



# NOVA P A R K S

Northern Virginia Regional Park Authority

5400 Ox Road, Fairfax Station, VA 22039 | 703-352-5900 | Fax: 703-273-0905 | www.novaparks.com

## NOVA PARKS - NORTHERN VIRGINIA REGIONAL PARK AUTHORITY SPECIFICATIONS – EVENT STAFFING SERVICE BID

January 31, 2023

NOVA Parks is accepting bids for event staffing services for a term starting March 1, 2023 with two renewal options. All services must be provided at all locations owned or operated by NOVA Parks. General conditions and proposal sheet are attached and are to be considered minimum requirements. Any exceptions must be listed on the bid sheet. **If needed, please call to arrange an appointment to discuss the requirements or to visit any of our locations that require event staffing services.**

Bids will be accepted at the NOVA Parks headquarters located at: 5400 Ox Road, Fairfax Station, Virginia 22039 until 10:00 am on February 23, 2023. Please enclose three (3) copies. All bids are to be sealed and clearly marked “NOVA Parks Event Staffing Bid.” Bids may be mailed or personally delivered. Please state time of delivery. Email bids will also be accepted until this date and time. Email bids should be sent to [dcharlton@nvrpa.org](mailto:dcharlton@nvrpa.org) with file attachments in PDF format.

NOVA Parks reserves the right to award the contract in the aggregate, by individual service, or any combination which is in its best interest. NOVA Parks reserves the right to reject any and all bids.

Please email confirmation upon receipt to [dcharlton@nvrpa.org](mailto:dcharlton@nvrpa.org).

Sincerely,

Dennis Charlton, Food & Beverage Manager  
NOVA Parks  
5400 Ox Road  
Fairfax Station, Virginia 22039  
703-359-4610 (office)  
703-965-0971 (mobile)

City of Alexandria  
Sean Kumar  
Scott Price

Arlington County  
Paul Ferguson  
Michael A. Nardolilli

Fairfax County  
Patricia Harrison  
Stella Koch

City of Fairfax  
Mark Chandler  
Brian D. Knapp

City of Falls Church  
Paul Baldino  
Jeffrey Tarbert

Loudoun County  
James Bonfils  
Cate Magennis Wyatt

## **Locations of Sites**

### Algonkian Regional Park

47001 Fairway Drive

Sterling, VA 20165

Algonkian Park features a championship golf course, driving range, club house with snack bar/grill, conference/catering center, riverfront vacation cottages, miniature golf, Volcano Island Water Park with concessions, boat ramp, picnic shelters, fishing and trails.

### Brambleton Regional Park

42180 Ryan Road

Ashburn, VA 20148

Brambleton Park features a championship golf course, driving range, club house with snack bar/grill, event/catering pavilion.

### Bull Run Public Shooting Center

7700 Bull Run Drive

Centreville, VA 20121

Public shotgun shooting range and indoor archery targets.

### Bull Run Regional Park

7700 Bull Run Drive

Centreville, VA 20121

Bull Run Park features Atlantis Waterpark with concessions, family campground, cabins, soccer fields, playground, picnic shelters, large corporate picnic pavilion area, camp store, and special event center.

### Cameron Run Regional Park

4001 Eisenhower Avenue

Alexandria, VA 22304

Cameron Run Park features Great Waves Water Park with multiple concession areas, corporate caterings, birthday party packages, kids groups, mini golf and batting cage.

### Carlyle House Historic Park

121 N. Fairfax Street

Alexandria, VA 22304

The historic Carlyle House is on the National Register of Historic Places. This site is open for tours and educational activities.

### Meadowlark Botanical Gardens

9750 Meadowlark Gardens Court

Vienna, VA 22182

Meadowlark Gardens features 95 acres of natural and landscaped gardens, visitor center, walking trails, gazebos and the Atrium an indoor facility hosting high end special receptions and events.

### Occoquan Regional Park

9751 Ox Road

Lorton, VA 22079

Occoquan Park features a catering event facility, casual waterfront café, boat ramp, softball fields, picnic areas, batting cage, soccer fields and trails.

#### Pohick Bay Regional Park

6501 Pohick Bay Drive

Lorton, VA 22079

Pohick Bay Park features Pirate's Cove Waterpark with concessions, miniature golf, picnic shelters, family campground, boat ramp, fishing and hiking.

#### Pohick Bay Golf Course

10301 Gunston Road

Lorton, VA 22079

Pohick Golf features a championship course, driving range, club house with snack bar/grill and tournament packages.

#### Reservoir Park

Address TBD

Ashburn, VA 20148

Reservoir Park is a future property currently undergoing renovations and will feature kayaking, rowing, fishing and picnic shelters.

#### Rust Manor House and Sanctuary

802 Children's Center Road

Leesburg, VA 20175

Rust Sanctuary offers several miles of trails and numerous habitats for viewing the many types of plants and wildlife that call the park home. Rust Manor House hosts high end special receptions and events.

#### Temple Hall Farm Regional Park

15789 Temple Hall Lane

Leesburg, VA 20176

The 286 acre working farm provides programs to youth groups and hosts a fall event with giant corn maze. Concession options are available at larger events.

#### Upton Hill Regional Park

6060 Wilson Blvd.

Arlington, VA 22205

Upton Hill Park features Ocean Dunes Waterpark with concessions, miniature golf, batting cage, picnic pavilion.

#### Washington and Old Dominion Railroad

21293 Smith Switch Road

Ashburn, VA 20147

The Washington and Old Dominion Railroad Regional Park extends from Shirlington in Arlington County to the Town of Purcellville in western Loudoun County and is 45 miles in length.

#### Winkler Botanical Preserve

5400 Roanoke Ave

Alexandria, VA 22311

The Winkler Botanical Preserve is a 45 acre nature preserve that consists of passive trails and outdoor programming.

## **Guideline Requirements for Event Staffing Services**

Event Staffing Agencies that wish to be considered for this bid must provide the below information with the submittal of the completed Event Staffing Service Bid:

1. Proof of General Liability insurance for a minimum of \$1,000,000 in general liability and summary of limits of insurance
2. NOVA Parks must be listed as an additionally insured on General Liability insurance for a minimum of \$1,000,000
3. Workers compensation insurance for a minimum of \$500,000
4. IRS Employer Identification Number (EIN)
5. State Assessments and Taxation Certificate with business name
6. Complete W-9 for payment processing

## **General Description of Services to be Provided**

NOVA Parks owns and operates 4 high-end wedding facilities as well as a corporate catering department that services parks throughout the Northern Virginia area. NOVA Parks is seeking bids to provide event staffing services at all of its event sites. Below are general descriptions for NOVA Parks event staffing requirements. All staff should be able to stand for long periods of time and be able to lift and carry at least 25 pounds.

1. Captain – Responsible for the overall execution of the event. The Captain will direct Bartenders and Wait Staff/Servers during all event proceedings. The Captain will adhere to specified timelines and communicate with the dedicated event point of contact to ensure event needs are met. The Captain should exhibit excellent customer service skills and the ability to communicate effectively with onsite staff and wedding guests. The Captain should be able to demonstrate quick decision making and have extensive event experience.
2. Chef – Responsible for the overall execution of the food and beverage offerings for the event. The Chef will direct Prep Cooks and Wait Staff/Servers as needed. The Chef will adhere to all food and beverage related timelines, while ensuring a high quality of the food. The Chef should have a strong culinary and food safety knowledge. The Chef should exhibit good customer service skills and the ability to communicate effectively with onsite staff. The Chef must be able to follow established menus and identify food allergens.
3. Prep Cooks/Sous Chefs – Work under the direction of the Chef for the overall execution of the food and beverage offerings for the event. Prep Cooks/Sous Chefs will help the Chef adhere to all food and beverage timelines, while ensuring a high quality of food. Prep Cooks/Sous Chef should have a basic understanding of culinary and food safety knowledge.
4. Bartender – Responsible for the set-up and delivery of alcoholic and nonalcoholic beverages during the event. The Bartender should be able to make mixed drinks and pour beer and wine during times of high stress. The Bartender should be able to identify potential underage drinking as well as when guest are approaching or are intoxicated. The Bartender should exhibit good customer service skills, be able to adhere to beverage related timelines and meet all Virginia ABC requirements for bartending.
5. Wait Staff/Servers – Will work under the direction of the Captain to ensure proper set-up of the room, tables, chairs, centerpieces and service ware prior to the start of the event. Wait Staff/Servers will deliver food and drinks during the event and will handle the removal of dirty plates, silverware, glasses and trash from the tables throughout the event. Wait Staff/Servers should have previous wedding service experience. Wait Staff/Servers should exhibit good customer service skills and have the ability to take direction. Light custodial tasks and dishwashing may be required.
6. Bussers/Dishwashers – Will work under the direction of the Captain and Wait Staff Servers to clear tables of dirty plates, silverware, glasses and trash throughout the event. Rinse dishes and clean with ware washing machine. Return cleaned dishes and glassware to proper storage locations. Bussers/Dishwasher would have little or no previous wedding service experience. Bussers should exhibit good customer service skills and have the ability to take direction. May be required to assist in Wait Staff/Server and/or prep cook duties.

**Hourly Rates and Minimums Proposal Section**

Captain

Year 1 Rate/Hour\_\_\_\_\_ Year 2 Rate/Hour\_\_\_\_\_ Year 3 Rate/Hour\_\_\_\_\_

Hourly Minimum – Weddings\_\_\_\_\_ Hourly Minimum – Casual/Cocktail/Prep\_\_\_\_\_

Chef

Year 1 Rate/Hour\_\_\_\_\_ Year 2 Rate/Hour\_\_\_\_\_ Year 3 Rate/Hour\_\_\_\_\_

Hourly Minimum – Weddings\_\_\_\_\_ Hourly Minimum – Casual/Cocktail/Prep\_\_\_\_\_

Prep Cooks/Sous Chefs

Year 1 Rate/Hour\_\_\_\_\_ Year 2 Rate/Hour\_\_\_\_\_ Year 3 Rate/Hour\_\_\_\_\_

Hourly Minimum – Weddings\_\_\_\_\_ Hourly Minimum – Casual/Cocktail/Prep\_\_\_\_\_

Bartender (Full Bar)

Year 1 Rate/Hour\_\_\_\_\_ Year 2 Rate/Hour\_\_\_\_\_ Year 3 Rate/Hour\_\_\_\_\_

Hourly Minimum – Weddings\_\_\_\_\_ Hourly Minimum – Casual/Cocktail/Prep\_\_\_\_\_

Bartender (Beer/Wine only)

Year 1 Rate/Hour\_\_\_\_\_ Year 2 Rate/Hour\_\_\_\_\_ Year 3 Rate/Hour\_\_\_\_\_

Hourly Minimum – Weddings\_\_\_\_\_ Hourly Minimum – Casual/Cocktail/Prep\_\_\_\_\_

Wait Staff/Servers

Year 1 Rate/Hour\_\_\_\_\_ Year 2 Rate/Hour\_\_\_\_\_ Year 3 Rate/Hour\_\_\_\_\_

Hourly Minimum – Weddings\_\_\_\_\_ Hourly Minimum – Casual/Cocktail/Prep\_\_\_\_\_

Bussers/Dishwashers

Year 1 Rate/Hour\_\_\_\_\_ Year 2 Rate/Hour\_\_\_\_\_ Year 3 Rate/Hour\_\_\_\_\_

Hourly Minimum – Weddings\_\_\_\_\_ Hourly Minimum – Casual/Cocktail/Prep\_\_\_\_\_

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BIDDER’S NAME

AUTHORIZED SIGNATURE

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ADDRESS

TYPED/PRINTED NAME

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TELEPHONE NUMBER

DATE

