



JANUARY 11, 2023

WORLD FAMOUS BLUE CRAB FESTIVAL
LITTLE RIVER SHRIMP FEST
REQUEST FOR PROPOSAL

GATE MANAGEMENT SERVICES

JENNIFER WALTERS
LITTLE RIVER CHAMBER OF COMMERCE & VISITORS CENTER
POB 400, Little River, SC 29566

REQUEST FOR PROPOSAL

Little River, South Carolina

RFP ID:

SUBMISSION DEADLINE: February 10, 2023

QUESTION SUBMISSION DEADLINE: January 27, 2023

Questions may be submitted in written form no later than January 27, 2023 to:

Jennifer Walters
POB 400
Little River, SC 29566
843.249.6604 ext. 6
Jennifer@LittleRiverChamber.org

INTRODUCTION

The Little River Chamber of Commerce & Visitors Center invites and welcomes proposals for their World Famous Blue Crab Festival and the Little River ShrimpFest for Gate Management Services project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY ALL REQUESTED BACKGROUND MATERIALS – NO EXCEPTIONS.

PROJECT AND LOCATION

The bid proposal is being requested for Gate Management Services which is or shall be located at 4469 Mineola Ave., Little River, SC 29566. This bid proposal is requested for *both the* World Famous Blue Crab Festival scheduled for May 20-21, 2023 *and the* Little River ShrimpFest scheduled for October 14-15, 2023.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Scope of Work/Tasks, contact:

Hubert Bullard
Festival Director
843.385.3180
vendors@bluecrabfestival.org

PROJECT OBJECTIVE

The objective and ultimate goal for this project is to provide gate management services to conduct (2) 2- day street festivals.

PROJECT SCOPE AND SPECIFICATIONS

Project Scope and Specifications are detailed on attached document, titled, *EXHIBIT A*.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE: Services Provided

DATE: May 20-21, 2023 & October 14-15, 2023

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

The Little River Chamber of Commerce & Visitors Center shall award the contract to the proposal that best accommodates the various project requirements. The Little River Chamber of Commerce & Visitors Center reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one bidder, and refuse any proposal or contract without obligation to either the Little River Chamber of Commerce & Visitors Center or to any Bidder offering or submitting a proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by the Little River Chamber of Commerce & Visitors Center no later than Close of Business on February 10, 2023 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Additional consideration will be given to members of the Little River Chamber of Commerce & Visitors Center.

- Proposals received by the stipulated deadline must be in the correct format.
- Bidders alleged performance effectiveness of their proposal's solution regarding the Project Objective.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

The Little River Chamber of Commerce & Visitors Center shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication.)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation.)
- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers.)
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in South Carolina (e.g. business license number.)
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed bankruptcy or any form of Reorganization under Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

Summary of timeline and work to be completed.

Equipment or Service

List any accommodation, services, or space required from the Little River Chamber of Commerce & Visitors Center.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensed and Bonding

Provide Details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this contract.

Insurance

Details of any liability or other insurance provided with regard to the staff or project.

EXHIBIT A

PROJECT SCOPE AND SPECIFICATIONS

Requested Service - Gate Management Services

- Set up of each of three (3) festival gates at least one hour before opening each day of the festival and closing each gate at closing hour each day of the festival.
- Gate management staff will consist of staffing for 4 ticket booths at 3 gates of ticket sellers and supervisor(s) who will be on duty from 8:30 am – 5:00 pm each day of each festival. Gates must be fully staffed throughout the festival hours with subs or replacements on hand to provide for breaks as needed.
- Gate management services and ticket sellers will be responsible to the president of the Little River Chamber of Commerce or his/her representative for the sale of all gate tickets and submission of all monies.
- Gate management staff must abide by the cash handling procedures as established by the Little River Chamber of Commerce & Visitors Center.
- Gate management services must be licensed to do business in the State of South Carolina and must be an incorporated entity. Copies of such licenses and incorporation must be submitted to the Little River Chamber of Commerce within 30 days following acceptance of the bid for services by the Little River Chamber of Commerce.