



JANUARY 11, 2023

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

FESTIVAL SITE PREP

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 Site Prep 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 both* the World Famous Blue Crab Festival scheduled for May 20-21, 2023 *and the* Little River ShrimpFest scheduled for October 14-15, 2023. Festival Site Prep shall be located at 4469 Mineola Ave., Little River, SC 29566.

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@littleriverchamber.org

PROJECT OBJECTIVE

The objective and ultimate goal for this project is Festival Site Prep services to conduct (2) 2-day street festival.

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: World Famous Blue Crab Services
Little River ShrimpFest**

**DATE: May 20-21, 2023
DATE: 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 - Festival Site Prep

- Organize the festival's storage unit several weeks in advance of the festival to determine if any additional signs, banners or equipment needs to be purchased, constructed or secured.
- Install banners for display in the Little River area at least two weeks prior to the festival.
- Clean and install all tents in inventory that will be used during the festival.
- Move all necessary equipment from the festival storage unit, including ticket boxes to festival site, clean and return to storage at conclusion of the festival.
- Install festival yard signs throughout Little River one week prior to the festival.
- Collect and return to storage all banners, signs and yard signs at the conclusion of the festival.
- Prepare satellite parking lots for use, including mowing, bushhog, install signs and banners as appropriate. Coordinate with portable restroom and tent vendor services locations at each satellite parking lot.
- Move all road barricades, rebar, rope and other materials from storage to waterfront and install rope and rebar where needed as directed.
- Repair/Replace casters/wheels as needed to ticket boxes.
- Repair steel and tie-downs in large entertainment area, (Big M Casino parking lot.)
- Provide and supervise two on-site employees during the two days of the festival who will be responsible for gate set up, ice and soda deliveries to vendors and other duties as assigned and needed during festival to ensure smooth operations at event.
- Mow, rake, clean up the entire waterfront area used for the festival. Debris will be the responsibility of the contractor and may require the use of a roll-off, (must be removed prior to event.)
- Equipment required for festival site prep and clean is the responsibility of the contractor and should include the following:

Tractor, Bushhog, Welding equipment, Paint Sprayer, Riding mowers, Rakes, Shovels, Garbage containers, Hand tools, Pressure Washer, Weed Eaters, Trailers, Backpack Blowers, Sledgehammers/t-posts, Push Mowers, tent.
- Contractor should provide a staff of 6-8 employees to accomplish required responsibilities of this contract.