



Detroit/Wayne County Port Authority

REQUEST FOR PROPOSAL

FOR

Catering & Event Management Services at Carl M. Levin Public Dock and Terminal

RFP TIMETABLE

| ACTION | DATE | TIME |
|-----------------------------------|-------------------|-------------|
| RFP Issue Date | January 29, 2018 | 9:00 AM EST |
| Proposer's Questions Due | February 12, 2018 | 5:00 PM EST |
| Responses to Proposer's Questions | February 19, 2018 | 5:00 PM EST |
| Oral Presentations (Optional) | | |
| Proposals Due | February 26, 2018 | 5:00 PM EST |
| Notice to Award | March 5, 2018 | |
| Contract Award Date | March 5, 2018 | |
| Contract Start Date | November 14, 2019 | |

Exclusive Contact: Kyle Burleson, Interim Executive Director
Phone: 313.259.5091
Fax: 313.259.5093
Email: kburleson@portdetroit.com

Description: The Detroit/DWCPA Port Authority is requesting proposals for Catering & Event Management Services at the Carl M. Levin Public Dock and Terminal located at 130 E. Atwater in downtown Detroit.

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PART 1 – REQUEST FOR PROPOSAL (RFP)

SECTION 1.0 – INTRODUCTION, OVERVIEW & INSTRUCTIONS

1.1 Introduction / Background

Through this Request for Proposal (RFP), the Detroit/DWCPA Port Authority (DWCPA) hereby invites businesses who meet the qualifications and specifications set forth herein to submit proposals for the purpose of making application to be the exclusive vendor of catering and event management services at the Carl M. Levin Public Dock and Terminal building owned by the Detroit/ DWCPA Port Authority.

GENERAL INFORMATION: The DWCPA was legislatively enabled by Public Act 639 of 1978, and incorporated by the City of Detroit and Wayne County in 1978. It is governed by a five member Board of Directors that includes two appointees by the Mayor of the City of Detroit, two appointees by the Wayne County Commission, and one by the Governor of the State of Michigan

1.2 Scope

DWCPA will award a contract in the category of Catering & Event Management services.

The general objectives of this solicitation are the following:

- competitively award a contract for catering and event management services
- ensure there is a fair process at every step of the procurement process
- to fulfill the contract request in a timely manner
- ensure that taxpayers assets are used wisely

The specific objectives of the solicitation are the following:

- Maximize financial benefit for the DWCPA
- Sustain a positive public image for the DWCPA
- Ensure continued community engagement with the DWCPA
- Maintain DWCPA's ability to facilitate tourism and transit via the Carl M. Levin Public Dock and Terminal.

1.3 Overview of Solicitation (RFP) Document

The solicitation is composed of the following 2 parts:

PART 1: REQUEST FOR PROPOSAL

Section 1.0: INTRODUCTION/OVERVIEW: Specifies the information regarding the requirements of the solicitation process.

Section 2.0: SCOPE OF WORK: Sets forth a description of the required service.

Section 3.0: PROPOSAL EVALUATION, SELECTION & AWARD PROCESS: Includes information on how proposals will be evaluated, selected and awarded.

PART 2: PROPOSAL RESPONSE (Proposer's Response to RFP Requirements)

Section 4.0: PROPOSER/COMPANY INFORMATION (FORMS): Proposer will fill out the requisite forms that will be utilized in determining whether the Proposer is a responsible proposer that has the capacity and capability to deliver and provide products and services under this agreement.

Section 5.0: RESPONSE TO REQUIREMENTS/STATEMENT OF WORK (SOW): Contractor will outline and describe how they propose to deliver and provide catering & event management services to DWCPA.

Section 6.0: TERMS AND CONDITIONS: Terms and conditions will be incorporated into the Contract. Any exceptions to terms and conditions need to be stated. Terms and Conditions can be found in the attachment. Note exceptions.

1.4 Contact with DWCPA Personnel

In order to create a more competitive and unbiased contract award process, the DWCPA has designated a single point of contact for the duration of this solicitation. From the issue date of this proposal, until a Successful Proposer is selected, all requests for clarification or additional information regarding this RFP, or contact with DWCPA personnel concerning this RFP or the evaluation process must be solely to the contact person listed on the cover page of this RFP.

If it is discovered that a Proposer contacted and received information regarding this Solicitation from any DWCPA personnel other than the person specified above, the DWCPA Board of Directors, in its sole discretion, may disqualify the Proposer from further consideration. Only those communications made by the Exclusive Contact in writing will be binding with respect to this RFP.

If it is later discovered that a violation in regard to this section has occurred, the DWCPA may reject any proposal or terminate any contract awarded pursuant to this RFP. For the purpose of clarity, no contact regarding this solicitation with other DWCPA employees is permitted.

1.5 DWCPA Rights & Responsibilities

DWCPA has the right to amend this RFP by one or more written addenda. DWCPA is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto.

Should any such addenda require additional information not previously requested, failure to address the requirements of such addenda may result in the Proposal not being considered, as determined in the sole discretion of DWCPA. DWCPA is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf, other than the Exclusive Contact, and/or stated contact for the solicitation.

Clarifications, modifications, or amendments may be made to the RFP at any time prior to the Proposal Deadline at the discretion of the DWCPA. It is the Proposer's responsibility to periodically check the source

of the RFP until the posted Proposal Deadline to obtain any issued addenda, however DWCPA will make reasonable efforts to inform all Proposers of any clarifications, modifications, or amendments.

1.6 Minimum Mandatory Requirements

Interested and qualified Proposers that can demonstrate their ability to successfully provide catering and event management services requested under this RFP are invited to submit proposal(s), provided they meet the outlined minimum requirements in Section 3.7 and responded to in Section 4.1.

1.7 Disqualification of Respondents

Any one or more of the following causes may be considered sufficient for the disqualification of a Proposer and the rejection of the Proposal:

- a. Evidence of collusion among Proposers
- b. Lack of competency as revealed by either financial, experience, or equipment statements
- c. Lack of responsibility as shown by past work
- d. Uncompleted work under other contracts which, in the judgment of the DWCPA, might hinder or prevent the performance of additional responsibilities if awarded

1.8 Freedom of Information Act (FOIA)

Proposal responses, resultant contract(s) and all information submitted to DWCPA by Proposers and Contractors is subject to the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, et seq.

1.9 Disclosure of Contents

All information provided in the proposal shall be held in confidence and shall not be revealed or discussed with competitors, until after award of the contract except as provided by law or court decision. All material submitted with the proposal becomes the property of the DWCPA.

Proposers must make no other distribution of their proposals other than authorized by this RFP. A Proposer who shares cost information contained in its proposal with other DWCPA personnel or competing Proposer personnel shall be subject to disqualification.

1.10 Contract Term

The term of the resultant contract shall be for a period of five (5) years from the date of award, with the potential for extensions to be negotiated with the proposer of the winning submittal.

1.11 Final Agreement Award Determination

The DWCPA reserves the right to withdraw the RFP, to award to one Proposer, to any combination of Proposers, by item, group of items, or total proposal. The DWCPA may waive informalities if it is in the DWCPA's interest. The Proposer to whom the award is made will be notified as soon as reasonably possible. Tentative acceptance of the proposal, intent to recommend award of a contract and actual award of the contract will be provided by written notice sent to the Proposer at the address designated in the proposal. If, for any reason, a contract is not executed with the selected Proposer within 14 days after notice of recommended award, then the DWCPA may recommend the next most responsive and responsible Proposer. Acceptance of the Proposer's proposal does not constitute a binding contract.

There is no contract until an agreement is approved by the DWCPA Board of Directors and executed by the DWCPA Executive Director.

Failure to accept the terms and conditions of the DWCPA's Contract may deem the Proposer non-responsive.

1.12 Conflict of Interest

No DWCPA employee or agent whose position in DWCPA enables him/her to influence the selection of a Supplier for this RFP, or any competing RFP, nor any spouse or economic dependent of such employees, shall be employed in any capacity by a Proposer or have any other direct or indirect financial interest in the selection of a Supplier.

1.13 Gratuities

It is prohibited for any DWCPA officer, employee or agent to accept a gratuity for themselves or for a relative.

A Proposer shall not offer or give either directly or through an intermediary, consideration, in any form, to a DWCPA officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the Contract.

SECTION 2.0 – SCOPE OF WORK

2.1 Contracted Scope of Services/Statement of Work:

The purpose of this RFP process is to invite caterers and/or event management vendors to submit their proposal to:

1. Serve as exclusive professional caterer and event management vendor for Carl M. Levin Public Dock & Terminal (Building).
2. Create and/or manage program events identified by both the event management company and/or the DWCPA.
3. Book event space and arrange food and beverage service.
4. Manage on-site production and clean up for events as necessary.
5. Coordinate appointments and visits to tour DWCPA space, and scheduling of events on the calendar.
6. Coordinate and manage yacht dockings for private and public cruises/ events on yachts at the Building
7. Ensure a robust series of events on yachts to embark from and return to the Building.
8. Perform any and all tasks required to establish and maintain a successful catering and event management business at the Building
9. Work with DWCPA staff to develop a program that allows community groups to use the Building at a reduced cost.

2.2 Specifications:

Proposals are expected to provide a minimum guaranteed revenue for DWCPA of at least \$240,000 per year from catering and events at the Building and a minimum guaranteed revenue for DWCPA of at least \$30,000 per year from dock fees for yacht dockings at the Building.

2.3 Breakdown of Costs/ Sample Budget

Proposals must include a breakdown of revenues, costs and fees related to catering and event management operations as outlined in Section 2.1. Proposals will include a sales forecast.

SECTION 3.0 – BIDDING, EVALUATION, SELECTION & AWARD PROCESS

This section contains key project dates and activities as well as instructions to proposers on how to prepare and submit their proposal:

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3.1 DWCPA Responsibility

DWCPA is not responsible for representations made by any of its officers or employees prior to the execution of the Contract unless such understanding or representation is included in the Contract.

3.2 Truth and Accuracy of Representations

The DWCPA Board of Directors or designee may reject any proposal that is evaluated and determined to include false, misleading, incomplete, or deceptively unresponsive statements.

3.3 Proposer Q&A

Proposers may submit written questions regarding this RFP to the individual identified below. All questions must be received by 5:00 PM EST (Eastern Standard) on February 12, 2018. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions please specify the RFP section and paragraph number, and quote the language that prompted the question. This will ensure that the issue can be quickly found in the RFP. DWCPA reserves the right to group similar questions when providing answers. Questions should be addressed to the Purchasing Contact identified on the cover page of this RFP.

DWCPA may modify the RFP at any time during the bid process. All changes to the RFP will be posted as an addendum under the bid number and each posting officially revises the RFP.

Each proposal that is timely received will be evaluated on its merit and completeness of all requested information. In preparing proposals, Proposers are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the DWCPA. If a Proposer

finds a discrepancy, error, or omission in the proposal package, or requires any written addendum thereto, the Proposer is requested to notify the Exclusive Contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Proposers. The DWCPA is not responsible for oral representations. All questions must be submitted in writing to the Exclusive Contact before the Question Deadline indicated on the front of this document. All answers will be issued in the form of a written addendum.

3.4 Preparation of the Proposal

Each Proposer must submit a complete proposal in response to this RFP. The proposal must remain valid for at least 180 days from the due date for responses to this RFP. If for any reason, the selected Proposer does not execute a contract within 14 days after notice of recommended award, it is within the DWCPA's discretion to execute a contract with the next most responsive and responsible Proposer.

Submission of a proposal establishes a conclusive presumption that the Proposer understands the DWCPA's intent in this RFP.

There is no contract until the agreement is approved by the DWCPA Board of Directors and executed by the DWCPA Executive Director.

The Proposer will be responsible for completing all sections under Part 2 of this RFP, which is titled Proposal – Proposer's Response.

There are no unique formatting requirements. Information provided shall be organized and in a readable format.

3.5 Bid Submission Deadline

The Deadline for receipt of Proposals is: February 26th, 2018 at 5:00 PM EST (**the "Due Date"**)

3.6 Proposal Submission Requirements

To be considered, the proposal must be prepared in the manner and detail specified in this proposal.

- 1) Proposals and all attachments will be submitted via email to Kyle Burleson at kburleson@portdetroit.com or delivered or mailed to:
Detroit/Wayne County Port Authority
ATTN: Kyle Burleson
130 E. Atwater
Detroit, MI 48226
- 2) The opening of a proposal does not constitute the DWCPA's acceptance of the Proposer as a responsive and responsible Proposer.
- 3) DWCPA has no obligation to consider any proposal that is not received by the deadline.
- 4) Proposals sent by facsimile, telegraph, or any electronic means other than email will not be considered.
- 5) All costs incurred in the preparation and presentations of the proposal, as well as any resulting contract, are the Proposer's sole responsibility; no such costs will be reimbursed to any Proposer. All documentation submitted with the proposal will become the property of the DWCPA.

3.7 Adherence to Mandatory Minimum Requirements (Pass/Fail)

Interested and qualified Proposers that can demonstrate their ability to successfully provide catering and event management services requested under this RFP are invited to submit proposal(s), provided they meet the following minimum requirements:

- a) The Proposer or its key personnel must have 5 years' experience in the business of catering and event management.
- b) The Proposer or its key personnel must have worked on at least three comparable projects

Be sure to identify if Proposer's subkey personnel experiences may be used to satisfy the requirements in lieu of the Proposer AS A BUSINESS (**which is the default if you do not specify otherwise**). Be sure to list any required licensures, certifications, etc., and any minimum amounts of prior experience, number of contracts/clients, volume of business, etc.)

DWCPA shall review Part 2, Section 4 – Proposer's Information, Minimum Qualifications & Forms and determine if the Proposer meets the minimum requirements as outlined in this RFP.

Failure of the proposer to meet with the minimum mandatory requirements may eliminate its proposal from any further consideration.

3.8 Evaluation Process

All Bids will be reviewed for compliance with the mandatory requirements stated within this RFP. Bids not in compliance with the minimum mandatory requirements will be eliminated from further consideration.

- A. DWCPA may contact the Proposer for clarification of the Proposer's Bid
- B. DWCPA may require the Proposer to submit additional and/or supporting materials
- C. Responsive bids will be evaluated on the factors identified in this RFP. The Proposer(s) whose bid is most advantageous to the DWCPA, taking into consideration the evaluation factors, will be recommended to for award approval

3.9 Evaluations

DWCPA reserves the right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s).

All requests for proposals shall be reviewed and evaluated by the DWCPA Executive Director, Board of Directors and staff.

All proposals will be evaluated based on Section 3.10 below. DWCPA may also, at its option, invite proposers being evaluated to make a verbal presentation or conduct site visits.

After a prospective supplier/contractor has been selected, DWCPA and the prospective supplier(s)/contractor(s) will negotiate a Contract. If a satisfactory Contract cannot be negotiated, DWCPA may, at its sole discretion, begin negotiations with the next qualified proposer who submitted a proposal, as determined by DWCPA.

3.10 Evaluation Criteria

3.10.1 **Experience & Qualifications (1-5 points)**

Samples of Evaluation Criteria and related submittal requirements are provided below:

- (a) Describe how you meet or exceed the minimum qualifications outlined in this document.
- (b) Describe the experience (including years of experience) in providing similar services.
- (c) Provide at least three (3) references for similar projects, including name of establishment, address, dates of service, contact name and telephone number. Clearly indicate for the projects which, if any, of the key personnel worked on each.
- (d) Describe the experience and qualifications of key personnel. Include detailed resumes.

3.10.2 **DWCPA Best Interests**

The DWCPA reserves the right to accept or reject any proposal in whole or in part as may be considered by the DWCPA in its best interests. The DWCPA also reserves the right to waive informalities or irregularities, which the DWCPA considers in its reasonable judgment to be minor or irrelevant to the content or validity of the proposal.

3.10.3 **Project Cost (1-5 points)**

- (a) Revenue, cost and fee breakdown and sample budget as provided by proposer.
- (b) Provide a description, with key assumptions, of how you arrived at this budget. Be sure to include breakdowns.

3.10.4 **MBE/WBE Goal Program**

- (a) DWCPA is calling for the catering and event management vendor to undertake reasonable efforts to assure that 15% of the total contract is awarded to bona fide owned and operated Minority or Women Business Enterprises. In the event the project does necessitate subcontracting, the catering and event management vendor must attempt to establish and commit their firm to a hiring goal of 15% minorities/women within the company.

The following compliance procedures will be followed to ensure the contract is awarded to a proposer that meets the MBE/WBE goal program:

- (i) The qualified event manager must take affirmative action to seek out both Minority and Women Business Enterprises to sublet part of their work.
 - (ii) Each must submit names of the MBE and WBE subcontractors contacted, whether or not they responded with a bid and the names, prices and description of work of the MBE and WBE subcontractors that will be used by the bidder if awarded the project bid.
 - (iii) The qualified event manager shall make good faith efforts to use MBE/WBE to replace another MBE/WBE unable to perform successfully.
- (b) Definitions:
Minority Business Enterprise: A minority business enterprise is defined as a company wherein minorities constitute active participation and ownership of over 50%. Minorities are defined as United States citizens who are members of the following groups of protected classes: Black, Hispanic, Oriental, Eskimo and American Indians who are certified by the Indian Affairs Commission. These groups will have the power to make policy decisions in a business and are involved in the day-to-day management of the business.

Women Business Enterprise: A women business enterprise is defined as a company wherein females constitute active participation and ownership of 50%. The female owner will have the power to make policy decisions in a business and are involved in the day-to-day management of the business.

3.11 Optional Tools to Enhance Evaluation Process

DWCPA, during the evaluation of proposals may find it necessary to utilize one or multiple tools, as listed below, to facilitate their understanding of the proposal(s) in order to select the best offering to DWCPA.

3.11.1 Clarifications

DWCPA may issue a clarification request, in writing, to one or all Proposers. A clarification request does not allow a Proposer to change its proposal.

3.11.2 Deficiency Report

DWCPA may issue a Deficiency Report and Clarification Request (DR/CR) to each Proposer determined to be in the competitive range. The DR/CR response may include any changes to the Proposer's proposal to address the listed deficiencies or clarifications, including alterations to the Proposer's price proposal to address correction of the deficiencies.

3.11.3 Oral Presentation

DWCPA may require an oral presentation of the Proposer's proposal. This presentation provides an opportunity for the Proposer to clarify its proposal.

3.11.4 Site Visit

DWCPA may conduct a site visit to tour and inspect the Proposer's facilities.

3.11.5 Best and Final Offer

DWCPA may request a Best and Final Offer from each Proposer determined to be in the competitive range.

3.12 Negotiations

After a prospective Contractor has been selected, DWCPA and the prospective Supplier(s) will negotiate a Contract. If a satisfactory Contract cannot be negotiated, DWCPA may, at its sole discretion, begin negotiations with the next qualified Proposer who submitted a proposal, as determined by DWCPA.

3.13 DWCPA Option to Reject Proposals

The DWCPA reserves the right to reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received, if it is determined by the DWCPA's Executive Director or designee that the best interest of the DWCPA will be served by doing so. The DWCPA may reject any proposal from any person, firm or corporation in arrears or in default to the DWCPA on any contract, debt, or other obligation, or if the Proposer is debarred by the DWCPA from consideration for a contract award, or if Proposer has committed a violation of applicable ethics or anti-kickback provisions within the two (2) years immediately preceding the date of issuance of this document.

PART 2 – PROPOSAL (SUPPLIER’S/CONTRACTOR’S RESPONSE)

SECTION 4.0 - PROPOSER’S INFORMATION,
MINIMUM QUALIFICATIONS & CERTIFICATIONS

FORMS CHECKLIST

| | |
|--|--|
| | |
| | 4.1 Minimum Qualification |
| | 4.2 Business Information Questionnaire |
| | 4.3 Proposal Form |

4.1 Minimum Qualifications

4.1.1 References that Demonstrate Minimum Qualifications (Outlined in Section 3.7)

Complete the following information for a minimum of three (3) customer references for services of similar scope dating within the past five (5) years.

Reference 1:

| | |
|--------------------------|-------------------------|
| Entity Name: | Contact Name and Title: |
| City: | State: |
| Phone Number: | Email Address: |
| Years Served: | Annual Volume: |
| Description of Services: | |

Reference 2:

| | |
|--------------------------|-------------------------|
| Entity Name: | Contact Name and Title: |
| City: | State: |
| Phone Number: | Email Address: |
| Years Served: | Annual Volume: |
| Description of Services: | |

Reference 3:

| | |
|--------------------------|-------------------------|
| Entity Name: | Contact Name and Title: |
| City: | State: |
| Phone Number: | Email Address: |
| Years Served: | Annual Volume: |
| Description of Services: | |

4.1.2 **Experience & Qualifications**

Please demonstrate Proposer's history and how it relates to Proposer's ability to perform at DWCPA.

4.2 Business Information Questionnaire

Please provide the following:

1. Company's official registered name

2. Brief history of your company, including the year it was established

3. Company's Dun & Bradstreet (D&B) number **(Optional if you do not have one)**

4. Company Type (Corporation, LLC, Joint Venture, Partnership, Individual). If Corporation, include State of Incorporation and Date of Incorporation.

5. Company's organizational chart of those individuals that would be involved in the contract. Include Partners, Principals, Corporate Officers or Owners, Corporate Directors.

6. Corporate office location

- a. List the addresses of sales and service offices/locations in Michigan
- b. List the names of key contacts at each with title, address, phone and e-mail address

7. List of principal stockholders (i.e., those holding 5% or more of the outstanding stock)

8. What differentiates your company from your competitors?

9. Financial Disclosure/Conflicts of Interest (Identify any contract(s), including any contract involving an employment or consulting relationship, which the firm, or its partners, principals, corporate officers or owners currently has with DWCPA, or with any of its Commissioners or officers.

10. Describe your company's Customer Service Department (hours of operation, number of service centers, etc.)

11. Has your company been debarred by the Federal or any State Governments? Yes No
If yes, has it been lifted and if so, when?

12. Has your company had contracts terminated for breach or failure to perform within the past five years? Yes No
If yes, by whom and why?

4.3 Proposal Form

PROPOSAL FORM

Failure to complete this form shall result in your Proposal being deemed non-responsive and rejected without further evaluation

The Undersigned hereby offers and, if the contract is executed by the DWCPA, agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposals. The Undersigned further agrees to accept, via email or other electronic means, any and all notifications and contractual documents including, but not limited to, notifications, insurance verification requests, and purchase orders.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Information to Proposers, including the Form of Contract, all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): _____, _____, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

OBLIGATION:

The undersigned, by submission of this Offer, agrees to be obligated, if recommended for award of the contract and if the contract is executed by the DWCPA Executive, to provide the stated goods and/or services to the DWCPA for the term as stated in this RFP, and to enter into a contract with the DWCPA, in accordance with the conditions, scope and terms, as well as the Form of Contract, together with any written addenda as specified above.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Proposal Form, the Proposer represents that: 1) the Proposer is in compliance with any applicable ethics or anti-kickback provisions of the DWCPA's Procurement Ordinance, and 2) if awarded a contract to operate the Concession or provide the Services required in the RFP, the Proposer will comply with the ethics and anti-kickback provisions of the Procurement Ordinance.

NONCOLLUSION:

The undersigned, by submission of this Proposal Form, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

SUBMITTAL REQUIREMENTS:

The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

No proposal shall be accepted which has not been manually signed in ink in the appropriate space below.

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

For clarification of this offer, contact:

| | |
|--|-------|
| Company Name | Name |
| Address | Title |
| City State Zip | Phone |
| Signature of Authorized Person | Fax |
| Printed Name | Email |

SECTION 5.0 – RESPONSE TO SOW REQUIREMENTS

Note: Please review section 2.1 through section 2.3 for responses within this section.

5.1 Contracted Scope of Services/Statement of Work:

The purpose of this RFP process is to invite caterers and/or event management vendors to submit their proposal to:

1. Serve as exclusive professional caterer and event management vendor for Carl M. Levin Public Dock & Terminal (Building).
2. Create and/or manage program events identified by both the event management company and/or the DWCPA.
3. Book event space and arrange food and beverage service.
4. Manage on-site production and clean up for events as necessary.
5. Coordinate appointments and visits to tour DWCPA space, and scheduling of events on the calendar.
6. Coordinate and manage yacht dockings for private and public cruises/ events on yachts at the Building
7. Ensure a robust series of events on yachts to embark from and return to the Building.
8. Perform any and all tasks required to establish and maintain a successful catering and event management business at the Building
9. Work with DWCPA staff to develop a program that allows community groups to use the Building at a reduced cost.

Proposer Response: Please confirm understanding of the requirements or state any exceptions. (Any exceptions to the requirements will be evaluated and determined whether they are in the best interest of the DWCPA.)

5.2 Specifications:

Proposals are expected to provide a minimum guaranteed revenue for DWCPA of at least \$240,000 per year from catering and events at the Building and a minimum guaranteed revenue for DWCPA of at least \$30,000 per year from dock fees for yacht dockings at the Building.

Proposer Response: Please confirm understanding of the specifications or state any exceptions. (Any exceptions to the specifications will be evaluated and determined whether they are in the best interest of the DWCPA.)

5.3 Financial Details:

Proposals must include a breakdown of revenues, costs and fees related to catering and event management as outlined in Section 2.1. Proposals will include a sales forecast.

Proposer Response: Please confirm understanding of the requirements or state any exceptions. (Any exceptions to the requirements will be evaluated and determined whether they are in the best interest of the DWCPA.)

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