

CITY OF BOSTON
OFFICE OF TOURISM, SPORTS & ENTERTAINMENT



INVITATION FOR BIDS (IFB)
EV00012639

FACILITY VENUE RENTAL AND CATERING FOR
2023 NAACP DELEGATE RECEPTION

RESPONSE DEADLINE: JULY 7, 2023 at 4:00 PM Boston time

Michelle Wu, Mayor
Segun Idowu, Chief of Economic Opportunity & Inclusion

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Section 1: The IFB in Brief

1.1 What We Are Looking For

The City of Boston ("the City"), acting through its Chief of Economic Opportunity and Inclusion on behalf of the Office of Tourism, Sports, and Entertainment, invites competitive sealed bids for vendors who can arrange for a large event venue to host and full service catering and related event management for the 2023 Delegates Reception for the NAACP National Convention, and particularly as set forth in the Invitation for Bids Documents ("IFB").

1.2 IFB Contact

With the release of this IFB, all communications must be directed in writing via email to the contact person below. No other City employee, consultant, or contractor is empowered to speak for the City with respect to this IFB. Any oral communication is considered unofficial and non-binding to the City.

After the proposal deadline, Vendors should not contact the IFB Coordinator or any other City official or employee, except to respond to a request by the IFB Coordinator.

The IFB contact is:

John Borders IV
City of Boston
Room 802 – Office of Tourism, Sports & Entertainment
1 City Hall Square
Boston, MA 02201

Email: john.bordersiv@boston.gov
Phone: 617-635-3911

The Website for this IFB and related documents is:
<https://www.cityofboston.gov/procurement>

All project correspondence will be posted on the IFB website. It is the responsibility of Vendors to check regularly for updates and any IFB addenda.

1.3 Preliminary IFB Timeline

The table below shows the preliminary IFB Schedule. Dates are subject to change. Any changes will be posted in an addendum that can be found on the IFB website.

Event	Date
Release IFB	June 26, 2023
Deadline for submitting IFB proposal	July 7, 2023 at 4:00 PM
Contractor selected (if no site visits needed)	July 10, 2023
Contract awarded by City, subject to approvals	July 24, 2023

*Please note that all proposals will be public record. **Do not submit confidential information in your Proposal. Do not email your proposal.**

Section 2: Scope of Work

We are looking for a vendor who can responsibly meet **all** of the following event venue requirements:

On Saturday July 29, 2023, the City of Boston will host a mayoral reception for the 2023 NAACP National Convention. The reception will be free and open to the public. The expected attendance is 4,000 people and will be held from the hours of 7-11 PM ET. Though the title of the reception is for delegates attending the convention, there is an opportunity for any attendee to register for the event on site and gain admission. The event will celebrate the rich tapestry of our collective diversity by amplifying the conference theme of thriving together.

We are seeking a venue for the reception that can accommodate our anticipated 4,000 attendees within .25 miles of the Boston Convention and Exhibition Center (BCEC) within Boston's city limits. There will be multiple rooms that will feature different acts, decor, and food specifically aligned with that theme. The venue must have the capacity to accommodate the necessary staging setup, lighting, and audio-visual equipment for the success of said event.

The full service catering requirements will include but are not limited to a variety of cuisine representing the different ethnic cultures that highlight the richness of the Black diaspora. Dietary restrictions to be considered include gluten free and vegetarian options. We are expecting the food to be served in a passed hors d'oeuvres fashion. Menus to be determined upon the selection of said provider. If food stations will be an option, we are expecting at least three (3) food stations per room to accommodate our attendees as well as multiple bars needed per room that will serve both alcoholic¹ and non-alcoholic beverages available.

¹ Please note the City of Boston cannot not pay for alcohol. Any actual alcohol costs should not be included in your proposal. Costs of alcohol would be paid by an NAACP event partner.

We are expecting both high-quality food and beverage service to be served and services provided by the venue's professional staff.

We are expecting desired decor and ambience for the reception to be provided by said venue and included with the proposed budget. Decor to include but not limited to floral arrangements, table settings, and any branding elements proposed and approved by the City of Boston prior to finalization.

We are expecting professional event planners to collaborate with the selected venue and for the cost to reflect an all in invoice. Decor and supplies to create an inviting and visually appealing atmosphere to be included all in.

The City of Boston will provide desired entertainment but will expect collaboration with certain elements from the selected venue to ensure success. The City of Boston will work closely with the selected venue to meet the technical requirements for the entertainment such as sound systems, stages, and lighting.

The event setup can begin as early as Friday evening July 28th after 5:00 PM ET with breakdown time beginning as soon as the event concludes. The venue should have the capacity to provide security, valet parking, and coat check services.

The all in budget for the event should range from \$200,000 - \$350,000. This should be inclusive of the entire event, including catering, venue, staffing, decor, and other necessary elements). **All proposed vendors should provide detailed cost breakdowns for each component of the event as part of their bidding submission.**

Bidders may represent event venue facilities, event management or production firms, or other related events industry professionals as the proposed contractor. Your proposal should be specific as to which subcontractors you will partner with, if necessary, to meet the full scope of work.

All proposals should include clearly formatted PDFs that can be submitted by the deadline in the City of Boston Supplier Portal. All proposals that fit the proposed criteria upon receipt will be considered and evaluated. The evaluation process may include potential site visits if necessary to determine if your proposal can be deemed a “responsible” proposal. **Please note that the City of Boston will award this contract to the lowest responsible bidder.**

Section 3: Evaluation Criteria

In a brief 3-5 page proposal, we are looking for you to do five things:

- (3.1) provide an introduction
- (3.2) propose how you will meet the scope of work
- (3.3) share your background and qualifications
- (3.4) describe your team, including any subcontractors if necessary
- (3.5) share your detailed pricing proposal

(3.6) Your online submission will also ask you to sign and submit our standard contract forms.

3.1 Introduction and Executive Summary

In your proposal, please provide **contact information**, including name, title, address, email and phone number.

Please provide a brief introduction highlighting why you would be a responsible partner for the City on this project.

3.2 Response to Scope of Work

This section is where you tell us how your solution responsibly meets and/or exceeds our needs. Please focus on how you would deliver the solution outlined in the Section 2 “Scope of Work.” This section is a critical component of the proposal to demonstrate that you are a responsible bidder,

and should include a brief description of your work plan and project organization.

Please be concise. Feel free to use anything (e.g. graphics, links to your work, etc.) that helps you make your case.

3.3 Vendor Background and Company Qualifications

Describe your organization's history, structure, strategy, and work. Focus on your ability to be a responsible partner on this project. This should include any subcontractors you will partner with to meet the scope of work.

Please note: If you have had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract, this fact should be disclosed along with your position on the matter(s). If you have experienced no such terminations for default in the past five (5) years and have not been involved in contract litigation, then you should indicate as such.

3.4 Staffing and Key Staff Qualifications

Provide your staffing plan that demonstrates that you are a responsible and professional vendor capable of overall event planning logistics, scheduling, securing the event venue, providing full service catering, and coordination of show activities as outlined in the "Scope of Work" (Section 2).

3.5 Pricing Proposal Format

Please list all costs associated with your proposed deliverable.

Understanding the level of effort and cost for each deliverable will help us better understand the structure of the proposed work.

Please note:

- All prices are inclusive of travel. No additional charges, including travel lodging, subsistence, miscellaneous (ad-hoc) expenses and other expenses, will be allowed.

- Any taxes due will be assumed to be included in your price of services. The City is exempt from federal excise taxes (Federal Exemption No. A-108-328) and from Massachusetts sales and use taxes (Certificate No. E-046-001-380). Exemption certificates will be provided, if requested, following the award.
- The total cost that is quoted in this Proposal will be considered a best and final offer.
- You will bear the onus of any errors made in pricing the services (e.g., omitting a component of the services).
- The City of Boston does not pay for deposits or advanced payments. The selected vendor will be paid following the complete delivery of services outlined in this scope of work.
- The City of Boston does not pay for alcohol. Your proposal should not include costs for alcohol, though you may include relevant staffing and setup fees for bartending service.

3.6 Standard Contract and Forms

You must submit a signed copy of all forms identified in Section 7.

Section 4: Submitting the Proposal

This section provides an overview of the process for submitting your proposal:

A checklist is provided to make sure that your proposal is complete and you've complied with all of Massachusetts' Chapter 30B regulations. Directions are included for submitting your proposal online in the City of Boston Supplier Portal.

Vendors are strongly advised to read this section in its entirety and complete the checklist to avoid disqualification. Please note that the City will NOT be able to consider proposals that are submitted after the deadline and/or that do not follow these guidelines.

Please do not email your proposal documents, as that may disqualify you.

4.1 Checklist for Submitting Proposal

This checklist is for your use; you do not need to include it with your proposal.

City of Boston: Checklist for Submitting IFB Proposal

IFB Name: NAACP RECEPTION RENTAL OF VENUE AND CATERING

Event #: EV00012639

Deadline: 7/7/23 at 4:00 PM

	IFB Section	Complete (✓)
A. Required Items for 3-5 page Proposal		
Introduction and Executive Summary	3.1	
Response to Scope of Work	3.2	
Vendor Background & Company Qualification	3.3	
Staffing Plan and Key Staff Qualifications	3.4	
Pricing Proposal	3.5	
B. Required Forms		
Form CM06 – Certificate of Authority	7.2	
Form CM-09 – Contractor Certification	7.3	
Form CM15A - CORI Compliance	7.7	
Form CM15B - CORI Standards	7.7	
Form LW2 - Living Wage Agreement	7.10	
Form LW8 - Living Wage Affidavit	7.11	
Form CM-16 – Wage Theft	7.12	
Final Review	YES	NO
1. Did you submit the proposal in the Supplier Portal before the deadline?		
2. Did you submit the Required Forms to the Supplier Portal before the deadline?		
4. Did you review the Standard Contract Terms and Conditions?		

4.2 Submitting Proposal via Boston's Supplier Portal

The Supplier Portal provides vendors the ability to submit a proposal electronically. You can find online instructions at <http://www.cityofboston.gov/procurement>.

Submitting your proposal via the Supplier Portal can streamline the entire process, but please allow extra time to become familiar with the system.

Upload any applicable documents into the Supplier Portal and save AND SUBMIT your submissions well before the deadline date in case you have any issues with the City's Supplier Portal. We recommend submitting your proposal at least 24 hours prior to the deadline.

We strongly recommend that you allow enough time to upload your documents in case there are any technical problems with the portal that could cause you to be disqualified. Assistance using the Supplier Portal is available from City staff; we recommend allowing at least 48 hours to address any issues. Please contact our team during business hours at:

Email: vendor.questions@boston.gov

Phone: 617-635-4564

Please note that Supplier Portal file uploads are limited to a 59 character file name length.

Section 5: How We Will Choose

The contract will be awarded to the responsive and responsible bidder offering the lowest price (total dollar amount) for the services specified in the IFB. The City of Boston reserves the right to reject any or all bids.

Section 6: Terms and Conditions

6.1 Cancellation, Rejection, and Waiver

The City is under no obligation to proceed with this IFB and may cancel the IFB at any time with or without the substitution of another. The City reserves the right to reject in whole or in part any or all Proposals, when the City determines that rejection serves the best interests of the City. The City may waive minor informalities in the Proposal or allow the Vendor to correct them.

6.2 Withdrawal or Modification of Proposal

The City may allow a Vendor representative bearing proper authorization and identification to sign for, receive and withdraw the Vendor's unopened Proposal prior to the submission deadline. A Vendor that seeks to correct or modify its Proposal may do so by withdrawing the initial submission and then submitting a modified Proposal prior to the submission deadline.

6.3 Proposal Validity Period

By submitting a Proposal the Vendor agrees that its Proposal is valid for one hundred eighty (180) days following the submission deadline unless extended by mutual agreement.

6.4 Proposal Costs

Any and all costs incurred by a Vendor in preparing a Proposal and throughout the IFB process are ineligible for reimbursement by the City.

6.5 Taxes

The City is a tax-exempt organization. However, should any part of the Contract be subject to taxes, unless otherwise specified in this IFB, the Vendor shall include and be responsible for paying all taxes that are applicable.

6.6 Subcontractors

The City will contract with one Contractor who will be solely responsible for contractual performance and who shall be the sole point of contact for the City with regard to Contract matters. In the event the Contractor utilizes one or more Subcontractors, the Contractor will assume all responsibility for

performance of services by the Subcontractor(s).

The City must be named as a third party beneficiary in all subcontracts. A list of all Subcontractors proposed to take part in the performance of the Contract shall be provided to the City for approval prior to Contract execution.

6.7 Use of City Name

The Contractor and any Subcontractor(s) agree not to use the City of Boston name or seal, or that of any other City Agency or Department in advertising, trade literature, or press releases without the prior approval of the City.

6.8 Award and Contract

The contract will be awarded to the responsive and responsible bidder offering the lowest price (total dollar amount) for the services specified in the IFB. The City of Boston reserves the right to reject any or all bids.

An award letter or award notification is not a communication of acceptance of a Vendor's proposal. No final award has been made until final execution of a Contract by the Vendor and the City of Boston (by its Awarding Authority/Official and the City Auditor), and the approval of the final Contract by the Mayor of Boston, as well as Contractor receipt of a City issued Purchase Order. Until such time, the City may reject any or all proposals or elect not to proceed with this IFB. The Vendor shall not furnish any services, equipment, materials or labor unless a fully executed and approved Contract and Purchase Order is received from the City, and funds are appropriated for the Contract.

6.9 Contract

In addition to the City of Boston's Standard Contract, Forms CM-10 and CM-11, and any applicable supplemental terms and conditions that are part of this IFB, the Contract will include, without limitation, City required forms and certifications, including the City's CORI Compliance Certification, Living Wage form, Wage Theft Form, Contractor Certification, and Certificate of Authority. These forms are attached hereto and/or are available upon request. The submitted Proposal, along with the IFB, will also be part of the Contract between the City and the Contractor.

The Contract is subject to the availability and appropriation of funds and

may be canceled by the City without penalty in any year in which an appropriation is not made.

6.10 Term of Contract

The term of the contract will be for approximately one month, or until completion of the NAACP Delegate Reception event on July 29, 2023. The contract term may be extended with the agreement of both parties and subject to funding availability.

6.11 Public Records

Proposals shall be confidential until the completion of the evaluations, or until the time for acceptance specified in the IFB, whichever is earlier. Thereafter, proposals will be public record. Do not submit confidential information in your Proposal.

Section 7: Standard Contract and Forms

7.1 Overview

You must submit a signed copy of the forms indicated below. You will be prompted to upload the required signed forms in the Supplier Portal.

Additionally, please review the Terms and Conditions in the CM11 and the associated supplement; they will be incorporated at contract award without revision.

7.2 [Form CM-06](#) – Certificate of Authority (Only Required for Corporations): *SIGNED COPY REQUIRED*

7.3 [Form CM-09](#) – Contractor Certification: *SIGNED COPY REQUIRED*

7.4 [Form CM-10](#) – Standard Contract Document

7.5 [Form CM-11](#) – Standard Contract General Conditions

7.6 [Supplemental Information Technology Terms and Conditions to Form CM11](#)

7.7 CM Forms [15A](#), [15B](#) – CORI Compliance, Standards: *SIGNED COPY REQUIRED*

7.8 [CM Form 15C](#) – CORI Waiver

7.9 [Form LW-1](#) – Requirements Of The Boston Jobs and Living Wage Ordinance

7.10 [Form LW-2](#) – Living Wage Agreement: *SIGNED COPY REQUIRED*

7.11 [Form LW-8](#) – Vendors Living Wage Affidavit: *SIGNED COPY REQUIRED*

7.12 [Form CM-16](#) – Wage Theft: *SIGNED COPY REQUIRED*