



**Detroit/Wayne County Port Authority**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**Catering & Event Management Services**



**RFP TIMETABLE**

ACTION	DATE	TIME
RFP Issue Date	August 3, 2023	
Facility Site Visit	August 17, 2023	9:00 – 11 AM
Proposer's Questions Due	August 18, 2023	5:00 PM
Responses to Proposer's Questions	August 25, 2023	5:00 PM
Proposals Due	October 4, 2023	5:00 PM
Oral Presentations	October 11-12, 2023	
Contract Award Date	November 17, 2023	
Contract Start Date	November 15, 2024	

Note: All dates and times subject to change

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# PART 1 – REQUEST FOR PROPOSALS (RFP)

## SECTION 1.0 – INTRODUCTION, OVERVIEW & INSTRUCTIONS

### 1.1 Introduction Purpose and Background Data

Through this Request for Proposal (RFP), the Detroit/Wayne County Port Authority (DWCPA) hereby invites businesses who meet the qualifications and agree to the specifications and requirements set forth herein to submit proposals for the purpose of making application to be the exclusive vendor of catering and event operations and management services at the Carl M. Levin Public Dock and Terminal building owned by DWCPA.

DWCPA is a public corporation formed under Public Act 639 of 1978 and incorporated by the City of Detroit and Wayne County in 1978. It is governed by a five-member Board of Directors that includes two appointees by the Mayor of the City of Detroit, two appointees by the Wayne County Commission, and one by the Governor of the State of Michigan.

DWCPA owns a facility located at 130 E. Atwater, Detroit, MI 48226 that includes nearly 10,000 square feet of space that provides an excellent venue for hosting events with a view of the Detroit River. DWCPA is currently under contract with an entity to provide services similar to those described in this RFP that is due to expire on November 15, 2024. DWCPA, through this RFP, seeks to solicit competitive proposals, through a transparent and fair process, that will provide DWCPA with high quality event management and operations services and revenues for DWCPA that meet or exceed the levels provided under the current agreement.

#### **Documents and Facility Data:**

The following data and documents are being provided as part of this RFP:

- a) Event Space available (see attached floor plans): Total: 11,888 SF
  - a. Event Space:
    - i. First Floor: 1,600 SF
    - ii. Outdoor Patio: 2,350 SF
    - iii. Second Floor: 4300 SF
    - iv. Total: 8,250 SF
  - b. Storage Space:
    - i. First Floor: 890 SF
    - ii. Second Floor: 1,848 SF (including 12x10 walk-in refrigerator)
    - iii. Total: 2,730 SF
  - c. Prep Area: 544 SF
  - d. Office Space; 364 SF
  - e. Square footage figures are approximate.
  
- b) Room Capacities:
  - a. First Floor: 168 people
  - b. Second Floor: 293 people
  
- c) 2022 Revenue Data: The current contractor providing services similar to those identified in this RFP had the following revenue and event totals for the 2022 calendar year.
  - a. Total Revenues: \$4,373,265.93
  - b. Number of Events: 108
  - c. Commission Paid to DWCPA: \$274,013

## 1.2 Scope Overview

The successful contractor will be responsible for providing professional event space operations and management, including, without limitation:

- advertising, marketing and promotion
- scheduling and staffing events
- providing all food and beverages
- providing tables, chairs, linens, dishware, paper and plastic, and other consumables used on premises,
- licensing requirements for food and beverage service (including applicable liquor licenses)
- cleanup and waste removal to supplied dumpster
- all other items set forth in the attached Catering & Event Management Contract.

The contractor will have the exclusive right to provide event management and operations in the Event Space, with the following exceptions:

- DWCPA meetings and business partner events during daytime hours.
- Government or non-profit entities during daytime hours.
- Food and beverages for the foregoing events may be purchased from the contractor or another provider, depending on price and budget.
- DWCPA and the successful contractor will negotiate a maximum number of these events, block-out dates or maximum advance scheduling limits.

## 1.3 Overview of Solicitation (RFP) Document

The solicitation is composed of the following 2 parts:

### **PART 1: REQUEST FOR PROPOSAL**

Section 1.0: INTRODUCTION/OVERVIEW: Specifies the information regarding the requirements of the solicitation process.

Section 2.0: SCOPE OF WORK: Sets forth a description of the required service.

Section 3.0: PROPOSAL EVALUATION, SELECTION & AWARD PROCESS: Includes information on how proposals will be evaluated, selected and awarded.

### **PART 2: PROPOSAL RESPONSE (Proposer's Response to RFP Requirements)**

Section 4.0: PROPOSER/COMPANY INFORMATION (FORMS): Proposer will fill out the requisite forms that will be utilized in determining whether the Proposer is a responsible proposer that has the capacity and capability to deliver and provide products and services under this agreement.

Section 5.0: RESPONSE TO REQUIREMENTS/STATEMENT OF WORK (SOW): Contractor will outline and describe how they propose to deliver and provide catering & event management services to DWCPA.

Section 6.0: TERMS AND CONDITIONS: Terms and conditions will be incorporated into the Contract. Any exceptions to terms and conditions need to be stated. Terms and Conditions can be

found in the attachment. Note exceptions.

#### **1.4 Contact with DWCPA Personnel**

In order to create a more competitive and unbiased contract award process, the DWCPA has designated a single point of contact for the duration of this solicitation. From the issue date of this proposal, until a Successful Proposer is selected, all requests for clarification or additional information regarding this RFP, or contact with DWCPA personnel concerning this RFP or the evaluation process must be solely to the contact person listed on the cover page of this RFP.

If it is discovered that a Proposer contacted and received information regarding this Solicitation from any DWCPA personnel other than the person specified above, the DWCPA Board of Directors, in its sole discretion, may disqualify the Proposer from further consideration. Only those communications made by the Exclusive Contact in writing will be binding with respect to this RFP.

If it is later discovered that a violation in regard to this section has occurred, the DWCPA may reject any proposal or terminate any contract awarded pursuant to this RFP. For the purpose of clarity, no contact regarding this solicitation with other DWCPA employees is permitted.

#### **1.5 DWCPA Rights & Responsibilities**

DWCPA has the right to amend this RFP by one or more written addenda. DWCPA is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto.

Should any such addenda require additional information not previously requested, failure to address the requirements of such addenda may result in the Proposal not being considered, as determined in the sole discretion of DWCPA. DWCPA is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf, other than the Exclusive Contact, and/or stated contact for the solicitation.

Clarifications, modifications, or amendments may be made to the RFP at any time prior to the Proposal Deadline at the discretion of the DWCPA. It is the Proposer's responsibility to periodically check the source of the RFP until the posted Proposal Deadline to obtain any issued addenda, however DWCPA will make reasonable efforts to inform all Proposers of any clarifications, modifications, or amendments.

#### **1.6 Minimum Mandatory Requirements**

Interested and qualified Proposers that can demonstrate their ability to successfully provide catering and event management services requested under this RFP are invited to submit proposal(s), provided they meet the outlined minimum requirements in Section 3.7 and responded to in Section 4.1.

#### **1.7 Disqualification of Respondents**

Any one or more of the following causes may be considered sufficient for the disqualification of a Proposer and the rejection of the Proposal:

- a. Evidence of collusion among Proposers
- b. Lack of competency as revealed by either financial, experience, or equipment statements
- c. Lack of responsibility as shown by past work

- d. Uncompleted work under other contracts which, in the judgment of the DWCPA, might hinder or prevent the performance of additional responsibilities if awarded

### **1.8 Freedom of Information Act (FOIA)**

Proposal responses, resultant contract(s) and all information submitted to DWCPA by Proposers and Contractors is subject to the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, et seq. after the selection and award of a contract.

### **1.9 Disclosure of Contents**

All information provided in the proposal shall be held in confidence and shall not be revealed or discussed with competitors, until after award of the contract except as provided by law or court decision. All material submitted with the proposal becomes the property of the DWCPA.

Proposers must make no other distribution of their proposals other than authorized by this RFP. A Proposer who shares cost information contained in its proposal with other DWCPA personnel or competing Proposer personnel shall be subject to disqualification.

### **1.10 Contract Term**

The term of the resultant contract shall be for a period of five (5) years from the date of award, with the potential for extensions to be negotiated with the proposer of the winning submittal.

### **1.11 Final Agreement Award Determination**

DWCPA reserves the right to withdraw the RFP, to award to one Proposer, to any combination of Proposers, by item, group of items, or total proposal. DWCPA may waive informalities if it is in DWCPA's interest. The Proposer to whom the award is made will be notified as soon as reasonably possible. Tentative acceptance of the proposal, intent to recommend award of a contract and actual award of the contract will be provided by written notice sent to the Proposer at the address designated in the proposal. If, for any reason, a contract is not executed with the selected Proposer within 14 days after notice of recommended award, then the DWCPA may recommend the next most responsive and responsible Proposer. Acceptance of the Proposer's proposal does not constitute a binding contract.

There is no contract until an agreement is approved by the DWCPA Board of Directors and executed by the DWCPA Executive Director.

Failure to accept the terms and conditions of the DWCPA's Contract may deem the Proposer non-responsive.

### **1.12 Conflict of Interest**

No DWCPA employee, board member or agent whose position in DWCPA enables him/her to influence the selection of a Supplier for this RFP, or any competing RFP, nor any spouse or economic dependent of such employees, board members, or agents shall be employed in any capacity by a Proposer or have any other direct or indirect financial interest in the selection of a Supplier.

### **1.13 Gratuities**

It is prohibited for any DWCPA board member, employee or agent to accept a gratuity for themselves or for a relative.

A Proposer shall not offer or give either directly or through an intermediary, consideration, in any form, to a DWCPA board member, employee or agent in connection with this RFP or for the purpose of securing favorable treatment with respect to the award of the Contract.

## **SECTION 2.0 – SCOPE OF WORK**

### **2.1 Contracted Scope of Services/Statement of Work:**

The purpose of this RFP process is to invite caterers and/or event management vendors to submit their proposal to:

1. Serve as exclusive professional caterer and event management vendor for the DWCPA space.
2. Create and manage program events identified by both the event management company and/or the DWCPA.
3. Book event space and arrange food and beverage service.
4. Manage on-site production and clean up for events as necessary.
5. Coordinate appointments and visits to tour DWCPA space, and scheduling of events on the calendar.
6. Perform any and all tasks required to establish and maintain a successful catering and event management business at the Building
7. Work with DWCPA staff to develop a program that allows community groups to use the Building at a reduced cost.

### **2.2 Minimum Financial Commitment:**

Proposals are expected to provide a minimum guaranteed payment to DWCPA of at least \$350,000 from catering and events at the Building for the first year of the contract, with annual increases of at least \$20,000. Each proposal must set forth the proposed financial terms and methods of calculating the payment to DWCPA.

### **2.3 Breakdown of Costs/ Sample Budget/ Sales Forecast**

Proposals must include a breakdown of revenues, costs and fees related to catering and event management operations as outlined in Section 2.1. Proposals will include a sales forecast.

### **2.4 Business Plan**

Proposals must include a detailed description of Proposer's plan for achieving the sales forecast provided in Section 2.3, including the types and number of events expected (i.e., weddings, business meetings, special events). The business plan must also include evidence of the Proposer's ability to financially support the plan (i.e., Proposer's recent financial statements, bank letter of credit or other documentation of financial capability).

## 2.5 Equipment, Supplies and Furniture

Proposer will be responsible for providing all tables, chairs, mobile refrigeration and heating, serving utensils, etc that are needed for performing services under this agreement.

## 2.6 Optional Facility Improvements

Proposals may include a description of, and offer by the Proposer to cover the cost of, improvements to the facility that the Proposer deems important and necessary to achieve business plan goals. The improvements will become fixtures and will be owned by DWCPA.

# SECTION 3.0 – BIDDING, EVALUATION, SELECTION & AWARD PROCESS

This section contains key project dates and activities as well as instructions to proposers on how to prepare and submit their proposal:

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## 3.1 DWCPA Responsibility

DWCPA is not responsible for representations made by any of its officers or employees prior to the execution of the Contract unless such understanding or representation is included in the Contract.

## 3.2 Truth and Accuracy of Representations

The DWCPA Board of Directors or designee may reject any proposal that is evaluated and determined to include false, misleading, incomplete, or deceptively unresponsive statements.

## 3.3 Registration Required

In order to receive updates to the RFP or notifications regarding site visits or schedule, each potential Proposer must provide the following information via email to [MSchrupp@portdetroit.com](mailto:MSchrupp@portdetroit.com):

Contact Person: Name, email address, cell number

Name of Entity: Full name of principal proposing firm



### **3.4 Proposer Q&A**

Proposers may submit written questions regarding this RFP to the individual identified below. All questions must be received by 5:00 PM EST (Eastern Standard) on August 18, 2023. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions please specify the RFP section and paragraph number, and quote the language that prompted the question. This will ensure that the issue can be quickly found in the RFP. DWCPA reserves the right to group similar questions when providing answers. Questions should be addressed to the Purchasing Contact identified on the cover page of this RFP.

DWCPA may modify the RFP at any time during the bid process. All changes to the RFP will be posted as an addendum under the bid number and each posting officially revises the RFP.

Each proposal that is timely received will be evaluated on its merit and completeness of all requested information. In preparing proposals, Proposers are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the DWCPA. If a Proposer finds a discrepancy, error, or omission in the proposal package, or requires any written addendum thereto, the Proposer is requested to notify the Exclusive Contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Proposers. The DWCPA is not responsible for oral representations. All questions must be submitted in writing to the Exclusive Contact before the Question Deadline indicated on the front of this document. All answers will be issued in the form of a written addendum.

### **3.5 Preparation of the Proposal**

Each Proposer must submit a complete proposal in response to this RFP. The proposal must remain valid for at least 180 days from the due date for responses to this RFP. If for any reason, the selected Proposer does not execute a contract within 14 days after notice of recommended award, it is within the DWCPA's discretion to execute a contract with the next most responsive and responsible Proposer.

Submission of a proposal establishes a conclusive presumption that the Proposer understands the DWCPA's intent in this RFP.

There is no contract until the agreement is approved by the DWCPA Board of Directors and executed by the DWCPA Executive Director.

The Proposer will be responsible for completing all sections under Part 2 of this RFP, which is titled Proposal – Proposer's Response.

There are no unique formatting requirements. Information provided shall be organized and in a readable format.

### **3.6 Bid Submission Deadline**

The Deadline for receipt of Proposals is: October 4, 2023 at 5:00 PM EST (**the "Due Date"**)

### **3.7 Proposal Submission Requirements**

To be considered, the proposal must be prepared in the manner and detail specified in this proposal.

- 1) Proposals and all attachments will be submitted via email to Mark Schrupp at mschrupp@portdetroit.com or delivered or mailed to:  
Detroit/Wayne County Port Authority  
ATTN: Mark Schrupp  
130 E. Atwater  
Detroit, MI 48226
- 2) The opening of a proposal does not constitute the DWCPA's acceptance of the Proposer as a responsive and responsible Proposer.
- 3) DWCPA has no obligation to consider any proposal that is not received by the deadline.
- 4) Proposals sent by facsimile, telegraph, or any electronic means other than email will not be considered.
- 5) All costs incurred in the preparation and presentations of the proposal, as well as any resulting contract, are the Proposer's sole responsibility; no such costs will be reimbursed to any Proposer. All documentation submitted with the proposal will become the property of the DWCPA.

### **3.8 Adherence to Mandatory Minimum Requirements**

Interested and qualified Proposers that can demonstrate their ability to successfully provide catering and event management services requested under this RFP are invited to submit proposal(s), provided they meet the following minimum requirements:

- a) The Proposer or its key personnel must have 5 years' experience in the business of catering and event management.
- b) The Proposer or its key personnel must have worked on at least three comparable projects

Be sure to identify if Proposer's subkey personnel experiences that may be used to satisfy the requirements in lieu of the Proposer AS A BUSINESS (**which is the default if you do not specify otherwise**). Be sure to list any required licensures, certifications, etc., and any minimum amounts of prior experience, number of contracts/clients, volume of business, etc.)

DWCPA shall review Part 2, Section 4 – Proposer's Information, Minimum Qualifications & Forms and determine if the Proposer meets the minimum requirements as outlined in this RFP.

Failure of the proposer to meet with the minimum mandatory requirements may eliminate its proposal from any further consideration.

### **3.9 Evaluation Process**

All Proposals will be reviewed for compliance with the mandatory requirements stated within this RFP. Proposals not in compliance with the minimum mandatory requirements will be eliminated from further consideration.

- A. DWCPA may contact the Proposer for clarification of the Proposer's Proposal.
- B. DWCPA may require the Proposer to submit additional and/or supporting materials
- C. Responsive Proposals will be evaluated on the factors identified in this RFP. The Proposer(s) whose Proposal is most advantageous to the DWCPA, taking into consideration the evaluation factors, will be recommended to for award approval

### **3.10 Evaluations and the Proposal Evaluation Committee**

DWCPA reserves the right to judge the contents of the Proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s). An evaluation committee, including staff and board member(s) will perform the evaluations. All proposals will be evaluated based on Section 3.11 below. DWCPA may also, at its option, invite Proposers being evaluated to make a presentation or conduct site visits.

After a prospective supplier/contractor has been selected by the evaluation committee, prospective supplier(s)/contractor(s) and the Executive Director will negotiate a Contract. If a satisfactory Contract cannot be negotiated, DWCPA may, at its sole discretion, begin negotiations with the next qualified proposer who submitted a proposal, as determined by DWCPA. After a contract has been negotiated, the contract will be presented to the DWCPA Board for review and consideration for approval.

### **3.11 Evaluation Criteria and Scoring**

#### **3.11.1 Experience & Qualifications (20 Points)**

Proposer's and proposer's team member experience will be evaluated and can earn up to 20 points. Proposals should include the following:

- (a) Describe how you meet or exceed the minimum qualifications outlined in this document.
- (b) Describe the experience (including years of experience) in providing similar services.
- (c) Provide at least three (3) references for similar projects, including name of establishment, address, dates of service, contact name and telephone number. Clearly indicate for the projects which, if any, of the key personnel worked on each.
- (d) Describe the experience and qualifications of key personnel. Include detailed resumes.

#### **3.11.2 Financial Elements (25 Points)**

Up to 20 points can be earned based on the proposal's financial benefit to DWCPA. Proposals should include at least the following:

- (a) Annual projected revenue, cost and fee breakdown and sample budget.
- (b) Key assumptions (number and types of events, average revenue per event, among other things).
- (c) As much detail as possible to demonstrate the credibility and feasibility of the proposal.
- (d) Proposer's financial strength. Attach copies of the Proposer's last three annual financial statements.

#### **3.11.3 Detroit and/or Wayne County-Based Preference (5 Points)**

Up to 10 points will be awarded by proposals that are located in Detroit and/or Wayne County and commit to hiring residents of, and subcontracting with suppliers based in Detroit and/or Wayne County. Proposals should include the following:

- (a) Proposer's business locations and percentage of business expenses incurred at those locations.
- (b) Proposer's current number and percentage of workforce residing in Detroit and non-Detroit Wayne County.
- (c) Proposer's commitment to hire Detroit and Wayne County residents throughout the term of

- the contract (headcount and percentage).
- (d) Proposer's commitment to utilize Detroit and Wayne County suppliers (estimated annual amount).

### **3.12 Optional Tools to Enhance Evaluation Process**

DWCPA, during the evaluation of proposals may find it necessary to utilize one or multiple tools, as listed below, to facilitate their understanding of the proposal(s) in order to select the best offering to DWCPA.

#### **3.12.1 Clarifications**

DWCPA may issue a clarification request, in writing, to one or all Proposers. A clarification request does not allow a Proposer to change its proposal.

#### **3.12.2 Deficiency Report**

DWCPA may issue a Deficiency Report and Clarification Request (DR/CR) to each Proposer determined to be in the competitive range. The DR/CR response may include any changes to the Proposer's proposal to address the listed deficiencies or clarifications, including alterations to the Proposer's price proposal to address correction of the deficiencies.

#### **3.12.3 Oral Presentation**

DWCPA may require an oral presentation of the Proposer's proposal. This presentation provides an opportunity for the Proposer to clarify its proposal.

#### **3.12.4 Site Visit**

DWCPA may conduct a site visit to tour and inspect the Proposer's facilities.

#### **3.12.5 Best and Final Offer**

DWCPA may request a Best and Final Offer from each Proposer determined to be in the competitive range.

### **3.13 Negotiations**

After a prospective Contractor has been selected, DWCPA and the prospective Supplier(s) will negotiate a Contract. If a satisfactory Contract cannot be negotiated, DWCPA may, at its sole discretion, begin negotiations with the next qualified Proposer who submitted a proposal, as determined by DWCPA.

### **3.14 DWCPA Option to Reject Proposals**

The DWCPA reserves the right to reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received, if it is determined by the DWCPA's Executive Director or designee that the best interest of the DWCPA will be served by doing so. The DWCPA may reject any proposal from any person, firm or corporation in arrears or in default to the DWCPA on any contract, debt, or other obligation, or if the Proposer is debarred by the DWCPA from consideration for a contract award, or if Proposer has committed a violation of applicable ethics or anti-kickback provisions within the two (2) years immediately preceding the date of issuance of this document.

**PART 2 – PROPOSAL (SUPPLIER’S/CONTRACTOR’S RESPONSE)**

SECTION 4.0 - PROPOSER’S INFORMATION,  
MINIMUM QUALIFICATIONS & CERTIFICATIONS

**FORMS CHECKLIST**

	4.1 Minimum Qualification
	4.2 Business Information Questionnaire
	4.3 Proposal Form

**4.1 Minimum Qualifications**

**4.1.1 References that Demonstrate Minimum Qualifications (Outlined in Section 3.7)**

Complete the following information for a minimum of three (3) customer references for services of similar scope dating within the past five (5) years.

Reference 1:

Entity Name:	Contact Name and Title:
City:	State:
Phone Number:	Email Address:
Years Serviced:	Annual Volume:
Description of Services:	

Reference 2:

Entity Name:	Contact Name and Title:
City:	State:
Phone Number:	Email Address:
Years Serviced:	Annual Volume:
Description of Services:	

Reference 3:

Entity Name:	Contact Name and Title:
City:	State:
Phone Number:	Email Address:
Years Serviced:	Annual Volume:
Description of Services:	

4.1.2 **Experience & Qualifications**

Please demonstrate Proposer's history and how it relates to Proposer's ability to perform at DWCPA.

**4.2 Business Information Questionnaire**

Please provide the following:

1. Company's official registered name

2. Brief history of your company, including the year it was established

3. Company's Dun & Bradstreet (D&B) number (**Optional if you do not have one**)

4. Company's annual gross revenues for the last three years. Attach financial statements.

5. Company Type (Corporation, LLC, Joint Venture, Partnership, Individual). If Corporation, include State of Incorporation and Date of Incorporation.

6. Company's organizational chart of those individuals that would be involved in the contract. Include Partners, Principals, Corporate Officers or Owners, Corporate Directors.

7. Corporate office location

a. List the addresses of sales and service offices/locations in Michigan

b. List the names of key contacts at each with title, address, phone and e-mail address

8. List of principal stockholders (i.e., those holding 5% or more of the outstanding stock)

9. What differentiates your company from your competitors?

10. Financial Disclosure/Conflicts of Interest (Identify any contract(s), including any contract involving an employment or consulting relationship, which the firm, or its partners, principals, corporate officers or owners currently has with DWCPA, or with any of its employees or Board Members.

11. Describe your company's Customer Service Department (hours of operation, number of service centers, etc.)

12. Has your company been debarred by the Federal or any State Governments? Yes No

If yes, has it been lifted and if so, when?

13. Has your company had contracts terminated for breach or failure to perform within the past five years? Yes No

If yes, by whom and why?

**4.3 Proposal Form**

**PROPOSAL FORM**

**Failure to complete this form shall result in your Proposal being deemed non-responsive and rejected without further evaluation**

The Undersigned hereby offers and, if the contract is executed by the DWCPA, agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposals. The Undersigned further agrees to accept, via email or other electronic means, any and all notifications and contractual documents including, but not limited to, notifications, insurance verification requests, and purchase orders.

**ADDENDA:**

The undersigned has read, understands and is fully cognizant of the Information to Proposers, including the Form of Contract, all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_(write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

**OBLIGATION:**

The undersigned, by submission of this Offer, agrees to be obligated, if recommended for award of the contract and if the contract is executed by the DWCPA Executive, to provide the stated goods and/or services to the DWCPA for the term as stated in this RFP, and to enter into a contract with the DWCPA, in accordance with the conditions, scope and terms, as well as the Form of Contract, together with any written addenda as specified above.

**COMPLIANCE:**

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Proposal Form, the Proposer represents that: 1) the Proposer is in compliance with any applicable ethics or anti-kickback provisions of the DWCPA's Procurement Ordinance, and 2) if awarded a contract to operate the Concession or provide the Services required in the RFP, the Proposer will comply with the ethics and anti-kickback provisions of the Procurement Ordinance.

**NONCOLLUSION:**

The undersigned, by submission of this Proposal Form, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

**SUBMITTAL REQUIREMENTS:**

The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

**No proposal shall be accepted which has not been manually signed in ink in the appropriate space below.**

**I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:**

**For clarification of this offer, contact:**



Company Name	Name
Address	Title
City                      State                      Zip	Phone
Signature of Authorized Person	Fax
Printed Name	Email

## SECTION 5.0 – RESPONSE TO SOW REQUIREMENTS

Note: Please review section 2.1 through section 2.4 for responses within this section.

### 5.1 Contracted Scope of Services/Statement of Work:

The purpose of this RFP process is to invite caterers and/or event management vendors to submit their proposal to:

1. Serve as exclusive professional caterer and event management vendor for Carl M. Levin Public Dock & Terminal (Building).
2. Create and manage program events identified by both the event management company and/or the DWCPA.
3. Book event space and arrange food and beverage service.
4. Manage on-site production and clean up for events as necessary.
5. Coordinate appointments and visits to tour DWCPA space, and scheduling of events on the calendar.
6. Coordinate and manage yacht dockings for private and public cruises/ events on yachts at the Building
7. Ensure a robust series of events on yachts to embark from and return to the Building.
8. Perform any and all tasks required to establish and maintain a successful catering and event management business at the Building
9. Work with DWCPA staff to develop a program that allows community groups to use the Building at a reduced cost.

**Proposer Response:** Please confirm understanding of the requirements or state any exceptions. (Any exceptions to the requirements will be evaluated and determined whether they are in the best interest of the DWCPA.)

### 5.2 Specifications:

Proposals are expected to provide a minimum guaranteed revenue for DWCPA of at least \$350,000 per year from catering and events at the Building.

**Proposer Response:** Please confirm understanding of the specifications or state any exceptions. (Any exceptions to the specifications will be evaluated and determined whether they are in the best interest of the DWCPA.)

**5.3 Financial Details:**

Proposals must include a breakdown of revenues, costs and fees related to catering and event management as outlined in Section 2.1. Proposals will include a sales forecast.

**Proposer Response:** Please confirm understanding of the requirements or state any exceptions. (Any exceptions to the requirements will be evaluated and determined whether they are in the best interest of the DWCPA.)