

Request for Proposal

The Arizona Sports Foundation, Valley of the Sun Bowl Foundation, Fiesta Events Inc. and The Arizona College Football Championship Foundation (collectively, the "Fiesta Bowl")

**Cheez-It Bowl, Fiesta Bowl Pregame Parties and Event Signage
Production and Installation / Removal
Due: September 7, 2018**

VENDOR CONTACT INFORMATION

Please provide the following:

- First Name
- Last Name
- Job Title
- Email Address
- Work Phone
- Cell Phone

VENDOR INFORMATION

Please provide the following:

- Vendor Name
- Main Contact Name
- Main Contact Email
- Secondary Contact Name
- Secondary Contact Email
- Street Address
- City, State, Zip
- Company Website
- Number of Employees
- Length of time in business
- If your company operates under a different name, please list all names associated.

PURPOSE

The Fiesta Bowl is seeking a response from qualified vendors to provide production of signage and installation / removal of signage for the Cactus Bowl stadium, Cactus Bowl Oasis pregame party, Fiesta Bowl Fan Fest, Fiesta Bowl Stadium Club, Fiesta Bowl Parade, Fiesta Bowl Par 3 Challenge and mutually agreed upon press conferences for a potential 3 year agreement for all events except for the Cactus Bowl stadium which will be a 2 year agreement with the option to add an additional year. The qualified vendor must be able to produce and perform the installation and removal of all signage on the timeline provided.

*Please complete and submit by **September 7, 2018**

Emily Holden
Eholden@fiestabowl.org

INSTRUCTIONS

The vendor shall present their services and prices based on the following:

The Arizona Sports Foundation is seeking companies that would be interested in completing an RFP for production of signage and installation / removal of signage for the Cheez-It Bowl stadium, Cheez-It Bowl Oasis pregame party, Fiesta Bowl Fan Fest, Fiesta Bowl Stadium Club, Fiesta Bowl Parade, Fiesta Bowl Par 3 Challenge and mutually agreed upon press conferences. Proposer(s) must include expenses and explanations for production of signage and installation / removal of signage including expenses for meetings, supplies, site visits, materials (13 oz. vinyl / wrinkle free heavy satin fabric / 10 oz. mesh / coroplast / etc.), size verifications and special graphic hardware (oversized grommets, Velcro, webbing, etc.) and all custom finishing. Also include all equipment required for the installation / removal process within the specified timeline below. Lastly, include any artwork deadlines including increment increases in pricing due to the receipt of final artwork after the deadline.

A: Cheez-It Bowl Oasis: December 26, 2018

- Install: on event day
- Removal: complete on event day after the conclusion of the event

B: Cheez-It Bowl Stadium: December 26, 2018

- Install: 10 days prior to the game
- Removal: complete 5 days following the game

C: Fiesta Bowl Fan Fest: January 1, 2019

- Install: 2 days prior to the event
- Removal: complete on event day after the conclusion of the event

D: Fiesta Bowl Stadium Club: January 1, 2019

- Install: 2 days prior to the event
- Removal: complete on event day after the conclusion of the event

E: Fiesta Bowl Parade: December 29, 2018

- Install: Day prior to the event
- Removal: complete on event day after the conclusion of the event

F: Par 3 Challenge: October 31 – November 2, 2018

- Install: Day prior to the event or the morning of the event
- Removal: complete on event day after the conclusion of the event

GENERAL INFORMATION

1. The Fiesta Bowl reserves the right to conduct discussions with the vendor and negotiate terms of agreement. If necessary, the Fiesta Bowl may utilize the services of multiple vendors.

2. The Fiesta Bowl will determine the evaluation criteria that will be utilized for the selection process.

3. The proposer(s) shall present a price list based off of the signage elements listed below. The response should provide in detail the pricing for each listed signage element separately. For the installation / removal process all expenses should be listed out per section of signage (for example, Field Level, Upper Bleacher Marquee, Tunnel Covers, Dugout Covers, etc.).

4. The proposer(s) is / are responsible for providing the Fiesta Bowl with an appropriately scaled vector based production book electronically upon arrival of design and provide updated version as requested by the Fiesta Bowl.

5. The proposer(s) shall present evidence of the following:

- Experience and qualified staff
- Years in business
- Events of similar size you have produced large format signage and managed production from start to finish
- Two financial references
- Three event references, with scope similar to the Cactus Bowl

Following the responses to this proposal, the Fiesta Bowl holds the right to schedule individual meetings to review scope of needs and timeline to determine if the proposer(s) can sufficiently supply the Fiesta Bowl with the proposed needs.

6. There is no binding agreement between the proposer(s) and no obligation by the Fiesta Bowl until a written contract is fully executed.

7. Included in Proposal:

A. All costs associated with signage production proposal. Refer to the lists to prepare a detailed price list. Include a square foot price for all types of materials to be used (for example, mesh, fabric, vinyl) for incremental signage elements. Scope of work provided below is not final and subject to change. Outline any increment increases in pricing due to the receipt of final artwork by the below dates and reduced scope of work.

Cheez-It Bowl

Provide Pricing for these Signage Elements:

- Bleacher Marquee: 270 feet x 6 feet – Zip-tie application
- Bleacher Side Covers: 2 at 60 feet x 6 feet – Zip-tie application
- Bleacher Back Wall: 270 feet x 8 feet – Zip-tie application
- Field Walls: 225 feet x 3 feet – Zip-tie application
- Field Wall Bullpen: 70 feet x 15 feet – Zip-tie application
- Field Wall Outfield Fence: 145 feet x 9 feet – Zip-tie application
- Dugout Covers: two at 90 feet x 6 feet – Zip-tie application
- Goal Post Pad Wraps: 2 at 6 feet x 5 feet – Velcro application
- Window Clings: General Pricing per 3 feet x 3 feet – up to 10
- Street Pole Banners: Double Sided – up to 30 produced
- Seat Kill Banners: See Photo Attached

Fiesta Bowl Parade

Provide Pricing for these Signage Elements:

- Vinyl Unit Banners: 85 at 9 feet x 3 ½ feet
- Grandstand Scrim: 90 at 4 feet x 34 inches & 1 at 360 feet x 3 feet
- Ground Decal: 1 at 6 feet x 6 feet
- Vinyl Street Pole Banners: 26 at 30 inches x 6 feet
- Mesh TV Scaffolding Wrap: 10 at 5 feet x 8 feet & 2 at 5 feet by 12 feet
- Mesh Scissor Lift Wrap: 2 at 6 feet x 10 feet & 2 at 3 feet x 10 feet

Par 3 Challenge

Provide Pricing for these Signage Elements:

- Jersey Mesh Banners
 - o ProShop: 13 feet 7 inches x 5 feet 6 inches
 - o Patio: 86 feet 10 inches x 3 feet 8 inches
 - o Doorway: 56 feet 2 inches x 1 foot 6 inches
 - o Sail: 8 feet x 2 feet
- Coroplast
 - o Hole Informational Signs: 18 at 1 feet x 2 feet 8 inches
 - o Golf Cart Banners: 30 at 3 feet 2 inches x 10 inches
- Adhesive Signs
 - o Wall: 35 feet 4 inches x 6 feet
 - o Thank you Sponsors: 4 feet x 8 feet
 - o Welcome: 12 feet x 6 feet
- Router Cut Logo:
 - o 6 feet x 6 feet
 - o 4 feet x 4 feet
- Ground Decals: 2 feet x 2 feet
- Tee Box Signs – Gator Board: 6 feet x 4 feet

*All specs provided are for general pricing, a formal site visit to determine exact measurements will be required after selection is made.

B. All costs associated with signage installation and removal per dates listed above. Please use a separate line item for installation for subsequent years with signage may not require reprinting.

C. Price Quotes: Based on producing all listed signage elements with “Option 1” preferred jersey mesh unless another material is recommended.

D. A description of your event staff experience and qualifications (please include the total number of your event staff that would be available for this proposal).

E. Confirm your acceptance to our condition below.

PLEASE PROVIDE W-9 WITH YOUR SUBMITTED INFORMATION.

INSURANCE REQUIREMENTS

Vendor shall procure and maintain, until all of their obligations have been discharged including any warranty periods, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the vendor, their agents, representatives, employees or sub-contractor.

The insurance requirements herein are minimum requirements and in no way limit indemnity covenants. Arizona Sports Foundation, Fiesta Events, Inc., Valley of the Sun Bowl Foundation and Arizona College Football Championship Foundation in no way warrants that the minimum limits contained herein are sufficient to protect the vendor from liabilities that might arise. Vendor shall provide coverage with limits of liability not less than stated below **and name the following as additional insured; The Arizona Sports Foundation, Fiesta Events, Inc., the Valley of the Sun Bowl Foundation and the Arizona College Football Championship Foundation.**

A. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage and broad form contractual liability coverage. (*additional coverage may be required depending upon scope of contract).

- General Aggregate \$2,000,000
- Products-Complete Operations Aggregate \$2,000,000
- Personal and Advertising Injury \$1,000,000
- Each Occurrence \$1,000,000
- Fire Damage (Damage to Rented Premises) \$50,000

B. Automobile Liability

Bodily injury and Property Damage for any owned, hired and non-owned vehicles in the performance of this Contract.

- Combined Single Limit (CSL) \$1,000,000

C. Workers’ Compensation and Employers’ Liability

- Workers’ Compensation Statutory
- Employers’ Liability
 - Each Accident \$ 100,000
 - Disease-Each Employee \$ 100,000
 - Disease-policy limit \$ 100,000

* If deemed necessary, additional insurance coverage may be required.

** In the event that the Certificate of Insurance in place at the time of this RFP expires prior to the commencement of contracted services, it will be the responsibility of the vendor to provide a new Certificate of Insurance sixty (60) days prior.

CONFIDENTIALITY

All information contained in this RFP, as well as any other additional information the vendor may obtain from the Fiesta Bowl during the course of this process, shall be kept strictly confidential at all times. If deemed necessary, the selected vendor may be required to sign confidentiality statements prior to beginning contracted services.

DELEGATION AND/OR ASSIGNMENT

The vendor selected to perform the services requested under this RFP shall not delegate any of these duties to a subcontractor other than a subcontractor named in the response unless the Fiesta Bowl has given its written consent to the vendor. The primary vendor may not assign the right to receive money due under the contract without the prior written consent of the Fiesta Bowl.

Please attach your Certificate of Insurance:

Name the following as additional insured:

The Arizona Sports Foundation, Fiesta Events, Inc., the Valley of the Sun Bowl Foundation and the Arizona College Football Championship Foundation.

Address for all foundations:

7135 E. Camelback Rd. #190
Scottsdale, AZ 85251

RFP PROPOSAL RESPONSE

EXECUTIVE SUMMARY

Include a brief summary of your business as it relates to this RFP.

RELATED EXPERIENCE

Provide a list of a minimum of three and a maximum of six clients and/or events that utilized your company's services. Please list all applicable licenses, certifications, awards, etc.

PROJECT MANAGEMENT TEAM

Provide a list of key personnel that would be involved with the requested services, along with their professional experience and their role/responsibility within the organization.

PROJECT COST

Provide the cost for services in detailed itemized format per the instructions outlined above and include applicable costs i.e. taxes, wages, permits, etc.



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OTHER INFORMATION

Provide any other information deemed necessary to support the proposal.

Include additional documents to support your proposal.

OTHER CONCESSIONS

Consideration will be given to vendor(s) that are willing to participate in a reciprocal business agreement for example: sponsorship, advertising, purchase of tickets, trade of services, reduction in price, etc. Outline below opportunities your company is willing to consider in detail.

For additional information or clarification to the above information, please contact:

Emily Holden
Director of Game & Event Operations
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