



**REQUEST FOR QUALIFICATIONS/PROPOSALS
GERING CIVIC CENTER CATERING AND MANAGEMENT SERVICES**

The City of Gering, Nebraska is seeking submission of proposals from qualified contractors for the following: "Gering Civic Center Catering and Management Services". The Gering Civic Center is located at 1050 M Street, Gering, NE.

Detailed information regarding the RFQ/RFP may be obtained from the Office of the City Clerk, 1025 P Street Gering, Nebraska 69341, or by contacting the City Clerk at 308-436-6812 or e-mail: kwelfl@gering.org.

Five (5) paper copies and one (1) electronic copy of the proposal must be received. Mailed proposals should be addressed to the City Clerk, P.O. Box 687, Gering, NE 69341. Packets should be submitted in a sealed envelope addressed to the City of Gering and clearly marked "Proposal for The City of Gering Civic Center Catering and Management Services."

It is the sole responsibility of the proposer to ensure that the proposal is received prior to the scheduled time for the proposal opening. The City will not be responsible for proposals improperly marked or delivered. The City of Gering reserves the right to refuse any or all proposals and to select the proposal deemed to be in the City's best interest, at its sole discretion. Proposals received after the submission date/time described above will be returned to the proposer unopened.

Kathleen J. Welfl, City Clerk

City of Gering, Nebraska

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General

The City of Gering owns and operates the Gering Civic Center, a 25,500 square foot convention and meeting facility. The facility was constructed in 1993 and has become the premier convention and meeting facility for Western Nebraska. The Gering Civic Center has averaged 45,000 attendees per year for the last ten years. The facility hosts a variety of activities including weddings, banquets, trainings/conventions, proms, as well as birthday, graduation, anniversary and retirement celebrations and Christmas parties. The Gering Civic Center has a full-service kitchen. The successful candidate will not only provide catering services but will also manage the facility and partner with the Gering Convention and Visitors Bureau to market the Civic Center and Gering as a tourism and convention destination.

Term

The term of the contract will be negotiated with the selected proposer.

Management Responsibilities

The Management Contractor has the following duties and responsibilities:

1. Supervision of all functions and activities associated with the efficient operation of the Gering Civic Center.
2. Coordinate and schedule use of the Civic Center for conventions and events.
3. Prepare an annual budget for the Civic Center and present the budget to the City Council.
4. Develop, coordinate and implement a marketing plan for the Gering Civic Center.
5. Administer the expenditure of funds allocated through the budget and coordinate the purchase of supplies and materials, including the replacement of furniture, fixtures, and equipment within budget allocations and in accordance with established purchasing policies and procedures.
6. Supervise the maintenance and operation of the building, grounds, offices, fixtures, and equipment with assistance from City of Gering personnel or contractors, when necessary.
7. Supervise all recordkeeping, including an accurate inventory of all equipment and fixtures.
8. Secure and follow up on leads for meetings, business conferences, special events, and conventions to be held at the Civic Center.
9. Work with the Scottsbluff/Gering United Chamber of Commerce, Scotts Bluff County Tourism, Gering Convention and Visitors Bureau and other similar organizations to create business for the Gering Civic Center.
10. Establish file systems for leads and contacts and perform sales and promotional duties related to the same.
11. Work cooperatively with the City of Gering Tourism Director to promote the use of the Civic Center and assist with submitting bids for meetings and conventions.
12. Develop pricing and packaging for public presentations for the use of the Civic Center.

13. Develop and distribute brochures, fliers, news releases and other promotional materials to promote the Gering Civic Center facility and its special events. Negotiate marketing with all forms of media.
14. Periodically attend Civic Center functions to promote and network with potential customers.
15. Respond to public inquiries about events made in-person, by telephone, email or other forms of communication or during public meetings.
16. Establish and maintain cooperative and effective working relationships with employees, vendors, news media, potential users of the Civic Center, and the general public.
17. Perform miscellaneous duties such as answering telephones, responding to emails, running errands, picking up supplies, and other related duties.

Catering & Room Conversion Responsibilities:

1. Develop and maintain appealing and competitively-priced menus
2. Obtain and maintain a State of Nebraska Liquor License.
3. Obtain and maintain a Nebraska Department of Health Food License.
4. Provide general liability insurance (liquor license liability) and worker's compensation insurance which shall provide coverage for Lessee's business and the premises where the business is located. Specific terms of coverages will be outlined in the catering contract.
5. Lessee will be responsible for its employees and any and all employment issues related to its employees including, but not limited to, workers' compensation.
6. Fully equip kitchen with all cooking small wares (pots, pans, serving utensils, baking sheets, etc. not including large equipment provided by the City).
7. Obtain credit with Food Service suppliers.
8. Hire and manage staff to cook and serve up to 400-500 attendees.
9. Hire and manage staff to set up rooms for functions and operate business.
10. Must be available to work days, nights, weekends and holidays when necessary (excluding Thanksgiving and Christmas).
11. Properly maintain all kitchen and other equipment.
12. Provide staff to open by 7-8 a.m. and close/lock the building as late as 1 a.m.
13. Learn and provide technical support for audio system in all rooms.
14. Provide technical support for function attendees and the Civic Center office equipment.
15. Schedule and post messages on the outdoor marketing sign.
16. Maintain a high-end bar with a variety of beverages already established with competitive pricing.

17. Comply with all State, County, and local health rules, regulations, statutes and ordinances concerning the health and welfare of the general public.

Note: A percentage of all menu and bar sales are remitted to the City of Gering on a monthly basis.

Proposal

Each proposer shall submit a detailed proposal that shall include at minimum:

- A narrative concerning the proposer's experience in facility management and marketing including experience with similar facilities.
- A narrative concerning food service experience with a list of events proposer has catered.
- Staffing levels and, if available, the names and experience of key employees.
- Proposed marketing plan.
- Compensation for management services for each year of a three-year agreement.
- Proof of line of credit and financial stability.

References

Proposer shall provide a list of at least five references that can attest to the proper's character and experience in the facility management/catering business.

Name, Address and Legal Status of the Proposer

The proposal must be properly signed in ink by an authorized official¹ representing the proposer with the address, telephone number, and email address of the proposer. The legal status of the

¹ A corporation shall execute the proposal by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. Proposals submitted by corporations shall have a corporate seal affixed, as well as a resolution of the corporate board of directors authorizing the said individual to sign the proposal on behalf of the corporation. Anyone signing a proposal as agent of another or others must submit with his/her proposal, legal evidence of his/her authority to do so.

proposer, whether a corporation, partnership, or individual, shall also be provided in the proposal.

A partnership shall give full names of all partners. Partnership and individual proposers will be required to state in the proposal the names of all persons interested therein.

If the proposer is a joint venture consisting of a combination of any or all of the above entities, each joint venturer shall execute the proposal.

Examination of Documents and Visit to Facility

Before submitting a proposal, the proposer shall be responsible for carefully reading the request for proposals. The proposer may schedule a visit to the facility before submitting a proposal. Appointments to visit the facility site may be scheduled through the City Administrator, Pat Heath, at (308) 436-5096.

If any proposer contemplating submitting a proposal is in doubt concerning the true meaning of any part of the request for proposals; or if he/she finds discrepancies or omissions in any of the documents, he/she may submit a written request for an interpretation or correction thereof. The person submitting the request shall be responsible for the prompt delivery of the request.

Proposers may direct oral questions to the City Administrator at (308) 436-5096. However, the City shall not be bound by any oral interpretations or opinions given on the proposal documents.

Any interpretation or correction of the documents will be made only by a written addendum issued by the City Administrator. A copy of any addendum will be mailed or delivered to each proposer receiving a request for proposals. The City will not be responsible for any other explanation or interpretation of the documents. Any addenda issued shall become part of the request for proposals. Receipt of each addendum must be acknowledged in the submitted proposal.

Selection

The Administrative Committee of the Gering City Council and the City Administrator, along with two representatives of the community with extensive business experience, will review the proposals and may select one or more of the proposals for further consideration. Selection will be based on, but not limited to, the experience of the proposer and its staff; staffing levels, marketing plan, financial resources and stability, and cost of compensation for management services. Proposers may be required to give an oral presentation to the Committee as well as a question and answer session.

Negotiation of the Agreement

The selected finalist(s) will be invited to negotiate the terms and conditions of a management/catering agreement.

At the conclusion of negotiations, a single finalist may be selected and recommended to the Gering City Council. The City Council will have final approval over the award of the contract and execution of the agreement.

Acceptance of Proposals

The City reserves the right to reject any and all proposals, to waive any informal technicalities or defects, the scope and nature of which it shall be the sole judge, in any proposal, insofar as such technicality or defects do not legally, materially or substantially change such proposal.

History of Events and Revenue: Available upon request.