



REQUEST FOR PROPOSAL FOR EVENT FOOD

1. General Information

a. Statement of Purpose

The Junior League of St. Petersburg (JLSP) is seeking proposals from qualified food service contractors ("Contractor") for the provision of food at our 2022 Inaugural Mayoral Ball. Our goal is to partner with one or more vendors, preferably local, if possible, to provide food for the event as further described in the Scope of Work below.

b. Event Background & Theme

JLSP has been hosting the Inaugural Mayoral Ball since 2006 as a fundraiser to celebrate the City of St. Petersburg. This is a non-partisan, charity-oriented event. Proceeds raised will support the community projects of the JLSP and St. Pete's Promise, the city's nationally recognized mentoring and scholarship program.

The theme of the 2022 Mayoral Ball is *Under the Big Top: Celebrating the Greatest City on Earth*. The event will be held on Friday, January 14, 2022, at The Factory, St. Petersburg, located at 2622 Fairfield Ave S, St. Petersburg, FL 33712. Attire is cocktail or business cocktail and we will encourage our attendees to dress to impress.

There are several levels of tickets available for the event, as well as sponsorship and underwriting opportunities. VIP tickets will be \$300 each, Dinner tickets will be \$175 each, and Ringside General Admission tickets will be \$25 each.

The evening will begin with our VIP reception, which will be a lively cocktail hour with artists and entertainment. Dinner will be held inside the facility's warehouse following the reception. Ringside General Admission tickets while not part of dinner, will still enjoy spectacular fireworks, mayoral declarations, music, and entertainment, as well as a buffet of creative, light bites.

c. Event Timeline

VIP Reception	6:30 PM – 7:30 PM
Dinner	7:45 PM – 9:00 PM
Ringside General Admission	8:30 PM – 11:30 PM
Speeches & Fireworks	9:00 PM – 9:45 PM
Late Night Snacks	10:30 PM – 11:30 PM

d. Scope of Work

The Contractor will be responsible for providing all labor and management for food service for their selected scope. Contractors are encouraged to provide a proposal for the entire event, or for only a portion, if desired. The JLSP would prefer to work with local vendors, when possible, and are looking for Florida-centric food that accentuates our event theme. The JLSP is open to all suggestions as to food types and themes – we'd like to see how you would design the food for *Under the Big Top: Celebrating the Greatest City on Earth*. The event's bar will be handled by the venue, but we encourage Contractors to submit their idea for a signature cocktail (alcoholic or non-alcoholic) for the event.

The Factory St. Pete does not have a catering kitchen available. Contractors will need to take this into consideration with their proposal. A map of the facility is attached with locations for the event indicated.

VIP Cocktail Reception

Expected attendance:	100
Food Budget:	\$8 - \$10/head
Attendees:	VIP ticketholders, sponsors, and dignitaries
Timing:	6:30 PM – 7:30 PM Contractor set up no later than 6:00 PM
Set Up:	Outdoor garden area High top and low top tables with seating

Description:

The VIP Reception will be a lively cocktail hour with artists and entertainment, to be hosted in the outdoor garden. There will be an open bar, as well as passed hors d'oeuvres. Please be creative with the type and style of the food offerings and consider the event theme.

Notes:

- Please include pricing for plates, napkins, silverware, etc in your proposal.
- Guests who attend this reception will then attend the dinner, so this should be considered when calculating the type and quantity of food for the event.
- We may offer naming rights to the reception sponsor for one or more of the food offerings.

Seated Dinner

Expected attendance:	400
Food Budget:	\$50/head
Attendees:	Ticketholders, sponsors, and dignitaries
Timing:	7:45 PM – 9:00 PM Salads plated no later than 7:15 PM
Set Up:	Indoors in Warehouse event space 72” round tables with 10 seats each

Description:

The Dinner will be a classic dinner event consisting of a plated salad, dinner service (not buffet), and a dessert. We would prefer two protein options on the dinner plate (not chicken), as well as a vegetarian option. The dessert should be a seasonal dessert that fits with the event theme. There will be an open bar during the dinner, as well as bottles of wine on the tables. When designing the dinner menu, please be creative with the type and style of the food offerings and consider the event theme.

Notes:

- Please include pricing for plates, glassware, silverware, etc in your proposal. Linens will be provided by the JLSP.
- The venue has a holding area outside the warehouse, as well as a small area indoors that may be used for food staging. A tour of the facility can be provided prior to submission of your proposal.
- The vegetarian option should have a plant-based protein (lentils, beans, tofu, or Beyond/Impossible meat), not just salad or pasta.

Ringside General Admission

Expected attendance:	600 (includes 400 from dinner)
Food Budget:	\$10 - \$12/head
Attendees:	All ticket holders of the event
Timing:	8:30 PM – 10:30 PM Contractor should be ready to serve by 8:15 PM
Set Up:	Outdoor garden area High top and low top tables with seating

Description:

The Ringside General Admission portion of the evening will be open to all event attendees. Those with Ringside tickets will join the festivities at 8:30 PM and we wish to provide food to these attendees. We are looking for a sweet and savory buffet of satisfying and creative light bites. Please be creative and thematic with your proposal.

Notes:

- Please include pricing for plates, napkins, silverware, etc in your proposal.
- Please provide pricing for coffee / hot beverage service with your proposal
- We are looking for a variety of sliders, tapas, etc – items that are easy to eat while holding a beverage.
- We would be open to discussing opportunities for late night snacks (hot chocolate, popcorn, themed cookies, etc) at 10:30 PM / 11:30 PM. Please consider providing a proposal for this as well.

2. Contract Terms & Conditions

This document is a request for proposal and not an offer to purchase. Nothing contained in this RFP creates a contractual relationship between JLSP and any Contractor or supplier. JLSP makes no commitment in or by virtue of this RFP to purchase products or services from any Contractor or supplier. Such commitment may be made only in and through a properly executed agreement.

The Contractor shall carry and maintain, at their expense, insurance covering their activities. The Contractor is required to provide proof of Liability Insurance coverage of at least \$1 million each occurrence/\$2 million general aggregate unless a waiver is provided, in writing by The Factory. The client must provide a certificate of insurance liability to the JLSP for The Factory, naming The Factory, St. Pete as additionally insured no less than thirty (30) days prior to their event date. Other insurance, permits, and certificates may be allowed depending on the vendors and services provided for each event.

The JLSP is a 501(c)(3) organization, and as such, is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased. Sales tax should be excluded from any proposal submitted for consideration. A copy of our Consumer's Certificate of Exemption issued by the Florida Department of Revenue will be provided to you prior to any monetary transaction taking place.

3. Proposal Requirements

To be considered, respondents to this RFP must submit a timely, written proposal that fully address all questions and requirements. It must include the following components:

a. Company Overview

Describe your company history, mission and core values including years in business, locations, and management bios. Describe what differentiates you from your competitors and how that will impact the quality of your services to the 2022 Mayoral Ball. Please provide a detailed overview of the resources that will be deployed to support the event.

b. Offerings

Provide a proposal for all or a portion of the food needs for the 2022 Mayoral Ball (VIP Cocktail Reception, Sit Down Dinner, and Ringside General Admission), including sample menus, thematic ideas, event timing, scope, and pricing.

4. Evaluation & Awards Timeline

RFP Issue Date	September 15, 2021
Proposals Due	October 15, 2021
Notice of Award	December 1, 2021

If needed, a tour of the facility can be provided prior to submission of your proposal. Please contact us to schedule.

5. Contacts

a. Inquiries & Responses

All questions must be submitted to the Food & Beverage Co-Chairs (Chloe Firebaugh & Melissa Zepeda) via email at mayoralball@jlstpete.org.

b. Site Visits

On site visits may be scheduled by contacting Mayoral Ball Co-Chair Morgan Reid via email at mayoralball@jlstpete.org. Visits must be completed prior to October 8, 2021.

c. Submissions

Your proposal should be submitted electronically to the Food & Beverage Co-Chairs via email at mayoralball@jlstpete.org no later than October 15, 2021.

Late submissions will not be accepted.

Facility Map Exhibit

