

## REVISED PROPOSAL FORMAT AND REQUIRED RESPONSES

The information set forth in the paragraphs below must be included with all proposals. Failure to provide any of the information requested by these paragraphs may be grounds for the Town to reject a proposal.

**Proposal Format:** One (1) original (label original) and three (3) copies of the proposal shall be submitted in the format indicated in the Proposal Format and Requirement section of the RFP.

In order for the Town to conduct a uniform review process, all proposals should be submitted in the format set forth below with each section separated and referenced with index tabs.

1. **Tab 1 - Table of Contents:** The Table of Contents must indicate the material included in the proposal by section and page number. A proposal's table of contents should mirror this section of the Town's Request for Proposals and must include all the items set forth in this section of the Request for Proposals.
2. **Tab 2 - Offer Sheet:** The Offer Sheet must be completed and returned with the Offeror's proposal. Failure to return the Offer Sheet and to sign it is grounds for the Town to reject a proposal.
3. **Tab 3 - Letter of Transmittal:** A letter of transmittal must be submitted with an Offeror's proposal. The letter must include:
  - a. A statement of the Offeror's understanding of the services required by the Request for Proposal listed in the scope of services.
  - b. The names of the persons who are authorized to make representations on behalf of the Offeror (include their titles, addresses, fax number, e-mail addresses and telephone numbers).
  - c. A statement that the individual who signs the transmittal letter is authorized to bind the Offeror to contract with the Town.
4. **Tab 4 – Concessionaire Qualifications and Experience:** Provide a detailed narrative response that clearly demonstrates the firm's qualifications and experience in the following:
  - a. Provide a brief history and qualifications of your company. Discuss the structure of your firm. Provide a listing of all principals and/or owners. Indicate the length of time the firm has been in business under the current business name as well as any previous business names.
  - b. Describe the proposed Site Manager years and type of experience.
  - c. Provide the key contact person that will coordinate all menus for all events with the HPEC manager and/or lessees.
  - d. Provide an overview of the company's experience with food and beverage concessions at large events in the past two (2) years.
  - e. Provide a copy of current Arizona Food Handlers card for all current employees. If you plan to hire new employees they will need to provide copies of their Arizona Food Handlers card before working at any events.
  - f. If you plan to use sub-contractors, please identify all sub-contractors to be used on the project and how each will be used. Include credentials.
  - g. Submit three (3) references per the Past Performance Reference Form from current and/or past municipal, governmental or firms with description of work/services provided.

**Tab 5 – Plan and Method of Approach:**

- a. Provide information related to type of food, beverages, and merchandise being proposed, include menus showing portion sizes and proposed selling prices. Please note whether sales tax is included or excluded from the menu prices.
- b. Indicate plans and methods to determine price increases and state conditions that would lead to price increases.
- c. Provide list of equipment/machines (i.e. cotton candy machine, etc.) to be used for events.
- d. Provide a proposed detailed description of the various menu entrée items, services, and methods by how the Concessionaire will provide food and beverage pricing according to the events listed in Attachment IV (Calendar of Events Schedule). Include various array of menu items and pricing based on options to attract multiple user groups for Breakfast, Lunch, and Dinner meals.
  - i. Provide a detail description for one (1) day events
  - ii. Provide a detail description for two (2) or more day events

6. **Tab 6 – Capability and Capacity:** Describe your capability and capacity to participate and service all scheduled events listed on Attachment IV that has scheduled events more than three (3) days with multiple and/or various menu entrees. Disclose any possible conflicts with the proposed scheduled dates on Attachment IV.

7. **Tab 7 – Revised Menu Selection and Pricing Page:** Complete Menu Selection and Pricing Page; include merchandise prices if applicable.

8. **Tab 8 – Proposed Fee Schedule:** Complete proposed fee schedule.

9. **Tab 9 – Past Performance Reference Form:** The Past Performance Reference Form must be completed by three (3) of the Proposer's/Offeror's reference and returned with the Offeror's proposal.

10. **Tab 10 - Other Forms**

- a. Deviation/Compliance Certification: Completed Deviation/Compliance Certification Page.
- b. **Attachment V** - W-9 Form
- c. Addenda acknowledgement, if applicable