



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

Request for Proposal
Banquet space, Catering and AV support for Kickoff Luncheon Event
Due: Sep 20, 2019

PURPOSE: The Fiesta Bowl is seeking bids for banquet space, catering services and audiovisual support for its annual Fiesta Bowl Kickoff Luncheon to be held August 25, 2020, August 24, 2021, and August 23, 2022 from 10:00 a.m. to 1:00 p.m.

INSTRUCTIONS:

The proposer(s) shall present their services and prices based on the following services:

- **Catering:** Attendance for this event will be approximately 3000 individuals over the three events. An example of the meal would look like the following, but slight variances are acceptable and expected between the three events for the purpose of this RFP.
 - **Salad (Local Greens, English Cucumber, Heirloom Carrots, Pickled Onions, Garbanzo Beans and Peppercorn Ranch Dressing**
 - **Green Tomatillo Chili Beef Fajita**
 - **Mexican Rice**
 - **Roasted Vegetables**
 - **Charred Tomatillo Sauce**
 - **Flour Tortillas**
 - **Dessert**
 - **Ice Tea/Water/Coffee**

- **Primary Banquet Room:** The room would be large enough to accommodate up to 1150 individuals comfortably. The room must also be large enough to set a production stage measuring at minimum 10' x 30' with video and sound equipment and two or three 10.5' x 14' screens or appropriately sized with proper Dress kits to be easily seen in a ballroom filled with between 700 and 1150 people. Expect Vendor to be able to load in the afternoon prior.

- **Secondary Banquet Room:** The room would be large enough to accommodate 60-75 individuals comfortably for a VIP Meet and Greet. A small stage would be setup as well in the room. It would be used from approximately 10:00 – 11:15 the day of the event.

- **Technologies utilizing venue product:** AV support in the event the Fiesta Bowl decides to utilize an outside group for its technology needs, include any costs that would be incurred from your organization.

GENERAL INFORMATION:

1. The **term** of the official agreement between the Fiesta Bowl and the selected venue shall expire after the third event.
2. The selected venue shall send all **invoices** pertaining to this event and a W-9 to the Fiesta Bowl for payment. Detailed back-up information is required with each invoice.
3. The Fiesta Bowl reserves the right to conduct discussions with the proposer(s) and negotiate price changes. The Fiesta Bowl reserved the right to revise and negotiate the proposal.
4. The proposal determined to be the most suitable to the organization shall be chosen based on the evaluation factors set forth in this Request for Proposal.
5. There will be no obligation between the parties until a valid contract is executed. Selected vendor may be, with notification subject to reference and background checks.
6. **Insurance requirements:** The selected venue will be responsible for any and all insurance associated with the job responsibilities outlined in this RFP. The selected venue will maintain, until all of their obligations have been discharged including any warranty periods, a commercial general liability insurance policy in an aggregate amount of not less than \$2 million and a preferred amount of \$5 million, as more specifically set forth below.

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 Contractor from liabilities that might arise. Proposer(s) 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).*

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

- B. *Workers’ Compensation and Employers’ Liability*

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

OTHER CONCESSIONS:

The Fiesta Bowl will expect vendors to respond to this RFP with the understanding that they will provide complimentary rooms for the Bowl to host the keynote speakers for 2 nights each year (Maximum of 2 rooms for 2 nights around the event dates). Additionally, the vendor will be

expected to provide complimentary valet parking for the attendees of the events. Finally, pending the cost per meal, additional concessions will be mutually agreed upon prior to the final contract.

RFP PROPOSAL RESPONSE:

1. **Project Management Team.** Provide a list of key personnel that would be involved with the event and their role/responsibility in the program.
2. **Project Cost.** Provide the cost for services in detailed itemized format and Chef's recommended menu.
3. **Other Information.** Provide any other information deemed necessary to support the proposal.
4. For additional information or clarification to the above information, please contact Bob Whitehouse at bwhitehouse@fiestabowl.org or 480-350-0944.