



Bid – Beer Distributor Sponsorship For Downtown Commons

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Bid #2025-0202

**BID INVITATION INSTRUCTIONS
(READ CAREFULLY)**

(1) ALTERATIONS- Any alterations, additions or omissions of required information, changes of the specifications or BID schedule, are at the risk of the vendor and may result in the rejection of the bid, unless the approver authorizes such changes.

(2) BIDS - All bids must be typed or written legibly in ink. **Vendors, verify bids before submission. No bid may be withdrawn or changed after the official opening.** Any mention of a specific make, model or brand is strictly for the purpose of comparison of character and quality of product being sought. All alternates will be reviewed and considered in comparison to request.

(3) DELIVERIES- Montgomery County Government assumes no liability for merchandise or other materials delivered without written order of the purchasing director.

(4) RESPONSIBLE VENDORS- Failure of a vendor to execute a purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future business.

(5) PROPOSING FIRM- The agent of the proposing firm hereby certifies to the best of his knowledge and belief that this bid/proposal submitted to Montgomery County has not been prepared in collusion with any other seller of similar products. The prices, terms and conditions of said bid/proposal have not been communicated by the undersigned nor by any employee or agent of the proposing firm to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said proposal. The affiant further states that no official or employee of Montgomery County Government has promised any personal financial or other beneficial interest, either directly or indirectly in order to influence award of this bid.

(6) IMPORTANT- To be acceptable, all bid/proposals must be on the correct form, and each such bid/proposal must be addressed and delivered to the Purchasing Director, Montgomery County, Tennessee, **350 Pageant Lane, Suite 101-E, Clarksville, TN 37040**, prior to the Bid/Proposal opening. Bid/Proposal envelopes must be **sealed** and **clearly** indicate the words, "BID – DTC Beer Distributor Sponsorship". Such bids/proposals delivered to other persons, locations, or on another form will not be acceptable. ***Electronic is an acceptable submission method via Bonfire or mocobids@mcgtn.net***

All vendors awarded contracts agree to the terms and conditions herein set forth.

The Purchasing Director reserves the right to reject any or all bids.

Elizabeth L. Black
Purchasing Director
Telephone: (931) 648-5720
elblack@mcgtn.net

REQUEST FOR BID
Beer Distributor Sponsorship
Montgomery County Parks and Recreation

1. PURPOSE:

The Montgomery County Parks and Recreation Department is seeking a two (2) year proposal for a local beer distributor to have exclusive sales during the Downtown at Sundown concert series and serve as the beer distributor for the Downtown Commons Eatery.

2. TIMELINE:

Release of RFP – Thursday, February 13, 2025

Deadline for Questions – Wednesday, February 25, 2025, at 2 p.m. CST All questions must be submitted in writing to Elizabeth Black, Purchasing Director at mocobids@mcgtn.net.

Answers Provided – Friday, February 28, 2025

RFP Deadline/Bid Opening – Thursday, March 6, 2025 at 10 a.m. CST at the Montgomery County Purchasing Office

Bids submitted after the deadline will not be opened. Bids must be sealed and may be mailed or hand delivered to the Montgomery County Purchasing Department, 350 Pageant Lane, Suite 101-E, Clarksville, TN 37040. All bids should include all necessary documents and have the name of the proposer and the words “Bid – DTC Beer Distributor Sponsorship” on the outside of the envelope. Proposals may also be submitted by email and can be sent to mocobids@mcgtn.net. If submitting by email, allow plenty of time for delivery as proposals must be received by the deadline. Make sure to put “Bid – DTC Beer Distributor Sponsorship” in the subject of the email.

Vendors must guarantee that all information included in the bid will remain valid for a period of at least 90 days from the date of the bid/proposal opening to allow for evaluation of all bids. Bids/proposals may be withdrawn at any time up until the time of opening. A withdrawn bid/proposal may be resubmitted up to the time designated for the receipt of bid/proposals provided it fully conforms to the same general terms and requirements.

Montgomery County is not responsible for any costs incurred by any vendor pursuant to the bid/RFP process. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its bid/proposal. Montgomery County does reserve the right to reject any and all bids.

3. SCOPE:

MONTGOMERY COUNTY PARKS AND RECREATION (DOWNTOWN COMMONS -DTC) IS SEEKING A TWO (2) YEAR PROPOSAL FOR A LOCAL BEER DISTRIBUTOR FOR A CASH SPONSORSHIP DURING THE DOWNTOWN @ SUNDOWN 2025 AND 2026 CONCERT SERIES AND EATERY. DOWNTOWN @ SUNDOWN TAKES PLACE THE THIRD FRIDAY IN MAY, FIRST AND THIRD FRIDAY JUNE-SEPTEMBER AND THE FIRST FRIDAY IN OCTOBER, FOR A TOTAL OF TEN (10) DATES. THE SPONSORSHIP ALSO ALLOWS FOR EXCLUSIVE RIGHTS AS THE NAMED BEER DISTRIBUTOR FOR THE DOWNTOWN COMMONS EATERY.

THE HOURS FOR THE CONCERTS ARE 7:00 P.M. THRU 9:45 P.M. (BEER SALES MUST END AT 9:30 P.M.)

ADVERTISEMENT OPPORTUNITIES FOR VENDOR ARE AS FOLLOWS:

- 1) PRESENTING SPONSORSHIP STATUS FOR DOWNTOWN @ SUNDOWN CONCERT SERIES
- 2) PREFERRED VENDOR RIGHTS AS BEER DISTRIBUTOR FOR DOWNTOWN COMMONS EATERY AND DOWNTOWN @ SUNDOWN CONCERT SERIES DURING THE YEARS OF 2025 AND 2026
- 3) LOGO PLACEMENT ON DIGITAL SIGNAGE DURING ALL CONCERTS
- 4) BUSINESS TITLE SPONSOR ANNOUCEMENT FROM STAGE
- 5) DESIGNATED 10X20 BOOTH SPACE FOR THE BEER TENT FOR ON-SITE PROMOTIONS. BOOTH SPACE ITEMS, SET-UP, AND TEAR-DOWN WILL BE SOLE RESPONSIBILITY OF THE SELECTED DISTRIBUTOR.
- 6) PRINT AND DIGITAL ADVERTISING
 - a. LOGO ON DOWNTOWN COMMONS CONCERT EVENT FACEBOOK PAGE (19,500 FOLLOWERS)
 - b. 1 LOGO AD FROM MID-MAY TO MID-OCTOBER OF THE CURRENT YEAR ON DOWNTOWN COMMONS DIGITAL SIGNAGE
 - c. LOGO ON GIVE-AWAY T-SHIRTS FOR THE CURRENT CONCERT YEAR

VENDOR SHALL PROVIDE THE FOLLOWING INFORMATION IN THEIR RETURN PROPOSAL:

- 1) CASH SUPPORT AMOUNT
- 2) LIST OF PRODUCTS, BOTH ALCOHOLIC AND NON-ALCOHOLIC
- 3) DETAILED LIST TO INCLUDE IMAGES OF IN-KIND PRODUCTS AND/OR PROMOTIONAL MATERIALS THAT WILL BE OFFERED FOR THE SERIES
- 4) SUPPORT STAFF AND CUSTOMER SERVICE DETAIL FOR PRE-EVENT, DURING EVENT, AND POST-EVENT
- 5) LIST OF ANY ADDITIONAL ADVERTISING OR GIVEAWAY ITEMS, IF ANY
- 6) UP TO 5 COMPLIMENTARY BANNERS WILL BE PROVIDED FOR EACH CONCERT YEAR
- 7) 4 DEEP COOLERS ON WHEELS WILL BE MADE AVAILABLE FOR THE BEER TENT AT EACH CONCERT.

THE EVALUATION OF THIS PROPOSAL WILL BE ON THE FOLLOWING CRITERIA

- 1) CASH SPONSORSHIP AMOUNT: 28%
- 2) QUALITY OF IN-KIND AND PROMOTIONAL PRODUCTS: 20%
- 3) PRODUCTS: 20%
- 4) ADDED VALUE ITEMS: 22%

5) SUPPORT STAFF: 10%

IMPORTANT: TO BE ACCEPTABLE, ALL PROPOSALS MUST BE ON THIS FORM, AND EACH PROPOSAL MUST BE CAREFULLY ADDRESSED AND DELIVERED TO THE PURCHASING AGENT, MONTGOMERY COUNTY TENNESSEE, 350 PAGEANT LANE, SUITE 101-E, CLARKSVILLE, TN 37040 PRIOR TO OPENING. PROPOSAL ENVELOPES MUST BE SEALED AND CLEARLY INDICATE THE WORDS, "PROPOSAL – DTC BEER DISTRIBUTOR SPONSORSHIP" IN THE LOWER LEFT CORNER OF THE ENVELOPE. SUCH PROPOSAL DELIVERED TO OTHER PERSONS OR LOCATIONS OR ON ANOTHER FORM WILL NOT BE ACCEPTED.

Sponsorship Proposal

Annual cash support amount _____

Printed Name _____

Signature _____

*Above vendor representative must be authorized to make bid proposals



Montgomery County Government

Purchasing

350 Pageant Lane
Suite 101-E
Clarksville, Tennessee 37041

Elizabeth L Black
Purchasing Director

Phone: (931) 648-5720
elblack@mcgtn.net

IRAN DIVESTMENT ACT Certification of Non-inclusion

NOTICE: Pursuant to Divestment Act, Tenn. Code Ann. 12-12-106 requires the State of Tennessee Chief Procurement Officer to publish, using creditable information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in 12-12-105. Inclusion on this list makes a person ineligible to contract with the State of Tennessee; if a person ceases its engagement in investment activities in Iran, it may be removed from the list. A list of entities ineligible to contract in the State of Tennessee Department of General Services or any political subdivision of the State may be found here:

[https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List of persons pursuant to Tenn. Code Ann. 12-12-106, Iran Divestment Act-July.pdf](https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List%20of%20persons%20pursuant%20to%20Tenn.%20Code%20Ann.%2012-12-106,%20Iran%20Divestment%20Act-July.pdf)

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. 12-12-106.

Vendor Name (Printed)	Address
By (Authorized Signature)	Date Executed
<i>Printed Name and Title of Person Signing</i>	



Montgomery County Government

Purchasing

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**Non-Boycott of Israel Act
TCA 12-4-1**

Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, it is certified by each supplier and each person signing on behalf of any supplier. In the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. **Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.**

The undersigned hereby acknowledges receipt of these affidavits and certifies that submittal in response to this solicitation is in full compliance with the listed requirements. Failure to give proper acknowledge to issues concerning the above is grounds for bid rejection and may subject the signer to penalties as directed by the appropriate laws.

Organization Representative/Designee

Date

Organization Name

Address

Phone



Montgomery County Government

Purchasing

350 Pageant Lane
Suite 101-E
Clarksville, Tennessee 37041

Elizabeth L. Black
Purchasing Agent

Phone: (931) 648-5720
elblack@mcgtn.net

Contract Number

TITLE VI CONTRACT ASSURANCE

It is the policy of Montgomery County Government not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices; or in admission to, access to, or operation of its programs, services, and activities. With regard to all aspects of this contract, Contractor certifies and warrants it will comply with this policy.

Please Print:

Contractor's Name

Street Address

City

State

Zip Code

Contractor's Phone Number

I, _____, hereby agree to

abide by the Title VI Regulations.

Signature

Date

For Title VI compliance, we ask for voluntary disclosure of the following information:

Ownership Type (please check all that apply):

- ___ African American Owned Business
- ___ Women Minority Owned Business
- ___ Female Owned Business
- ___ Native American Owned Business
- ___ Hispanic Owned Business
- ___ Asian Owned Business
- ___ Disabled Owned Business
- ___ All Others