

Request for Proposal

Project Name or Description: Kite Festival Meal Provider (4x Meals, 110 people)

Company Name: Long Beach Island Chamber of Commerce

Mailing Address: P.O. Box 2298

City, State, Zip Code: Long Beach Township, NJ 08008

Email Address for Submission: info@welcometolbi.com

1. Background/Introduction

The Long Beach Island Chamber of Commerce is a 501(c)(6) business non-profit that exists for the purpose of stimulating and promoting tourism and commerce on Long Beach Island through the deployment of strategic marketing endeavors and other networking avenues. Each year, the LBI Chamber of Commerce plans and executes a Kite Festival that more than 15,000 people attend. The 100-110 kites who fly and display their kites for the public are guests to the island as well. The meals requested are for the guest kites and must be served at 2 to 4 locations on the beach for easy access.

2. Project Goals and Scope of Services

The LBI Chamber of Commerce is seeking the services of a full-service food vendor to deliver and execute the preparation of 110 meals, twice a day (breakfast and lunch), for two days during the 2019 LBI Kite Festival. Breakfast and lunch are needed on the beach for both Saturday and Sunday. Vegetarian options are needed as well.

3. Anticipated Selection Schedule

The Request for Proposal timeline is as follows:

Request Released: July 24th, 2019

Deadline for Bidders to Submit Proposal and Questions: July 31st, 2019

LBI Chamber of Commerce Responds to Bidder Questions: Aug 5th, 2019

Selection of Top Bidders / Notification to Unsuccessful Bidders: August 9th, 2019

Start of Negotiation: August 12, 2019

Contract Award / Notification to Unsuccessful Bidders: August 26, 2019

4. Time and Place of Submission of Proposals

The RFP will be posted on our website, WelcomeToLBI.com. Respondents to this RFP must submit a digital copy to no later than Aug 5th, 2019. Responses should be clearly marked "RFP-Meal Vendor" in the Subject Line and e-mailed to the address listed above.

5. Timeline

The LBI Kite Festival will need this project completed on both October 12th and 13th, 2019.

6. Elements of Proposal

A submission must, at a minimum, include the following elements:

- General overview, description, and background of the company
- A one-page sample menu for both breakfast and lunch
- A list of examples of past and current projects/events similar to this request.

7. Evaluation Criteria

The successful respondent will:

- Have been operating continuously as a food service business for a minimum of 24 months and possess full-service and delivery/portable capability.
- Have the experience, knowledge, skills, and qualifications of a company who will be available to provide these services.
- Competitive cost of services.

8. Notice

The LBI Chamber of Commerce must give preference to on-island vendors (LBI businesses). If no on-island vendors meet given criteria, off-island vendors will be considered.

9. Budget

The LBI Chamber of Commerce's budget for the project is \$2,500.00