

REQUEST FOR PROPOSALS

Event Contract Labor Staffing



NORTHERN VIRGINIA REGIONAL PARK AUTHORITY
5400 Ox Road
Fairfax Station, Virginia 22039

February 25, 2019

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NOTICE

REQUEST FOR PROPOSALS



EVENT CONTRACT LABOR STAFFING

February 25, 2019

- The Northern Virginia Regional Park Authority (NOVA Parks) is requesting proposals for Event Contract Labor Staffing to be implemented at designated park sites.
- Sealed proposals for services must be received at the Northern Virginia Regional Park Authority Headquarters located at 5400 Ox Road, Fairfax Station VA 22039 no later than 2:00pm EST, Thursday, March 28, 2019. Proposals must be clearly marked “RFP – Event Contract Labor Staffing.”
- Any questions about the request for proposals must be submitted in writing via e-mail to, Dennis Charlton, Food and Beverage Manager, at dcharlton@nvrpa.org. All questions must be submitted no later than Monday, March 18, 2019.

INTRODUCTION

The Northern Virginia Regional Park Authority (NOVA Parks) is seeking proposals from qualified and experienced businesses to provide a variety of non-exclusive skilled contract staff in the hospitality field, with a heavy emphasis on high end wedding and social events, at designated NOVA Parks sites for a 12 month period. Required contract staff positions may include event captains (supervisory), service staff, bartenders, chefs, prep cooks, dishwashers and concessionaires.

PRIMARY EVENT SITES (Services may be required at additional NOVA Parks sites)

- The Woodlands at Algonkian Regional Park, Sterling Virginia
- The Atrium at Meadowlark Botanical Gardens, Vienna, Virginia
- Rust Manor House, Leesburg, Virginia
- The River View at Occoquan Regional Park, Lorton, Virginia
- The Pavilion at Occoquan Regional Park, Lorton, Virginia
- The Barn Pavilion at Bull Run Regional Park, Centreville, Virginia

BACKGROUND

The Northern Virginia Regional Park Authority is a governmental agency supported by six political subdivisions. In the late 1950s, the Northern Virginia Planning District Commission and a group of citizens from several local jurisdictions came together to protect Northern Virginia's rich heritage of woods, meadows, lakes and streams from the threat of suburban sprawl. These citizens, working with their local governments – Fairfax County, Arlington County and the City of Falls Church - organized under the Virginia Park Authorities Act in 1959 as the Northern Virginia Regional Park Authority.

Today NOVA Parks represents three counties and three cities -

Arlington County, Fairfax County, Loudoun County, the City of Alexandria, the City of Falls Church and the City of Fairfax. Regional Park Authority staff, volunteer board members appointed from each jurisdiction and many friends of the regional parks working together, have preserved more than 12,200 acres within 33 regional park sites.

NOVA Parks owns and operates Great Blue Heron Catering, a premier catering service provider, which provides service to over 350 weddings per year. In addition, NOVA Parks (Brickmakers Catering) provides catering services for over 150 corporate events per year, as well as concessions operations for 5 waterparks and 3 golf courses.

PURPOSE OF THE REQUEST

The goal of this request is to provide skilled hospitality service for a variety of food and beverage related operations, with a primary focus on wedding staffing.

GENERAL PROPOSAL INFORMATION

As required by Virginia Public Procurement Act, the Northern Virginia Regional Park Authority (NOVA Parks) is requesting competitive sealed proposals to provide services as defined in this request.

THE NORTHERN VIRGINIA REGIONAL PARK AUTHORITY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY TECHNICALITIES AT ITS OPTION WHEN IN THE BEST INTEREST OF THE AGENCY.

Proposals must include but are not limited to the requirements set forth herein.

Any questions about the request for proposals must be submitted in writing via e-mail to Dennis Charlton, Food and Beverage Manager, at dcharlton@nvrpa.org. All questions must be submitted no later than March 18, 2019. Please reference the specific section that is the subject of your question. NOVA Parks will respond to each question in writing. Questions submitted after the deadline above may not be answered.

SELECTION AND AWARD PROCESS

Based on the results of the preliminary evaluation, the highest rated firm(s) may be invited by NOVA Parks to make oral presentations to a selection committee.

NOVA Parks will select the top rated proposal and then enter into negotiations, in an effort to arrive at a mutually acceptable agreement and contract. In the event the negotiations are successful with one or more firms, contracts will be offered in accordance with NOVA Parks' contracting procedures.

The award of contracts may be made to the responsible Offeror(s) whose proposal is most advantageous to NOVA Parks, taking into account the minimum requirements and the evaluation criteria for the proposals. The award of a contract may be made based upon all below criteria, which does not just include the overall cost for each position.

EVALUATION CRITERIA

- Overall cost for each position
- Offeror's relevant experience and qualifications related to contract labor staffing services
- Offeror's current and past performance based on reference reviews
- Ability of proposal to meet the needs of NOVA Parks

PROPOSAL SUBMITTAL

COMPANY BACKGROUND AND STATEMENT OF QUALIFICATIONS

- Provide a statement of qualifications indicating ability to fulfill the scope of the RFP. Qualifications should include an estimate of the total number of contract labor staff available within the business to demonstrate the ability to handle multiple events at different locations on the same day. The Offeror must have the ability to provide upwards of 50 event contract staff on high volume days and that event contract staffing will be working events with a combination of scheduled NOVA Parks staff, Supervisors and/or Managers.
- The Offeror is solely responsible for ensuring that all state and federal employment laws are met during their hiring process; including the identity and authorization of all contract labor staff within the agency to meet all state and federal requirements for employment within the United States and the state of Virginia.

FORMATION OF BUSINESS

- Provide documentation with the Offerors' IRS Employer Identification Number and State Assessment and Taxation Certificate with business name.

INSURANCE DOCUMENTATION

- Provide Proof of General Liability Insurance for a minimum of \$1,000,000 in general liability and a summary of limits of insurance
- Provide proof of Worker's Compensation Insurance for a minimum of \$500,000

HOURLY COST PROPOSAL

- Complete the positional rate chart with the hourly rate per hour and any hourly minimums for each position description listed.
- Include the required lead time for the scheduling of staff prior to event dates. Include whether or not contract staffing can be cancelled prior to the event date, any applicable fess for cancellation, and any charges if staff is not permitted to work on event date (ie. staff does not arrive in proper uniform and is not allowed to work the scheduled shift).

CLIENT REFERENCES

- List a minimum of two client references where your company has performed similar work. Include the organization's name, address, contact person, email address and phone number.

INSTRUCTIONS TO OFFERORS

AMENDMENT OF REQUEST FOR PROPOSAL

- The Offeror shall acknowledge receipt of a request for proposal Amendment by signing and returning the document by the specified due date and time.

FAMILIARIZATION WITH SCOPE OF WORK

- Before submitting a proposal, each offeror shall familiarize him/herself with the scope of work outlined in the request for proposals, laws, regulations and other factors affecting contract performance. The Offeror shall be responsible for fully understanding the requirements of the subsequent Contract and otherwise satisfy him/herself as to the expense and difficulties accompanying the fulfillment of contract requirements. The submission of a proposal will constitute a representation of compliance by the Offeror. There will be no subsequent financial adjustment, other than that provided by the subsequent Contract, for lack of such familiarization.

PREPARATION OF PROPOSAL

- All proposals shall be on the forms provided in this request for proposals package. It is permissible to copy these forms as required. Facsimiles or electronic mail proposals shall not be considered.
- The Offer and Submission Form shall be signed by a person authorized to submit an offer. An authorized signature on the Offer and Acceptance page, Proposal Amendment(s), or cover letter accompanying the proposal documents shall constitute an irrevocable offer to sell the goods and/or service specified herein. Offeror shall submit any additional requested documentation, signifying intent to be bound by the terms of the agreement.
- It is the responsibility of all offerors to examine the entire request for proposals package and seek clarification of any requirement that may not be clear, and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal confers no right of withdrawal after due date and time.
- NOVA Parks shall not reimburse the cost of developing, presenting, submitting or providing any response to this solicitation.
- Offeror must list any subcontractors to be utilized in the performance of the services specified herein. For each subcontractor, details on respective qualifications must be included.

PROPOSAL FORMAT AND REQUIREMENTS

- An original and (4) copies of the proposal should be submitted along with the Submission Form. The original copy of the proposal should be clearly labeled "Original" and shall be single-sided, three hole punched and in a binder. Offerors shall also submit one electronic copy of the proposal on cd, disc or zip disc in MS Office 2003 or PDF format. Any confidential information shall be submitted on a separate cd, disc or zip disc and marked as such. The material should be in sequence and related to the
- The sections of the submittal should be tabbed and clearly identifiable and should include a minimum of the following sections:
 - Company Background and Statement of Qualifications
 - Formation of Business

- Insurance Documentation
- Hourly Cost Proposal
- Client References

Failure to include the requested information may have a negative impact on the evaluation of the offeror's proposal.

GENERAL TERMS

PUBLIC RECORD

- All proposals submitted in response to this request for proposal shall become the property of NOVA Parks and shall become a matter of public record available for review subsequent to the award notification.

CONFIDENTIAL INFORMATION

- NOVA Parks is obligated to abide by all public information laws. If an Offeror believes that any portion of a proposal, offer, specification, protest or correspondence contains information that should be withheld, a statement advising of this fact should accompany the submission, and the information shall be so identified wherever it appears. NOVA Parks shall review all requests for confidentiality and may provide a written determination to designate specified documents confidential or the request may be denied. Price is not confidential and will not be withheld. If the confidential request is denied, such information shall be disclosed as public information, unless the offeror submits a formal written objection.

CERTIFICATION: By signature on the Offer and Submission Form, Solicitation Amendment(s), or cover letter accompanying the submittal documents, Offeror certifies:

- The submission of the offer did not involve collusion or other anti-competitive practices.
- The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal or State law.
- The Offeror has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, meal or service to a public servant in connection with the submitted offer.
- The Offeror hereby certifies that the individual signing the submittal is an authorized agent for the Offeror and has the authority to bind the Offeror to the Contract.

WHERE TO SUBMIT PROPOSALS

- In order to be considered, the Offeror must complete and submit his/her proposal to NOVA Parks Headquarters at the location and manner indicated, prior to or at the exact date and time indicated on the Notice of Request for Proposals page.

LATE PROPOSALS

- Late proposals will be rejected.

OFFER AND ACCEPTANCE PERIOD

- In order to allow for an adequate evaluation, NOVA Parks requires an offer in response to this solicitation to be valid and irrevocable for ninety (90) days after the proposal due date and time.

WITHDRAWAL OF PROPOSAL

- At any time prior to the specified solicitation due date and time, an offeror may formally withdraw the proposal by a written letter, or e-mail, from the Offeror or a designated representative. Telephonic or oral withdrawals shall not be considered.

DISCUSSIONS

- NOVA Parks reserves the right to conduct discussions with offerors for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal in order to clarify an offer and assure full understanding of, and responsiveness to, solicitation requirements.

PROPOSAL RESULTS

- The name(s) of the successful offeror(s) will be available upon request.

SUBMISSION FORM
Contract Labor Staffing

COMPANY IDENTIFICATION AND OWNERSHIP DISCLOSURE

Company: _____	Contact Person: _____
Address: _____	Title: _____
_____	Telephone No: _____
Remittance _____	FAX No: _____
Address: _____	Email: _____

Indicate Which: Corporation ☐ Partnership ☐ Sole Proprietor ☐
Minority Owned/Controlled? Yes ☐ No ☐ Small Bus.? Yes ☐ No ☐

Organized under the laws of the State of

Principal place of business at

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same services, materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the State and Federal law and may result in fines, prison sentences, and civil damage awards. I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of this Request for Proposals and certify that I am authorized to sign for the Offeror.

Signature: _____ Date: _____

Name (Printed): _____ Title: _____

OFFEROR MUST RETURN THIS FORM WITH PROPOSAL SUBMISSION.

FORM OF PROPOSAL

Temporary Staffing Hourly Rates/Minimums

Position Description	Hourly Rate	Hourly Minimums
Captain		
Service Staff		
Bartenders		
Chefs		
Prep Cooks		
Dishwashers		
Concessionaires		

Required Staffing Lead Time: _____

Cancellation Policy: _____

Additional Comments: _____

END OF FORM OF PROPOSAL.