



City of Mobile  
Request for Proposals  
RFP Number: 2016-005

MOBILE ALABAMA CRUISE TERMINAL  
CREW SUNDRY SHOP RETAIL OPERATIONS

The City ("City") of Mobile is seeking sealed proposals from retail operators to operate a telephone center and sundry shop within the Mobile Alabama Cruise Terminal (MACT) for the convenience of crewmembers of visiting cruise vessels.

**Pre-Proposal Conference: 10:00 a.m., Thursday, August 18, 2016**

Location: Mobile Alabama Cruise Terminal, 201 South Water St, Mobile, AL 36602

POC: Ms. Sheila Gurganus, Director, MACT, (251) 338-7447

**Proposals Due: 10:30 a.m., Thursday, August 25, 2016.**

Mailing address

City of Mobile  
Procurement Department  
PO Box 1827  
Mobile, AL 36633

Delivery:

City of Mobile  
Procurement Department  
205 Government Street  
4<sup>th</sup> Floor South Tower  
Mobile, AL 36644

Phone (251)-208-7434

Submit Questions to: [Purchasing@CityofMobile.org](mailto:Purchasing@CityofMobile.org)

Estimated Timeline for Award:	Pre-Proposal Conference	August 18, 2016
	Proposals due:	August 25, 2016
	Provider notification:	September 1, 2016
	Contract award	September 30, 2016
	Performance begin	November 1, 2016

### BACKGROUND / PURPOSE

The Mobile Alabama Cruise Terminal (MACT), owned and operated by the City of Mobile, will resume cruise operations in November, 2016. The City intends to provide within the terminal building a 1,632 square foot space for lease or license to a retail operator ("Provider") to operate as a convenience store and telephone lounge exclusively for visiting vessel crew and staff.

The City intends to contract with the chosen vendor Provider for a one-year period from November 1<sup>st</sup>, 2016 to October 31<sup>st</sup>, 2017 with the option to extend for two additional



one (1) year periods with the mutual consent of both parties at the stated terms and conditions.

## **SPECIFICATIONS**

Provider will be asked to set up and operate a convenience store and telephone lounge within the MACT space the City provides by lease or license to the Provider in the cruise terminal.

Provider is expected to provide the following services:

- Stock and operate a crew sundry store, to include specialty food items suited for the international makeup of cruise vessel staff and crew
- Provide international money wiring service
- Manage a pay phone call area
- Maintain a lounge service with internet access
- Provide local information for crew/staff

Provider is not expected to provide prepared food, transportation, currency exchange.

The Provider will be required to operate this shop on all days and for the duration of time cruise vessels are in port and crew and staff are free to depart the ship. The current expected port-visit dates for the Carnival Fantasy are listed in Attachment A. Crew size is approximately 990 for this vessel. Provider is expected to have the facility open for all cruise vessel visits with 96 hour advanced notice of vessel arrival.

City will provide the room and basic utilities to include power, water, data connectivity, and 20 phone lines and phone carrels.

Provider will be required to outfit the facility with the necessary shelving and equipment to perform the services required.

Every member of the Provider's staff working at the MACT will be required to have a Transportation Worker Identification Credential (TWIC) in accordance with the MACT Facility Security Plan. All vendor Staff members must have their TWIC on their person at all times when performing duties at the MACT. There will be no exceptions to this requirement. Providers shall take into account the 30-day application time in acquiring the TWIC for their staffs and plan accordingly so as to have staff ready to assume their duties no later than 1 November 2016.

## **OTHER PROVISIONS**

Insurance: Provider shall file certificates of insurance with the City of Mobile naming the City of Mobile as an additional insured. Insurance coverage shall include Comprehensive General Liability Coverage for Bodily Injury (\$300,000/person, \$500,000/occurrence), and for Property damage (\$100,000/occurrence); Automobile Liability of \$500,000 bodily/property per occurrence), and Umbrella Liability of



\$1,000,000/occurrence, issued by a company licensed to do business in Alabama, and naming the City of Mobile as an additional insured.

An insurance policy may not be modified or cancelled without 30 days' prior notice to the City of Mobile. The insurance company shall be licensed in this state, or in the state in which the insurance is purchased, with the name of a designated agent for service filed in the office of the Secretary of State.

E-Verify: Provider may not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. All Providers will be required to provide verification of Enrollment in the E-Verify program. Additional information may be found at <http://immigration.alabama.gov/>.

Business Licenses: Provider will be required to be an Alabama business, or have a Certificate of Authority to do Business in the State of Alabama from the Secretary of State, prior to contract award. Providers are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required.

Provider will be required to hold and maintain a City of Mobile business license.

Upon notification by the City of intent to award, Provider will have 10 business days to provide the Alabama incorporation certificate or Certificate of Authority and the E-Verify numbers to the City before award can be completed.

Non-discrimination: Provider shall abide by provisions of the Mobile City Code, Section 14-1, which prohibits discrimination in employment by Providers and subcontractors performing work for the City.

Disadvantaged business enterprises: Provider shall make every reasonable effort in the use of subcontractors and major suppliers have at least fifteen (15) percent participation by socially and economically disadvantaged business enterprises (DBE). Provider shall indicate their intent to employ DBEs as subcontractors or suppliers in their qualification submission, and complete the City subcontracting and major supplier DBE form at the time of contract signing.



Mobile Alabama Cruise Terminal  
Crew Sundry Shop Retail Operations  
RFP # 2016-005  
Due: 10:30 a.m., August 25, 2016

## PROPOSAL SUBMISSIONS

There will be an **optional Pre-Proposal Conference** at 10:00 a.m. on August 18, 2016, at the MACT, 201 South Water Street, Mobile, Alabama 36602. Please contact Sheila Gurganus, 251-338-7447 if you wish to attend or to phone in to participate.

The City will use proposal submissions to allow the City to determine the Provider whose qualifications, experience, performance history, and price is best value to the City. Please use the template at the end of this RFP document and include with your proposal. It will ensure the City has everything it needs to score your proposal fairly.

Proposals will be expected to address, and be organized according to the following areas:

- **Information** about your company
- **Experience** in managing similar retail operations
- Description of your **business plan** for this operation.
- Description of your expected **financial remuneration to the City**.
  - Rent
  - Profit sharing (if any)

Proposals will be scored according to the following weighting:

Total	<b>100 point scale</b>
• Company background–	<b>15 points</b>
• Experience –	<b>30 points</b>
• Business plan –	<b>30 points</b>
• City compensation	<b>25 points</b>

Submit proposals in **paper and electronic format** to be received by the City of Mobile Procurement Department by 10:30 a.m., Thursday, August 25, 2016, in a sealed package or envelope marked:

**City of Mobile Request for Proposals  
Caw Sundry Shop Retail Operations  
RFQ #2016-005  
Due August 25, 2016**

Packages may be mailed to  
City of Mobile Procurement Department  
P.O. Box 1827  
Mobile AL 36633

Packages may be delivered to  
City of Mobile Procurement Department,



Mobile Alabama Cruise Terminal  
Crew Sundry Shop Retail Operations  
RFP # 2016-005  
Due: 10:30 a.m., August 25, 2016

205 Government Street,  
4<sup>th</sup> Floor, South Tower,  
Mobile, AL 36644.

- EXHIBITS**
- A.** Proposal Submission Form
  - B.** Ship's Schedule for 2016-2017
  - C.** Floor Plan of Sundry Store / Lounge Space



**EXHIBIT A: PROPOSAL SUBMISSION FORM (page 1)**  
**Please include with proposal submission**

**Business Name (as on W-9):** \_\_\_\_\_

**PROPOSAL PACKAGE – Please include the following in a written and electronic package (thumb drive or CD):**

1. Your company background.
  - a. Resumes and Qualifications of Company President/CEO, and key personnel who would be involved in this contract.
  - b. Company's last audited financial statement
  - c. Date of incorporation, ownership, corporate office address
2. Retail Experience History on contracts similar to this.
  - a. Please describe the location and type of operation.
  - b. Please include relevant performance information.
  - c. Include at least 3 reference points of contact, including name, position, phone, and email info for reference follow-up.
3. Business plan. Please describe the following:
  - a. what services you will provide
  - b. how you will set up the space provided.
  - c. how will you stock the sundry store and your major suppliers
  - d. your intended employee workforce
  - e. your financial plan
  - f. your performance measures.
4. Any other information you believe will assist the City to determine your qualifications.
5. Copy of current Business License(s)
6. IRS Form W9

**City compensation AMOUNT**

Please submit an offer of compensation you will provide the City.

Lease rate for space \_\_\_\_\_ per month

Profit sharing proposal (if any) \_\_\_\_\_

\_\_\_\_\_



**EXHIBIT A: PROPOSAL SUBMISSION FORM (page 2)**

**SIGNATURE**

I certify that the enclosed representations are true and accurate, I am authorized to act on behalf of the indicated proposer, that on behalf of the proposer, I understand and am willing to be bound by the performance specifications of this proposal and the responsive submissions accompanying this document, with the follow exceptions as noted: (if None, write "None" below).

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Provider Name : \_\_\_\_\_

By Authorized Agent (PRINTED): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Point of contact (if other than above):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_



**EXHIBIT B: Mobile Alabama Cruise Terminal Tentative Berth Schedule**

<b>Date</b>	<b>Day</b>	<b>Ship</b>	<b>Arrival</b>	<b>Departure</b>
11/9/2016	Wed	Carnival Fantasy	8.00 .00	16.00 .00
11/14/2016	Mon	Carnival Fantasy	8:00:00	16:00:00
11/19/2016	Sat	Carnival Fantasy	8:00:00	16:00:00
11/24/2016	Thu	Carnival Fantasy	8:00:00	16:00:00
11/28/2016	Mon	Carnival Fantasy	8:00:00	16:00 .00
12/3/2016-	Sat	Carnival- Fantasy	8:00 00	16:00:00
12/8/2016	Thu	Carnival Fantasy	8:00:00	16:00:00
12/12/2016	Mon	Carnival Fantasy	8:00:00	16:00:00
12/17/2016	Sat	Carnival Fantasy	8:00:00	16:00:00
12/22/2016	Thu	Carnival Fantasy	8:00:00	16:00:00
12/26/2016	Mon	Carnival Fantasy	8:00:00	16:00:00
12/31/2016	Sat	Carnival Fantasy	8:00:00	16:00:00
1/5/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
1/9/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
1/14/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
1/19/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
1/23/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
1/28/2017 -	Sat	Carnival Fantasy	8:00:00	16:00:00
2/2/2017	Thu	Carnival Fantasy	8:00:00	16:00:00





### EXHIBIT B Mobile Alabama Cruise Terminal Tentative Berth Schedule

21512011	Mon	Carnival Fantasy	8:00:00	16:00:00
2/11/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
2/16/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
2/20/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
2/25/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
3/2/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
3/6/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
3/11/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
3/16/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
3/20/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
3/25/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
3/30/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
4/3/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
4/8/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
4/13/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
4/17/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
4/22/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
4/27/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
5/1/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
5/6/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
5/11/2017	Thu	Carnival Fantasy	8:00:00	16:00:00



### **EXHIBIT B Mobile Alabama Cruise Terminal Tentative Berth Schedule**

5/15/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
5/20/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
5/25/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
5/29/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
6/3/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
6/8/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
6/12/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
6/17/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
6/22/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
6/26/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
7/1/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
7/6/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
7/ 10/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
7/15/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
7/20/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
7/24/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
7/29/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
8/3/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
8/7/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
8/12/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
8/17/2017	Thu	Carnival Fantasy	8:00:00	16:00:00



### **EXHIBIT B Mobile Alabama Cruise Terminal Tentative Berth Schedule**

8/21/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
8/26/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
8/ 31/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
9/4/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
9/9/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
9/ 14/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
9/18/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
9/23/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
9/28/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
10/2/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
10/7/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
10/12/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
10/16/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
10/21/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
10/26/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
10/30/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
11/4/2017	Sat	Carnival Fantasy	8:00:00	16:-00:00
11/9/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
11/13/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
11/18/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
11/23/2017	Thu	Carnival Fantasy	8:00:00	16:00:00



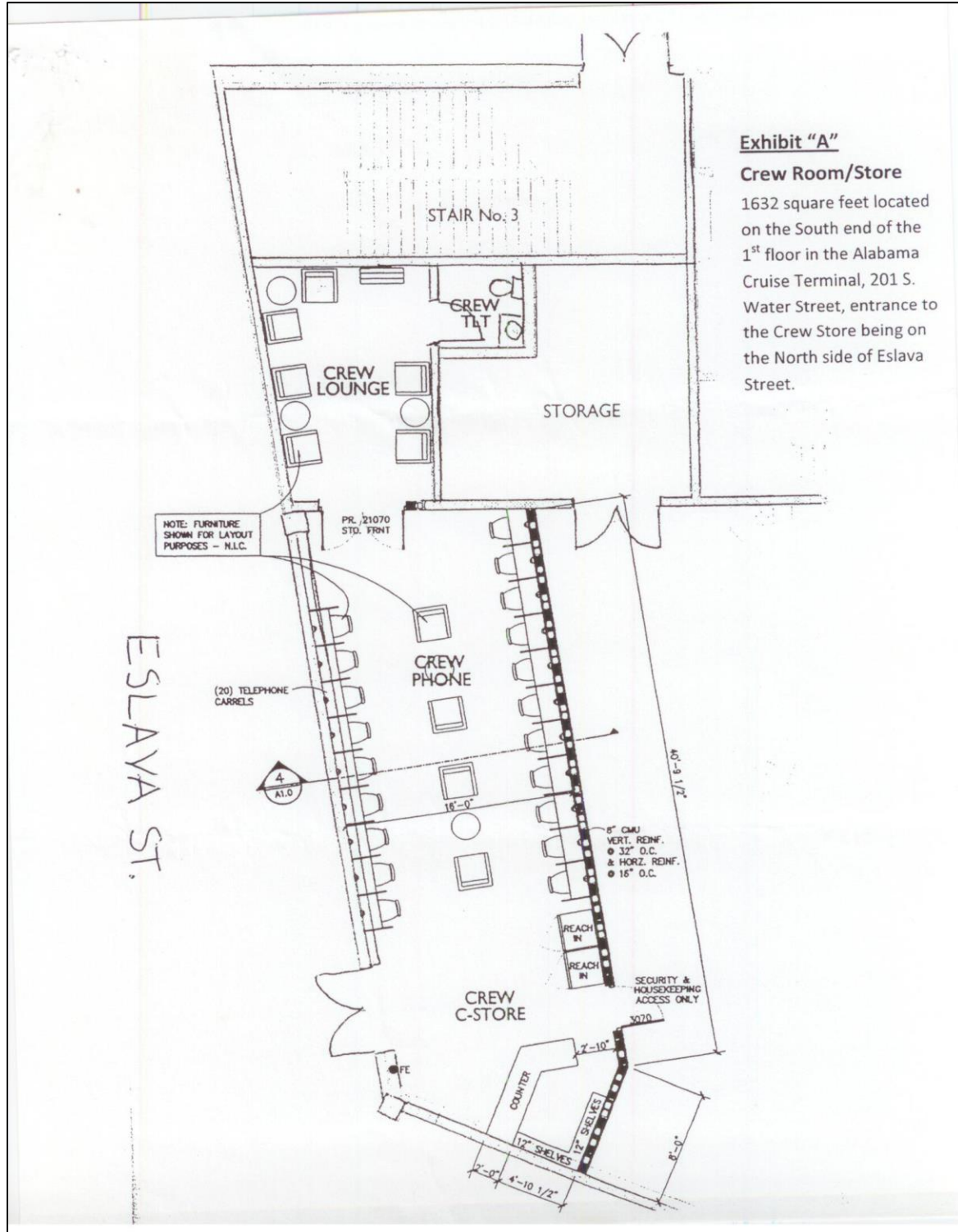
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Crew Sundry Shop Retail Operations  
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11/27/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
12/2/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
12/7/2017	Thu	Carnival Fantasy	8:00:00	16:00:00



**EXHIBIT C: Floor plan of Sundry Store / Lounge Space**



**Exhibit "A"**  
**Crew Room/Store**  
 1632 square feet located on the South end of the 1<sup>st</sup> floor in the Alabama Cruise Terminal, 201 S. Water Street, entrance to the Crew Store being on the North side of Eslava Street.