

Big Sky Professional Baseball Vendor Selection Guidelines

Rules & Regulations

As a vendor for Big Sky Professional Baseball, you are required to submit 30 percent of your gross income per night during a concert or concert series.

A \$1,000.00 no-show fee per night will be charged to vendors if they do not arrive at the specified time before the concert and will not be allowed to vend at said concert or concert series night. If it is a concert series the no show fee will apply daily if the vendor fails to make the time deadline and will be noted on their record for future events at Ogren Park Allegiance Field.

Food service times will be announced to winning vendors before the event

As a vendor, you agree to secure general liability insurance up to 1,000,000.00 while operating at any Big Sky Professional Baseball event. Big Sky Professional Baseball must be listed as an additional insurer on your policy.

Big Sky Professional Baseball reserves the right to consider past performance and compliance with the aforementioned rules and regulations during the vendor selection process.

Required Documentation

Concert and Concert Series hosted by Big Sky Professional Baseball vendor applicants must submit the following documentation with application:

- 2.) Photo of vending operation, including menu board and signage.
- 3.) List of complete menu, including the time it takes to make all menu items and serve them to customers
- 4.) List of specific sustainable servings materials. All disposables must be compostable/biodegradable unless under contract of specific beverage suppliers such as Pepsi or Coke. Please provide a copy of the contract!
- 5.) Size of vendor setup. Tent, Trailer, Truck, etc.

Upon acceptance into any of the Big Sky Professional Hosted events, the following additional documents must be submitted:

- 5.) Photocopy of your Temporary Food Service License.
- 6.) Photocopy of your City Business License or Non-Profit Exemption.
- 7.) Photocopy of your Liability Insurance

Vendor Selection Guidelines

Vendors are selected by the Big Sky Professional Baseball Executive Team under these guidelines

Menu (The smaller the better!)

What food products will be offered? Will there be healthy food options?

How will the food be prepared and served?

Type of food, variety, amount of healthy options, and diversity will be considered. Big Sky Professional Baseball does not offer nor promote exclusivity for any food category.

Compliance with local, county and state regulations

Does the vendor comply with all applicable City, County, and State licensing and health regulations? Non-compliance will result in elimination from consideration.

Previous vending experience and performance at events

How long has the vendor worked established events?

How has the vendor performed at previous events in regards to set-up and tear-down, signage, garbage removal, and prompt payment of fees?

How has the vendor served the consumer in regards to attitude, length of wait for food and beverage, price point and food availability?

Big Sky Professional Baseball reserves the right to eliminate vendors from consideration based upon past performance.

Please explain other experience and provide references.

Unit size

What is the footprint of the vending operation?

The number of vendors and size of units will be considered based on the venue size.

Electricity consumption

All vendors must have their own sustainable power. Big Sky Professional Baseball will not provide power to any vendors.

Professionalism of vendor set-up

Applicants are asked to provide a photograph of the vending operation, including signage.

What does the tent or mobile unit look like?

How does the signage look and promote the vendor and menu?

How is the food prepared and presented?

How do the servers present themselves?

Ability to enhance the event

Will the vendor enhance or detract from the event?

What will the consumer's perspective be?

Detractions might include running out of food, tearing down the vending operation before the event has ended, unprofessional behavior, etc.

Location of business

What is the business’ geographic origin?

The location of a vending business will be considered, and preference will be given to those located and paying taxes in Missoula County.

Use of local food products and sustainable materials

Does the vendor use locally grown and/or produced food products?

All food must be served in compostable/biodegradable items.

Consideration will be given to vendors serving locally grown and/or produced products and using compostable/biodegradable serving materials.

Application Form

Lead Organisation Details (the applicant)

Vendor Name <small>(the legal entity which would contract wit Big Sky Professional Baseball)</small>			
Trading Name <small>(if different):</small>			
ABN:		ACN:	
Registered for GST <small>(Is the Applicant registered for GST?):</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Type of Legal Entity <small>(e.g. association, company limited by guarantee, sole trader, government agency):</small>			
Street Address of Applicant:			
Postal Address of Applicant <small>(if different):</small>			

Website:	

Contact Details

Authorised Person from Applicant

This is the person with the authority to submit this application, e.g. CEO or General Manager and must sign the Declaration of Eligibility.

Name:	
Position Held:	
Phone:	
Email:	

Evaluation Criteria

COMPONENT ONE: RESOURCE CAPABILITY AND CAPACITY

COMPONENT TWO: INDUSTRY EXPERIENCE

COMPONENT THREE: STAKEHOLDER RESEARCH AND SURVEY APPROACH

COMPONENT FOUR: ADDING VALUE, FEES AND OTHER SERVICES

Refer to RFP document for detailed criteria requirements.

FEE

The applicant should set out its proposed fee arrangement (exclusive of GST), taking into account the following provisions:

- The tendered fee must be inclusive of all expenses pertaining to the engagement.
 - There will be no fee for application to vend for Mumford & Son's August 11th 2019

PROFESSIONAL INSURANCES

Applicants should provide a Statement that their professional indemnity and public liability insurance complies with the required amounts as stated in the RFP and will be maintained for the duration of the engagement.

References

Please provide details of two (2) references who can provide reliable information on recent, similar or comparable events.

Position Title	
Name	
Name & Address of Organisation	
Telephone No.	
Email Address	

Position Title	
Name	
Name & Address of Organisation	
Telephone No.	
Email Address	

Declaration of Compliance

I declare on behalf of the Applicant that:

- a) The Applicant has reviewed the eligibility criteria, mandatory criteria and due diligence requirements and attached the requested documentation to their RFP submission
- b) The Applicant meets the following mandatory requirements as detailed in the Request for Proposal:
 - i. Proper vending Licenses for the City of Missoula & Missoula County
 - ii. Self-sustainment for all power needs
 - iii. Liability Insurance up to \$1,000,000,000 with Big Sky Professional Baseball listed as an additional insure for the time period of the event.
- c) This application:
 - i. Has been submitted using the approved Tender Application Form
 - ii. Is in English
 - iii. Is complete
 - iv. Has been submitted by the due date.
- d) The Applicant understands and accepts that this application does not create a legal or binding commitment, arrangement or understanding between Big Sky Professional Baseball and the applicant organisation. Any such commitment, arrangement or understanding will be the subject of further documentation, after vendors have been chosen .
- e) The Applicant understands and accepts that:
 - i. This Request for Proposal is discretionary and that decisions are final and there is no appeals process
 - ii. Information provided in this Application will be stored by Big Sky Professional Baseball in various formats, including hard copy and/or electronic storage.
- f) All of the information submitted in this Application Form is true, correct and accurate.
- g) I am authorised to make this declaration on behalf of the Applicant.

Full Name:	
Position:	
Signature:	
Date:	

Sending In Your Application

RFP must be received by Brisbane South PHN by **3.00pm MST Monday, 5 August 2019**.

Note: no late RFPs will be accepted for consideration.

RFPs can be submitted electronically via email or posted/delivered in hardcopy.

Electronic

- Email your application form and documents as only PDF or Word documents to sfowler@missoulaosprey.com
- Attachments are to be **no larger than 10MB in total**. Attachments can be sent in separate emails. Please ensure all attachments are identified (named) adequately.

Post/Delivery

- Hardcopies can be posted to:
Big Sky Professional Baseball ATTN:/Shelby Fowler
140 N Higgins
Missoula MT
59801
- Or delivered to:
Big Sky Professional Baseball ATTN:/ Shelby Fowler
Second Floor
140 N Higgins
Missoula MT
59801