed below. Each park will be designated by the February 1, 2024 meeting. Each park will be the site of vending for two (2) consecutive weeks. **Site visits will be February 5 and 6, 2024. If you wish to visit a site please email bethanne.grassa@boston.gov by January 30 to schedule.**

Parks to be included in the program will be:

- Dorchester
- South Boston
- West Roxbury
- Charlestown
- East Boston
- Jamaica Plain
- Roxbury

The dates each park will be in operation will be determined by the City at a later date.

Hours of Operation

The Concession will be open each week at a minimum Wednesday through Sunday. The vendor may only operate at the Licensed Premises when the park is open. At minimum, the vendor will be allowed to operate the concession from 10:00 a.m. AM to 9:00 a.m. each day during each operating season. All hours of operation are subject to Parks' prior written approval. At its sole discretion, but based upon written request from Permittee, Parks may allow changes to Licensee's approved operating hours/schedule. If the request is granted by the Commissioner, the vendor will continue to be responsible for all other obligations under the License Agreement, including the payment of all license fees.

Vendor must detail the hours of operation and how carts will be dropped off and picked up. No vehicles will be allowed to remain in the parks unless the park has a provided parking lot.

Permit Decal

The vendor shall obtain and maintain all permits or licenses that may be required for the operation of the mobile cart prior to its occupation and use of the Concession Premises at its own expense.

Each vendor must possess all Federal, State, and City authorizations, and possess, and at all times obviously display, appropriate City of Boston permits including the current 2024 [LT1] Parks and Recreation Vending Permit, and current ISD Health Permits as necessary.

A Vendor shall not commence the operation of the Mobile Food Unit(s) until it has received the Notice to Proceed, Permit Decal(s) and 311 sign(s) from BPRD. BPRD will provide a new Permit Decal for each Mobile Food Unit to the Vendor, provided that the Vendor is in compliance with the terms of its vendor agreement. A replacement fee of \$50.00 will be charged to any Vendor who loses its Permit Decal.

Rubbish Removal & Recycling

The Vendor will be responsible for, at its sole cost and expense, clean-up and removal of all waste, garbage, refuse, rubbish, and litter from the Licensed Premises and the area within twenty-five (25) feet of the Licensed Premises. The Vendor will be required to provide adequate and easily accessible waste and recycling receptacles, approved by BPRD, and are required to empty and remove receptacles on a daily basis. Vendors may not dispose of waste in BPRD receptacles. The location and placement of all waste and recycling receptacles are subject to BPRD's prior written approval. The Vendor will be required to comply with all City, State, and Federal regulations regarding recycling. In addition, the Vendor will be required to demonstrate to Parks' satisfaction, through a detailed maintenance plan, that they will keep and maintain the concession site in excellent condition throughout the license term.

Signage and Advertising

Vendor will be prohibited from displaying, placing, or permitting the display or placement of advertisements on the premises, including, but not limited to the mobile concession cart, without the prior written approval of Parks. The design and

placement of all signage, including signage which includes Vendor's name, trade name(s) and/or logos, is subject to Parks' prior written approval. Vendor will be prohibited from placing advertisements on the exterior of its Licensed Premises. Any prohibited material displayed or placed shall be immediately removed by the vendor upon notice from Parks at vendor's sole cost and expense.

Tree Preservation

The vendor shall not cut down, prune, or remove any trees or permit any attachments to the trees at each location without prior, written approval from the City.

Healthy Food Options (Food Services) and Quality of Goods

The Parks and Recreation Department is committed to offering healthy food and drink options by permitted concessions, to enhance the experience of park visitors and to promote healthy lifestyles. BPRD will evaluate the number, percentage, and variety of healthy food and drink options in each proposal, and will consider a greater amount as advantageous to the Vendor. Parks will view favorably proposals which healthy food choices, such as salads, fresh fruit, yogurt, nuts, granola bars, protein bars, bottled water, juices, smoothies, etc. All prices and menu items are subject to Parks' prior written approval. The Vendor will be required to maintain adequate inventory to assure a constant supply of approved products.

BPRD is asking the following guidelines to determine a "healthy option" as defined by the Boston Public Health Commissioner Healthy Food Procurement Guidelines: Standards for Purchased Beverages and Foods (Attachment B.)

The RFP reflects BPRD's obligation to park visitors and to the City of Boston that products sold under the awarded permits will provide good value and high quality at all times. Quality of goods will be reflected in the proposals with pictures, descriptions, and other materials that describe the quality of goods being sold.

Utilities

Utilities in the parks are very limited. The use of electricity is permitted in parks where available. The Vendor will be responsible for providing their own electrical power.

Sanitation

The Permittee shall keep the Concession Premises and the equipment and furnishings located there in a sanitary condition at all times, in conformity with applicable federal, state, and municipal laws, codes, rules and regulations. An authorized representative of the BPRD or any applicable City Agency may inspect the premises periodically and the Permittee agrees to comply with the authorized representative's recommendations.

Access

Deliveries should be made in off-peak park hours: 8:00 a.m.-10:00 a.m. and 8:00 p.m.-9:00 p.m. Service and deliveries may need to be made using pedestrian walkways in the park; proposals should take this condition into consideration when developing a plan. The vendor will not be permitted to have permanent vehicular parking on site. BPRD will require that service and delivery vehicles limit their trips into the park to non-peak times. The tenant will be required to conform to the loading and unloading in off-peak hours. Parking is allowed only in designated parking areas, no exceptions.

Inclement Weather, Park Maintenance, and Unforeseen Circumstances

All Vendors are hereby notified that weather may influence the Vendor's ability to provide concession services. From time to time, weather-related and maintenance circumstances may require movement of the concession or in extreme cases closure of the park. In addition, BPRD may schedule special events at parks or facilities or, due to other extenuating circumstances, limit the use of the park or facility by the vendor. Said weather-related, maintenance, or circumstances will not authorize the awarded Vendor to take, without prior notice and written approval by the Commissioner of BPRD or Business Operations Manager, abatement of funds due (in the form of monetary reduction, extensions of license term, or other self-directed forms) for any particular period, season or year. When possible, the Business Operations Manager will provide the Vendor at least twenty-four (24) hour notice.

1.5 PROPOSAL TIMELINE

The table below shows the preliminary RFP schedule. Dates are subject to change. For the most updated information, please visit: www.boston.gov/bid-listings/EV00013520

| EVENT | DATE |
|--|----------------------|
| RFP Released | 1/15/2024 |
| In Office meeting with Business Operations Manager | 2/1/2024 10:30 a.m. |
| Questions Due to the City Via email to bethanne.grassa@boston.gov | 2/5/2024 12:00 p.m. |
| Park Site Visits | 2/5/2024 & 2/6/2024 |
| Consolidated Q&A Posted by the City | 2/8/2024 |
| Deadline for Proposals See <i>Submission Instructions for details</i> | 2/13/2023 12:00 p.m. |
| Vendor Selected | By 3/1/2024 |

All times are in Eastern Time

1.6 WHAT TO DO IF YOU HAVE QUESTIONS

There will be an informational meeting on **February 1, 2024 at 10:30 a.m.** at 1010 Massachusetts Avenue- on the 3rd floor in the Parks and Recreation Department. Any responding vendor is encouraged to send representation.

Vendors can ask questions via email before 2/5/2024 at 12:00 p.m. (information in the table above) to bethanne.grassa@boston.gov with the **RFP number (EV00013520)** in the subject line.^{2,3}

² No other City employee, consultant, or contractor is empowered to speak for the City with respect to this RFP. Any oral communication is considered unofficial and non-binding to the City.

1.7 CONTRACT DETAILS

The term of the permit will be one (1) year with two one year options to renew at the sole discretion of the City. This contract is procured under the provision of Ch. 45§5A. The rights granted to the Successful Vendor will not be exclusive, and the BPRD reserves the right to use, lease, or otherwise permit its facilities.

- The contract commences on or about June 16, 2024 and ending on September 15, 2024, with an option to extend through October 2024 if it is mutually agreeable between the vendor and the BPRD.
- In addition to the City of Boston's Standard Contract, Forms CM-10 and CM-11, and any applicable supplemental terms and conditions that are part of this RFP, the Contract will include, without limitation, City-required forms and certifications, including the City's CORI Compliance Certification, Living Wage Form, Wage Theft Form, Contractor Certification, and Certificate of Authority. These forms are attached hereto and/or are available upon request. The submitted Proposal, along with the RFP, will also be part of the Contract between the City and the Contractor.
- The Contract is subject to the availability and appropriation of funds and may be canceled by the City without penalty in any year in which an appropriation is not made.

1.8 PAYMENT PROCESSES

Rent is due on the first day of each month prior to vending. Checks should be made payable to the Parks and Recreation Fund. All checks must be a banker's/cashier's check. **No personal checks will be accepted.**

There will be a \$50 service charge for any returned check. DO NOT MAIL OR DELIVER CASH. License fees can be mailed or delivered to:

City of Boston Parks & Recreation Department
ATTN: Beth-Anne Grassa
1010 Massachusetts Avenue, Third Floor

³ After the proposal deadline, Vendors should not contact the RFP Coordinator or any other City official or employee about this RFP, except to respond to a request by the RFP Coordinator. Vendors may continue to contact City officials and employees about issues **unrelated** to this RFP.

Boston, MA 02118
(617) 961-3075

1.9 Proposal Deposits

A proposal deposit of Two Hundred and Fifty Dollars (\$250.00) is required for each location that the Vendor submits a qualified proposal. The deposit will be refunded to proposals not selected within 90 days of proposal selection. The deposit will be credited to winning proposals toward the first month of license fees. The winning Vendor(s) will, in return for the opportunity, remit to BPRD, the remainder of the proposal amount stated in its Proposal and as required in this RFP and a License Agreement.

II. HOW WE CHOOSE



This section explains how we will evaluate candidates. It provides clear descriptions for what we consider a highly advantageous proposal.

We will evaluate your proposal based on two sets of criteria: **minimum evaluation criteria** and **comparative evaluation criteria**.

2.1 MINIMUM EVALUATION CRITERIA

First, we will review all proposals to see if they meet the minimum evaluation criteria listed below. These criteria reflect the standards that the City considers **essential** for this contract. We will rate any Vendor that does not meet these minimum criteria as “not responsive” and they will not be further considered.

The minimum evaluation criteria include:

1. Did the Vendor submit the proposal by the **deadline, appropriately and truthfully**?
2. Did the Vendor submit **separate technical and price proposals** (with no price information in the technical proposal)? *Note: Any technical proposal that includes price information will be disqualified from consideration.*
3. Did the Vendor submit all the necessary **forms and documentation requested in this RFP**?

2.2 COMPARATIVE EVALUATION CRITERIA

Proposals that have met all minimum evaluation criteria will move to the next stage of evaluation. In this stage, we will evaluate proposals according to the comparative evaluation criteria described below.

For each criteria below there are four possible ratings:

- **Highly Advantageous:** The Project Team meets **MOST** of the qualifications listed.
- **Advantageous:** The Project Team meets **SOME** of the qualifications listed.
- **Not Advantageous:** The Project Team meets **FEW** of the qualifications listed.

CRITERIA 1: Experience operating an outdoor food and beverage operation

- Highly Advantageous: Demonstrated five or more years or more in-depth experience with mobile food/goods concessions management in a public property setting.
- Advantageous: Demonstrated three years or more in-depth experience with mobile food/goods concessions management.
- Not Advantageous: Demonstrated no prior in-depth experience with mobile food/goods concessions management.

CRITERIA 2: Concept design, concession offerings, and proposed items/menus

- Highly Advantageous: Concept and menu that reflects the quality, customer-service focus that is aligned with the mission to service Park users while balancing affordability.
- Advantageous: Concept and menu that reflects the quality, customer-service focus that is aligned with the mission to service Park users, but is not particularly affordable.
- Not Advantageous: Concepts or menus that do not reflect the nature of Park users are not customer service-driven and/or may not be affordable.

CRITERIA 3: Management, staffing and operations plan (including staff organizational charts, anticipated work schedules, pricing charts for operations and merchandise)

- Highly Advantageous: The plan of services proposes a detailed, logical, and highly efficient method for providing the services requested herein.
- Advantageous: The plan of services proposes a credible method for providing the services requested herein.
- Not Advantageous: The plan of services is not sufficiently detailed to fully evaluate, or the plan does not contain all the components necessary to provide the services requested herein.

2.3 AWARD AND CONTRACT

Rule for Award: The City will select the responsive and responsible mobile vendor submitting the most advantageous proposal, taking into consideration the mobile vending experience, references, and plan for providing the services, as well as the financial proposal.

Please Note: An award letter or award notification is not a communication of final acceptance of a Vendor's proposal. No final award has been made until the following three steps have occurred:

1. Final **execution of a Contract by the Vendor and the City of Boston** (by its Awarding Authority/Official and the City Auditor);
2. The approval of the final Contract by the Mayor of Boston

Until these steps have occurred, the City may reject any or all proposals or choose not to proceed with this RFP. The Vendor shall not provide any services, equipment, materials, or labor unless a fully executed and approved Contract and Purchase Order is received from the City, and funds are appropriated for the Contract.

Upon selection of the most advantageous Vendor for each vending location, winning proposals will be contacted by phone and scheduled for a meeting. Non-winning proposals will have their proposal deposits returned to the address provided in their proposal package. Should the winning Vendor fail to meet the successful Vendor requirements set forth under this RFP or any other related

BPRD requirements during the permitting process, BPRD may make an award to the next available high-rated Vendor or withdraw the opportunity altogether.

III. YOUR TECHNICAL PROPOSAL



Your application will be submitted in two parts. The first part (this section) is the **Technical Proposal**. The Technical Proposal is where you tell us why you are the best candidate for this role.

Do NOT mention pricing in this section. If you include pricing information in your technical proposal your proposal will be rejected in its entirety.

Why can't you include price in the technical proposal? The law requires that we look at the technical and pricing proposals separately. This allows us to first determine who would be the best at implementing the project, without considering price. Next, we consider price proposals. Once both technical and price proposals are evaluated, we choose the proposal that provides the best overall value.

Your technical proposal should consist of the following sections (each detailed in the following pages). Your **technical proposal** should be submitted as one document that addresses all components listed below.

[An editable version of the template below is included in the bid package of this RFP's Supplier Portal page. You should complete the editable template and submit it as your technical proposal.]

- (3.1) Cover Page
- (3.2) Response to Scope of Work
- (3.3) Plan for Diversity and Equity
- (3.4) References
- (3.5) Insurance Documentation and financial documents

3.1 COVER PAGE

Please include a cover page as the first page of your technical proposal.

| COVER PAGE | | |
|---|--|--|
| RFP Title and Number | RFP TITLE , EV00013520 | |
| Primary Organization Name | | |
| Contact Information | Name | |
| | Title | |
| | Address | |
| | Email | |
| | Phone | |
| A brief introduction highlighting why you would be a good partner for the City on this project (4-5 sentences). | | |

3.2 RESPONSE TO SCOPE OF WORK

This section is where you tell us how your solution meets or exceeds our needs by answering the questions/prompts below. Please include photos of your cart/mobile setup.

Feel free to use anything (e.g. graphics, links to your work, etc.) that helps you make your case. Suggested response lengths are for guidance only. Feel free to answer

with more or less detail as needed to best answer the question, and feel free to use anything (e.g., graphics, links to your work, etc.) that helps you make your case.

Q1: Please explain why your organization is best-suited to manage this RFP.(Suggested length: 1-2 paragraphs)

An ideal answer will include the following information, focusing on why these qualities of your organization make it best-suited to manage this RFP:

- What services your organization provides
- How long your organizations has been providing these services
- Your organization's structure
- Your organization's strategy
- Any relevant awards your team has received

Response:

Q2: Who will work on this project and why are they best qualified to achieve the goals of this RFP? (1-3 paragraphs)

An ideal answer will include:

- A description of the team that would work on the project
- A list of key team members
- Justification for why they will be great partners on this project, such as resumes or bios.
- A description of the team structure

Response:

Q3: Have you had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract?⁴

- Yes
- No

Q4: If you answered “Yes” to the previous question, what is your position on the matter(s)?

Response:

3.3 PLAN FOR DIVERSITY AND EQUITY

Q1. Is your organization a small, local, minority-owned, women-owned, and/or veteran-owned business?⁵ (Yes or No)

- Small
- Local

⁴ **Please note:** If you have had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract, this fact must be disclosed along with your position on the matter(s). If you have experienced no such terminations for default in the past five (5) years and have not been involved in contract litigation, then you must indicate as such. The City reserves the right to request a copy of your firm’s audited financial statements, including a detailed balance sheet and profit and loss statement for three years, or Dun & Bradstreet reports or similar financial reports, in order to evaluate the financial strength of your company.

⁵ This information helps us improve our outreach to all potential partners; this RFP is open to any vendor who would like to respond.

- Minority-Owned
- Women-Owned
- Veteran Owned

Q2: Is your organization certified as a small, local, minority-owned, women-owned, and/or veteran-owned business with the City of Boston? If you are unsure, you can check here: <https://www.boston.gov/certified-business-directory>

- Yes
- No

If you are not certified but would like to be, you can find directions for how to apply here: <https://www.boston.gov/certified-business-application>

Becoming a certified small, local, minority-owned, women-owned, and/or veteran-owned business with the City of Boston provides you with many opportunities:

- *Exclusive access to Sheltered Market Program contracts (listed toward the bottom of [this page](#))*
- *Targeted outreach for released procurements*
- *Support building your business and navigating the procurement process*
- *Access to the new M/WBE Written Quote Contract procurements, which provide a simpler way for businesses to get into government contracting.*

Q3. What is your plan for including DEI considerations in this project or service? (1-3 paragraphs)

Response:

3.4 REFERENCES

REFERENCES

| | | |
|--------------------------|--|--|
| REFERENCE EXAMPLE | Organization | Smith Events |
| | Project Manager (or equivalent) | Jennifer Smith |
| | Phone number | 845-111-2222 |
| | Email (if available) | jsmith@smithevents.com |
| | Project Description | Planned and implemented a family-friendly concert on the steps of City Hall. Worked with diverse community organizations to select performers and vendors. Hosted 150 residents. |
| | Project Start and End Dates | March 2020 - May 2020 |
| REFERENCE 1 | Organization | |
| | Project Manager (or equivalent) | |
| | Phone number | |
| | Email (if available) | |
| | Project Description | |
| | Project Start and End Dates | |
| REFERENCE 2 | Organization | |
| | Project Manager (or equivalent) | |
| | Phone number | |
| | Email (if available) | |
| | Project Description | |
| | Project Start and | |

| | | |
|--------------------|--|--|
| | End Dates | |
| REFERENCE 3 | Organization | |
| | Project Manager (or equivalent) | |
| | Phone number | |
| | Email (if available) | |
| | Project Description | |
| | | |



3.5 INSURANCE DOCUMENTATION

Attach documentation of your insurance coverage. The City's recommended levels of insurance are listed in **Appendix 2**.

If you have a different level of coverage, please explain why that is sufficient to manage the risk of this project.

Response:

3.6 Financing Plan

The Financing Plan should specify the financial prospects for implementing the proposal. All information will remain confidential. In particular, please provide the following information:

A. Narrative Statement of Financial Capacity

The Proposer should submit as much information as he/she believes will be useful in evaluating his/her financial reliability and past financing record. Include

descriptions of guarantees and security for the performance of all obligations under the lease.

Income Sources

Please estimate sources and amounts of funds that are anticipated for implementation of the development concept. Separate by phases if applicable. For the purposes of this inquiry, please estimate costs and income over a three year lease term.

The Proposal should not presume any funding from philanthropic sources unless explicit written commitment of such income is provided.

Bank reference(s):

Please provide bank references which can be verified by BPRD. If necessary, the proposer agrees to provide a proper authorization in order for BPRD to obtain the requisite information from the bank.

Name of Bank:

Telephone No.:

C. Bankruptcy Disclosure:

IV. YOUR PRICE PROPOSAL



The **Pricing Proposal** is where you will share your estimated project budget with us and where you will explain your costs/budget.

IMPORTANT: The Price Proposal (and all pricing information) MUST be submitted separately from the remainder of the proposal. No price information may be included in the Technical Proposal. **If you do not separate all pricing information from your Technical Proposal, your proposal will be rejected.**

The pricing proposal (which lists all costs associated with your proposed deliverable) is required in addition to the technical proposal. There are two steps:

1. **Please complete the price proposal template** provided below.
2. **Please enter the total price for **CONTRACT LENGTH** in the price line if submitted electronically through the Supplier Portal.** More detailed instructions are available in the following section, Section VI, *Submission Instructions*. Instructions can also be found on the [Procurement Information Page](#).

Please note:

- The **total price** will be used to compare price proposals.
- In the price proposal, the City asks that you provide detailed pricing for all deliverables in the scope of work with the understanding that the deliverables and quantities of goods and services the City notes in this RFP are estimates only and that the final scope of work may change during contract negotiations between the City and the selected vendor(s).
- **No additional charges** will be allowed, unless they are included in your Price Proposal, including travel and related lodging, subsistence, miscellaneous (ad-hoc) expenses, or other expenses.
- The vendor will bear the onus of any **errors** made in pricing the services (e.g., omitting a component of the services).

4.1 PRICE PROPOSAL (REQUIRED)

NAME: _____

REGISTERED BUSINESS NAME: _____

BUSINESS ADDRESS: _____

CITY: _____ STATE & ZIP: _____

BUSINESS PHONE: _____

The annual license fee payable to BPRD shall be a flat monthly rent payment at a minimum of \$14,000, plus a minimum 8% monthly percentage of gross receipts. Please complete the form below.

A. FLAT ANNUAL LICENSE PAYMENT: (Minimum-\$14,000 total) \$ _____

B. PERCENTAGE OF GROSS RECEIPTS:

_____ % (minimum 8%) x \$ _____ estimated total gross receipts for season (based on 14 weeks out of the year)= _____ total percentage of gross receipts fee

Total fee in words: _____ The proposed activities should generate enough revenue to be sustainable without a subsidy, and should not assume that the BPRD will make significant improvements to the parks within licensed area.

Signature: _____

Date: _____

Company Name: _____

Please sign and return this document as part of your submission

4.2 Product Sheet/ Menu (REQUIRED)- (1) Food, (1) Beverage

FOOD: Please list those items you propose to sell on your site. YOU ARE RESTRICTED TO CARRYING ONLY PRODUCTS THAT ARE APPROVED BY BPRD. Please be specific as to product design features and name brand, product cut sheets, and photos. Your cart will be reviewed for compliance with your Product Sheet.

Food

Source

Price

| | | |
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V. SUBMISSION INSTRUCTIONS

This section shows you how to submit your application.

- To be considered for funding, each applicant must submit a **complete proposal prior to February 13, 2024, 12:00 p.m.**
 - See the checklist below (section 5.1) for the requirements for a complete application.
- Complete applications can be submitted in two ways:
 - Through the [City of Boston Supplier Portal](#) (see section 5.2)
 - By mail or physical delivery (see section 5.3)
- Applicants often run into technical issues with the [City of Boston Supplier Portal](#). We STRONGLY recommend submitting your proposal in advance of the deadline to allow for enough time to navigate any technical issues you may have.
- The contact you listed in your submitted proposal will receive periodic email updates to let you know:
 - If your application has been received
 - If your proposal has been awarded or denied the contract
 - If we need any follow-up information

The City will NOT be able to consider proposals that are submitted late or that do not follow these guidelines.

5.1 CHECKLIST FOR SUBMITTING PROPOSAL

This checklist is for your use only; you do not need to submit this checklist along with your proposal.

| CHECKLIST ITEM | COMPLETE (✓) |
|---|-----------------|
| IMPORTANT: Submit <u>separate</u> technical and price proposals. (Do NOT include <u>any</u> price information in your technical proposal, otherwise your proposal will be rejected.) | |
| A. TECHNICAL PROPOSAL | |
| Included a cover page with all required information | |
| Responded to questions and prompts in “Response to Scope of Work” | |
| Provided Plan for Diversity and Equity | |
| Photos of Cart/Setup | |
| Provided 3 references | |
| Included required documentation of insurance | |
| B. PRICE PROPOSAL | |
| Provided detailed budget and pricing | |
| Provided additional information about pricing proposal (optional) | |
| C. REVIEW LICENSE & RULES AND REGULATIONS | |
| Read and reviewed contract terms, conditions, and additional forms If awarded the contract , you will be required to sign and submit these forms | |

5.2 SUBMITTING PROPOSAL VIA BOSTON'S SUPPLIER PORTAL

Vendors can submit a proposal electronically through the Supplier Portal. You can access the Supplier Portal from [boston.gov/procurement](https://www.boston.gov/procurement) at the Supplier Portal link. We do not accept proposals submitted via email or other electronic communication.

To submit using the Supplier Portal, follow the steps on this website https://www.boston.gov/sites/default/files/embed/e/entering_a_bid_online_1.pdf. Below is a summary of those steps:

1. **REGISTER** (If you are not yet registered as a “bidder” on the Supplier Portal)
 - a. <https://www.boston.gov/departments/procurement/how-use-supplier-portal> provides step-by-step instructions to register.
2. **FIND EVENT:**
 - a. Log in to your account.
 - b. Click Main Menu > Manage Events and Place Bids > View Events and Place Bids.
 - c. Enter “ **EV00013520**” into the search box and click “Search” button.
 - d. Click “**2024 Seasonal Mobile Outdoor Hospitality Opportunity with Alcohol Service .**”
 - e. Click “View Event Package.” Here you can download forms and documentation linked to this RFP. We recommend starting with “[Mobile Beer Garden Vendors RFP 2024.](#)”
 - f. Click the ‘OK’ button to return to the ‘Event Details’ page.
3. **ENTER YOUR BID:**
 - a. Click on the ‘Bid On Event’ button.
 - b. Attach or enter your technical proposal, price proposal, and forms.
4. **SUBMIT YOUR BID:**
 - a. Once you have responded to all required fields, you may click “Validate Entries” to confirm if your application is ready to be submitted.
 - b. To submit your bid, click “Submit Bid.”

We recommend submitting your proposal at least 24 hours prior to the deadline.⁶

⁶ Please note that Supplier Portal file uploads are limited to a 59-character file name length.

5.3 SUBMITTING VIA MAIL / PHYSICAL DELIVERY

You may submit hard copies of the Technical and Price Proposals by mail, delivery service, or in person. **If you choose to submit a hard copy, you must submit two separate envelopes: a complete Technical Proposal in one sealed envelope and a Price Proposal in a second sealed envelope.**

The envelopes should be clearly marked as follows:

| ENVELOPE #1 - TECHNICAL PROPOSAL 3 Copies **technical proposal should have absolutely no reference to price** | ENVELOPE #2 - PRICE PROPOSAL 1 Copy |
|---|---|
| <u>2024 Seasonal Mobile Outdoor Hospitality Opportunity with Alcohol Service (ie “Beer Garden”)</u> RFP Number: RFP EV00013520 TECHNICAL PROPOSAL Submitted by: [Name of Vendor] [Date Submitted] | <u>2024 Seasonal Mobile Outdoor Hospitality Opportunity with Alcohol Service (ie “Beer Garden”)</u> RFP Number: RFP EV00013520 PRICE PROPOSAL Submitted by: [Name of Vendor] [Date Submitted] |

The envelopes should be delivered or mailed to:

| MAILING/DELIVERY ADDRESS |
|---|
| Beth-Anne Grassa Boston Parks Department, 3rd floor 1010 Massachusetts Avenue Boston, MA 02118 |

V. APPENDICES

APPENDIX 1: CONTRACT TERMS AND CONDITIONS

Please be familiar with these terms and conditions at the time of proposal submission to ensure that you are able to meet them if awarded the contract.

All applicants are required to **review (but not sign or submit)** the following documents at this stage. By submitting a proposal, an applicant acknowledges that if they are selected as the winning bidder, they will be required to complete and provide each of the below forms to the City as part of the contract package. The vendor will be disqualified if it does not submit completed versions of the following forms during the contracting process.

1. [Form CM-06](#) – Certificate of Authority (Only Required for Corporations)
2. [Form CM-09](#) – Contractor Certification
3. [Form CM-10](#) – Standard Contract Document
4. [Form CM-11](#) – Standard Contract General Conditions
5. CM Forms [15A](#), [15B](#) – CORI Compliance & Standard
6. [Form CM-16](#) – Wage Theft
7. [Form LW-1](#) – Requirements Of The Boston Jobs and Living Wage Ordinance
8. [Form LW-2](#) – Covered Vendors Living Wage Agreement
9. [Form LW-8](#) – Vendors Living Wage Affidavit

APPENDIX 2: INSURANCE REQUIREMENTS =

As noted in Section III, *Your Technical Proposal*, the City requires the following levels of insurance. If you have a different level of coverage, please remember to explain in your Technical Proposal why that is sufficient for the work required under this RFP.

The Contractor shall purchase and maintain during the term of the Contract all insurance required by the Commonwealth of Massachusetts and as required in this section, and will assure that subcontractors carry similar and appropriate coverage. These requirements shall not be construed to limit the liability of the Contractor or its insurer.

Insurance will be issued by insurance companies licensed to write insurance in their domicile state and the Commonwealth of Massachusetts, and will have a current Best's rating of A- VII or above. Insurance Certificates on Acord Form 25 evidencing all requirements listed below shall be delivered to the Official by the selected vendor prior to the execution of any contract. Additionally, renewal certificates must be delivered within 30 days prior to the expiration of the preceding policy.

Insurance Recommendations:

1. **Commercial General Liability** with coverage no less than two million (\$2,000,000) per occurrence and two million (\$2,000,000) annual aggregate limit per location or project basis.
2. **Workers' Compensation** insurance as required from under General Laws c.152 (the Workers' Compensation Law) and including employer's liability limits of one million (\$1,000,000) per accident and per employee, including disease.
3. **Automobile Liability:** All motor vehicles, including Hired and Non-Owned, used in connection with the Agreement; \$1,000,000 combined single limit per accident.
4. **Liquor Liability:** Insurance for (\$1,000,000) per occurrence if alcohol will be provided by a Licensee, caterer or other vendor who is in the business of selling or furnishing alcohol.

5. **Excess/Umbrella Liability Insurance** must be maintained with limits of not less than two million (\$2,000,000) per occurrence. The policy/policies must provide the same coverages/follow form as the underlying Commercial General Liability, Automobile Liability, Employers Liability and Liquor Liability. In lieu of umbrella liability, required limits may be achieved by purchasing higher limits on individual policies.

General Conditions:

- City of Boston must be named as Additional Insured on all policies except, Workers' Compensation and Employer's Liability.
- Above insurance shall be primary and noncontributory over any such insurance available to the City of Boston, its officials, employees, and volunteers.
- Waiver of Subrogation will be included as respects all coverages listed above in favor of the City of Boston. The Workers' Compensation Policy must be specifically endorsed and noted as such in the required certificate.
- All policies will be endorsed to provide thirty days written notice to the certificate holder, the City of Boston, in the event of cancellation, non-renewal or material changes in coverage. Such endorsements must be attached to the Certificate.