

## CITY OF TARPON SPRINGS, FL

Procurement Services

324 East Pine Street

P.O. Box 5004

Tarpon Springs, Florida 34688-5004

Phone (727) 942-5615

Fax (727) 937-1766

# REQUEST FOR LETTERS OF INTEREST No. 230001-R-AS CONCESSION SERVICES FOR THE 2023 SUNSET BEACH CONCERT SERIES

### GENERAL INFORMATION:

The City of Tarpon Springs invites submissions of Letters of Interest (LOI) from qualified independent Vendors to provide concession services for the 2023 Sunset Beach Concert Series for the City's Recreation Division.

Letters of Interest will be accepted on a continuous basis and reviewed monthly (at a minimum). Vendors will be selected on a "rotation" basis and more than one (1) vendor may be scheduled for any one (1) concert. Selection will be made to provide for a good variety of food/drink choices for concert attendees.

### INSTRUCTIONS:

Each LOI submitted should include the Response Coversheet contained herein and be submitted to Anela Saday, CPPB, Senior Procurement Analyst, by email to [asaday@ctsfl.us](mailto:asaday@ctsfl.us), faxed to (727) 937-1766 or by mail to City of Tarpon Springs, Procurement Services, PO Box 5004, Tarpon Springs, Florida 34688-5004.

### BROADCAST:

The Request for Letters of Interest will remain open and available from the City for as long as the City is accepting LOIs. The City may, in its sole discretion, close the Request for Letters of Interest at any time, and not accept further proposals or submittals, as it may determine in its best interests.

### CONTACT INFORMATION:

Any questions regarding this Request for Letters of Interest should be submitted in writing via email to Anela Saday, CPPB, Senior Procurement Analyst, [asaday@ctsfl.us](mailto:asaday@ctsfl.us) or faxed to (727) 937-1766.

# REQUEST FOR LETTERS OF INTEREST

## 1. Purpose:

The City of Tarpon Springs is seeking independent Vendors to provide concession services for the Sunset Beach 2023 Concert Series. Vendors will be selected on a "rotation" basis and more than one (1) vendor may be scheduled for any one (1) concert. Selection will be made to provide for a good variety of food/drink choices for concert attendees. The concert schedule is as follows:

February 2, 2023	May 4, 2023	August 3, 2023
March 2, 2023	June 1, 2023	September 7, 2023
April 6, 2023	July 6, 2023	October 5, 2023
November 2, 2023		

In the event of inclement weather, the concert will be held on the following Thursday. Vendor will be notified by 5 p.m. on concert day if the concert has been rescheduled.

## 2. Location

Concerts are located at Sunset Beach, 1800 Gulf Rd, Tarpon Springs, FL. This 9 acre community park has 1,000 ft. of saltwater beach area and 1,200 ft. of saltwater causeway.

This scenic park features 9 shelters, 23 picnic tables, 1 beach volleyball court, boat ramp, cooking grills, beach pavilion, scenic-overlooking platform, fishing platform, rinse shower, restrooms and pirate themed playground equipment.

THERE IS NO PERMANENT STRUCTURE FOR THE AWARDED VENDORS TO OPERATE CONCESSION SERVICES OUT OF.

IT IS HIGHLY RECOMMENDED THAT INTERESTED PARTIES VISIT SUNSET BEACH PRIOR TO SUBMITTING THEIR LETTER OF INTEREST.

## 3. Scope of Work

Drink/Sundries Service: Services may include, but are not limited to, the sale of non-alcoholic beverages, sundries, snacks, ice cream, lemonade, shaved ice, etc.

Full Service: Services may include, but are not limited to, all of the above with the addition of items such as sandwiches, hot dogs, hamburgers, etc.

Proposers should identify how they intend to offer their services and commodities for sale to the public (cart, trailer, semi-permanent structure, etc.). Space requirements need to be identified for the conduct of business including point of sale, locations, and storage within the park.

## 4. Special Services Contract

Any contract or agreement resulting from this Request for Letters of Interest shall be executed as a Special Services Contract between the City and the proposer.

## 5. Legal Requirements

Proposers are advised that this Request for Letters of Interest is subject to all legal requirements contained in all applicable Federal and State Statutes, City Ordinances, and to the Standard Terms and Conditions and the purchasing policies and guidelines of the City of Tarpon Springs. Where a conflict may exist between this solicitations and any statute, policy or guideline, the higher authority will prevail.

## **6. Minimum Hours of Operation**

Proposers will operate concession services during Sunset Beach Concert Series. Effective February 2023 through November 2023, and at a minimum, operate from 5:30 p.m. to 9:00 p.m. for the concerts they are scheduled for. Proposers schedule will be approved by the Recreation Division. The concession area shall operate consistent with all applicable County, State and Federal laws. Any deviation from the operational hours set forth in this agreement will require prior written approval from Recreation Division. In the event of inclement weather, contractor may request from the Recreation Superintendent or their designee, authority to cease operations until weather improves.

## **7. Fees**

Each awarded vendor will pay the City a fee of \$35.00 for each scheduled concert. Fees may be due up to two (2) weeks prior to scheduled concert. The \$35.00 fee will only be waived for concerts cancelled by the City.

## **8. Staffing**

Proposer should employ a sufficient number of personnel to meet concession operations demand. Employees must be identified by a uniform and nametag. The City reserves the right to approve uniforms. Employees must maintain personal hygiene and appearance in accordance with food and food preparation sanitary procedures.

## **9. Permits**

Proposer will be responsible to obtain, at its sole expense, all required permits from all applicable regulatory agencies, which are necessary to allow proposer to operate the concession area.

## **10. Utilities**

Proposer shall be responsible for supplying all utility services needed to perform concession services including but not limited to electricity, sewer, water, etc. Any generator used must be under 70dB noise level. Quiet generator preferred.

## **11. Insurance**

Contractor shall carry the following minimum types and amounts of insurance at its own expense, for the contract period:

- A. The insurance required must be written by an insurer authorized to do business in the State of Florida and also have an "A" policyholder's rating and a financial rating of at least Class VIII in accordance with the most current A.M. Best Company, Inc. Key Rating Guide. Prior to the time the contractor is entitled to commence any part of the project, work, or services under this contract, Contractor shall procure, pay for, and maintain at least the following insurance coverage's and limits. Said insurance shall be evidenced by delivery to the Purchasing Department of the City of Tarpon Springs of a Certificate of Insurance executed

on a standard ACORD form, listing all coverage and limits, expiration dates and terms of policies, and all endorsements whether or not required by the City. The insurance requirements shall remain in effect throughout the term of this Contract, or any Contract extension.

Commercial General Liability	
Each Occurrence	\$500,000
General Aggregate	\$500,000
Products-Completed Operations Aggregate	\$500,000
Automobile Liability	
Each Occurrence Combined Single Limit	\$500,000
General Aggregate	\$500,000
Worker's Compensation	Statutory Limits
Employer's Liability	
Each Accident	\$500,000
Disease Each Employee	\$500,000
Disease Policy Limit	\$500,000

B. Each Insurance Policy shall include the following conditions by endorsement to the policy:

1) Each policy shall require that thirty (30) days prior to expiration, cancellation, non-renewal, or any material change in coverage's or limits, a notice thereof shall be given to the City by certified mail to: City of Tarpon Springs, c/o Procurement Services, P.O. Box 5004, Tarpon Springs, Florida, 34688-5004. Contractor shall also notify City, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal, or material change in coverage received by said Contractor from its insurer; and nothing contained herein shall absolve Contractor of this requirement to provide notice.

2) Companies issuing the insurance policy, or policies, shall have no recourse against City for payment of premiums or assessments for any deductibles which all are at the sole assessments for any deductibles which all are at the sole responsibility and risk of Contractor.

3) The term "CITY" shall include all Authorities, Boards, Commissions, Divisions, Departments, and offices of City and individual members, employees thereof in their official capacities, and/or while acting on behalf of the City.

4) City of Tarpon Springs shall be endorsed to the required policy or policies as an "Additional Insured" or "Additional Named Insured", endorsed on the policy/policies.

5) The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by City to any such future coverage, or to City's Self-Insured Retentions of whatever nature.

## 12. Acceptance of Offer

The signed Letter of Interest submittal will be considered an offer on the part of the Proposer. Such offer shall be deemed accepted upon execution of the Agreement.

### **13. Background Checks**

The Proposer (at their expense) shall provide the City of Tarpon Springs with background checks on all of the Proposer's employees who will perform services at City facilities. Must be either a Tier 1 background check plus eVerify documentation or a Tier 2 background check. Persons without a background check clearance or persons with any of the following criteria will not be allowed access to City facilities:

- a. Be listed on the FBI's list of suspected terrorists
- b. Have an outstanding arrest warrant against them
- c. Been convicted of a 1st or 2nd Degree Felony
- d. Been convicted for drugs or lewd and lascivious behavior
- e. Be listed on the Sexual Offender and Predator list

### **14. Letter of Interest Submittal**

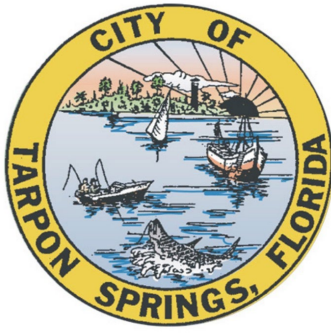
- a. Response Cover Sheet
- b. Letter of Interest – Proposer should include information such as:
  - i. Length of time in business
  - ii. Experience in preparing/serving the type of food proposed
  - iii. List of other events where the vendor provided concession services
  - iv. How they propose to provide services (food truck, concession tent, etc.)
  - v. Any special space requirements
  - vi. Description (or picture) of uniform
  - vii. Approximate number of staff that will work the event(s)
- c. Proposed menu
- d. Promotional flyer (if available)

### **15. Scheduling**

It is the intent of the City to create a list of qualified vendors interested in providing concession services at the 2023 Sunset Beach Concerts. Interested vendors may be scheduled for one (1) or more concerts during the year. Multiple vendors may be scheduled for any one (1) concert.

Considerations in scheduling of vendors:

- Best variety for the concert attendees
- Best value for the concert attendees



**Letter of Interest No. 230001-R-AS  
Concession Services for the 2023  
Sunset Beach Concert Series**

**Response Cover Sheet**

Proposers Name: \_\_\_\_\_

Proposers Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

By signing below, I agree to pay the City of Tarpon Springs a fee of \$35.00 for each concert I am scheduled to provide concession services for.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_