

**CITY OF MORGANTOWN
REQUEST FOR PROPOSALS –
CATERER (ALCOHOL SALES)**

Deadline for Proposals:

Thursday, February 29, 2024
4:00 PM

Delivery address for Proposals:

City of Morgantown
c/o Vincent Kitch, Director Arts & Culture
vkitch@morgantownwv.gov

Contacts for additional information:

Vincent Kitch, Director Arts & Culture
vkitch@morgantownwv.gov
(304) 284-7472



Section I. Introduction

This REQUEST FOR PROPOSAL (RFP) represents a publicly advertised and competitively awarded solicitation by the City of Morgantown, West Virginia (“City”) for a provider to provide catering services furnishing nonintoxicating beer and wine to patrons at the 2024 Ruby Summer Concert Series, held at the Ruby Amphitheater, Hazel Ruby McQuain Riverfront Park, 185 Garret Street, Morgantown, WV 26501. City is seeking and will select a proposal that best demonstrates the ability to provide a variety of alcoholic beverages to patrons in a safe and legal manner while maximizing support of concert events and paying reasonable fees to City. City reserves the right to approve or disapprove any proposed business activity, for any reason, including, but not limited to, safety and liability concerns and logistical issues.

Section II. Program Philosophy

The Ruby Summer Concert Series brings diverse artists to the Morgantown community for free, public performances each Summer. The series will include 15 event dates in Summer 2024. In addition to live music, patrons enjoy food vendors, games, and activities. The alcohol vendor program will allow legal consumption of alcoholic beverages within designated areas under the WVABCA permit or permits appropriate to such services.

Section III. Provider Requirements

Proposals should include all information necessary to evaluate the services to be provided. Each provider must meet certain minimum requirements, as follows:

- Current private club license issued by WVABCA and ability to obtain WVABCA permit(s) for 15 designated events in 2024, with continuing similar events in 2025 and 2026.
- Facilities for mobile vending of alcohol, such as one or more food truck or trailer
- Sufficient staff (employees or independent contractors) with TIPS training to serve patrons at all events.

Additional information that may be helpful in creating the proposals:

Required event dates/times are as follows:

- June 7 Ruby Summer Concert Series 6:00-10:00 PM
- June 14 Ruby Summer Concert Series 6:00-10:00 PM
- June 21 Ruby Summer Concert Series 6:00-10:00 PM
- June 28 Ruby Summer Concert Series 6:00-10:00 PM
- July 4 4th of July Celebration 6:00-10:00 PM
- July 12 Ruby Summer Concert Series 6:00-10:00 PM
- July 19 Ruby Summer Concert Series 6:00-10:00 PM
- July 26 Ruby Summer Concert Series 6:00-10:00 PM
- Aug 2 Ruby Summer Concert Series 6:00-10:00 PM
- Aug 9 Ruby Summer Concert Series 6:00-10:00 PM
- Aug 16 Ruby Summer Concert Series 6:00-10:00 PM
- Aug 23 Ruby Summer Concert Series 6:00-10:00 PM
- Aug 30 Ruby Summer Concert Series 6:00-10:00 PM
- 2 other events Date and Times TBD

Venue capacity is: 5000.
Estimated average attendance: 2500.
Estimated maximum attendance: 45000.

Section IV. Submittals

Only complete proposals will be considered. The proposal should include, but may not be limited to, the following information:

1. Interested vendors should provide the name of the organization; names of individuals associated with the proposal, their title(s), mailing address, phone number, and email address.
2. The organization should provide organizational structure and description of services. This includes information such as:
 - Organizational Leadership
 - Current License Information and description of plan to obtain permits and anticipated date of approval.
 - Equipment Available for Services
 - Truck/Trailer description(s)
 - Cups and other accessory equipment to be provided.
 - Service area boundaries or gates, if provided
 - Staffing
 - Beverages to be offered.
 - Process for checking identification and consumption monitoring.
 - Any other information that would be helpful in determining the qualifications, organizational skills, and resources of the applicants.
3. Program Fees
 - Proposed price list for all beverages
 - Proposed concession fee – City prefers proposals for a concession fee based on flat, escalating fees for 2024, 2025, and 2026.
4. Provide any prior experience in operating and/or managing alcohol catering or involvement in outdoor events including any references.

Section V. Insurance Requirements

Selected organization(s) will be required to obtain public liability insurance of the types and the amounts set forth below from an underwriter licensed to do business in the State of West Virginia.

The insurance shall be the following types in the amounts not less than indicated:

1. Comprehensive General (Public) Liability or its equivalent, including \$500,000 each person, \$1,000,000 each occurrence, and property damage \$250,000 per occurrence of \$1,000,000 combined single limit for bodily injury and property damage.
2. Comprehensive Liquor Liability or its equivalent, including \$1,000,000 per occurrence with a maximum of \$2,000,000 aggregate.

3. On all insurance required, selected organization shall be required to name City and their agents, officers and employees as additional insured and provide City with a certificate of insurance evidencing same.

Section VI. Contract Term

The organization selected by City to provide the services of alcohol vendor will be required to enter into an agreement with City prior to offering their services. The term of the agreement for the organization selected to be the alcohol vendor will be expected to cover the Spring/Summer/Fall 2024 season and may include renewal options for subsequent seasons. The organization will be required to maintain all equipment and purchase any required replacement equipment. Any selection is dependent on final agreement upon contract terms approved by the City. City reserves the right to reject any and all submission, decline to award a contract, waive minor deficiencies or irregularities, negotiate and/or issue new or additional requests for proposals.

Section VII. Selection of Proposal

Proposals should be submitted by email to Vincent Kitch, Director of Arts & Culture, at vkitch@morgantownwv.gov or by mail to, or in person at, 430 Spruce Street, Morgantown, WV 26505. The submission deadline is **February 29, 2024, 4:00 PM**. Contract award may be made at any date after the submission deadline.

Acceptance of any proposal will be subject to execution of a contract between City and the entity submitting the proposal. City staff will review all complete proposals submitted by the deadline prior to selecting a proposal.

Any successful bidder shall be responsible for obtaining any and all permits required to conduct business in the City of Morgantown, provide the services covered by this RFP, and shall provide proof of insurance with coverage acceptable to City.