



REQUEST FOR PROPOSAL
COUNTRY CLUB HILLS
THEATER, COUNTRY CLUB
HILLS, IL
2018 CONCERT
SEASON



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1. INTRODUCTION

1.1 OVERVIEW:

This Request for Proposal (RFP) is issued by the City of Country Club Hills to invite qualified bidders to submit proposals to provide sound production and related services for the Country Club Hills Theater 2018 Summer Concert series and entertainment presented during the Term of the contract awarded from this RFP.

The theatre is located at 4116 W. 183rd St, Country Club Hills, Illinois. The venue is an outdoor amphitheater offering a minimum of 7 concerts beginning Saturday, June 16, 2018 and ending on, September 1, 2018.

These events go on "rain or shine".

1.2 RFP GOAL:

The objective of this RFP is to retain one contractor to provide sound and related services for a minimum of 7 entertainment events at Country Club Hills Theater.

1.3 ELIGIBLE BIDDERS:

Any Proposer that meets the minimum qualifications set forth in Section 3.3 of this RFP is eligible to submit a bid to this RFP.

1.4 TERM:

The contract resulting from this RFP will be for a one (1) year term.

2. DESCRIPTION OF WORK TO BE PERFORMED

2.1 PREMISES:

The Country Club Hills Theater is an outdoor amphitheater located at 4116 W. 183rd St, Country Club Hills, Illinois. The main mission and function of the theater is to hold a summer concert series ending on Labor Day weekend each year.

2.2 SCOPE OF WORK:

Sound Production Services at Country Club Theater

Contractor is to provide ...

GENERAL

All wired microphones and stands, snakes and cabling, engineers, technicians and transportation; set up on the morning of show day, operation and removal of all equipment at the end of show (except Electric distribution racks that stay in Electric closet and hung Speaker Array which will be wrapped for weather protection at the end of every show). All shows have hard curfew of 10:30pm.

FRONT OF HOUSE

Professional Concert System flown Line Array main speaker system, rigging and hardware to fly and 1 ton motors capable of producing 110 DB to outdoor crowd of 5000 people. EAW, Meyer, V-Dosc , etc. Minimum of Eight (8) flown elements per side and shall include at least 8 double 18" high powered subwoofers on ground.

At minimum, a 56 channel digital FOH mixing console. (Yamaha PM5D or CL5, Soundcraft Vi6, Avid Venue Profile (no SC48) preferred) and access to backup console of similar make)

Some acts may require an analog console Midas Pro Series 2,3,6,9, H3000 or similar.

If analog console, Outboard FOH Effects Racks needed shall include but is not limited to; Two (2) 1/3 octave graphic equalizers (XTA, Klark, BSS), Eight (8)-frequency dependable adjustable noise gates, (Aphex, Drawmer) Ten (10)-compressors/limiters, Six (6)-DBX 160xt, Four (4) Drawmer, BSS, One (1) digital delay (TC electronics 2290 or Roland SDE-3000 or equivalent), Three (3)-reverb units (2 Yamaha SPX-990, Lexicon PCM or equivalent), One (1) DAT player, One (1) CD player

STAGE MONITORS

14 Bi-amped wedges with a minimum of 1 x 12" speaker and 1 x 2" horn (EAW, JBL ,Clair)

1 drum fill with minimum 15" sub, 12" mid, and 2" horn,

2 Sidefills should be 1 x double 18" cabinets sub, 2 x 15" mid and 2" horn per side

System should be capable of 10 hard mixes for wedges and capable of 6 IEM mixes with 2 IEM's being provided by sound contractor

Minimum 56 channel digital monitor mixing console. (Yamaha PM5D, CL5 or M7CL , Soundcraft Vi6, Avid Venue Profile (no SC48))

Wedges should be driven with professional quality amplifiers (Crown, Crest, QSC)

Intercom between Stage and FOH position must be provided.

Proposer will provide all Electric Power Distribution Boxes and Electric Breakouts for Sound System and all Stage Electric needs.

Proposer will provide all necessary Microphones and Microphone stands. Including 4 Wireless Handheld/ and clip on Microphone systems.

Proposer will provide a minimum of 3 professional Trained Technicians. F.O.H., Monitor and System Tech.

3. MINIMUM QUALIFICATIONS:

Proposers are advised that it is the City of Country Club Hills' intent to insure that only qualified, responsive and responsible Contractors enter into a contract to provide services as defined in this RFP. The City of Country Club Hills considers the following qualifications as a pre-requisite in order to be considered a qualified Proposer for the purposes of this solicitation.

3.1 TO BE CONSIDERED

(1) The Proposer must be authorized to do business in the state of Illinois. Bidders are strongly encouraged to submit a copy of their current filing status with the state. The City of Country Club Hills reserves the right to confirm bidder's filing status with the state in the event Bidder fails to provide proof of their filing status;

(2) The Proposer must provide the name, title, address, telephone number and email address for at least three (3) verifiable references. References must be customers that the Proposer has provided sound and related services for within the last three (3) calendar years preceding submission of this bid at a concert venue(s) with a minimum capacity of 2500 attendees or more. The Proposer must include the name and location of the venue, venue capacity, attendance at the event(s) name of the act(s) and date(s) that the services were provided at the venue(s). The City of Country Club Hills cannot be used as a reference. Note The City of Country Club Hills will contact the references provided and the Proposer is solely responsible for the availability of the submitted references.

(3) The Proposer must demonstrate that the Proposer has provided sound and/or production services a minimum of twenty shows (20) per year in each of the previous three (3) calendar years preceding submission of this bid at a concert venue(s) with a minimum capacity of 1,500 attendees or more. The Proposer must provide the name of the, venue(s), capacity of the venue(s), and the dates the services were provided. The city of Country Club Hills reserves the right to confirm the information provided.

3.2 MANDATORY CONTRACT REQUIREMENTS:

Each bidder must certify that:

1. No other obligation or engagement, contractual or otherwise, will impact the selected Contractor's ability to provide entertainment booking and related services during the contract period.

2. The selected Contractor will indemnify and hold harmless the City of Country Club Hills, its officers and employees from all claims, demands, damages, expenses, liability or obligation for damages, loss or injury to, or of, any person or property arising out of the acts of the selected Contractor, its agents, servants, employees and those acting for or on its behalf. Such indemnity shall not be limited by reasons of any insurance coverage provided.

3. The selected Contractor will obtain and maintain the following policies from an insurance company authorized to do business in the State of Illinois:

- Commercial General Liability Insurance with a limit of not less than \$1,000,000 each occurrence. Such insurance shall be written on the ISO occurrence form CG 00 01, or a substitute form providing equivalent coverages, with no modification to the contractual liability coverage provided therein. Coverages shall include liability arising from premises operations, independent contractors, products-completed operations, broad form property damage, personal & advertising injury, cross liability coverage, liability assumed in a contract (including the tort liability of another assumed in a contract) and explosion, collapse & underground coverage.

If such insurance contains an aggregate limit, it shall apply separately on a per location or per project basis

- Public Liability Insurance with a limit of not less than \$1,000,000 each occurrence.
- Property Damage Insurance with a limit of not less than \$1,000,000 each occurrence.
- Motor Vehicle Insurance with a limit of not less than \$1,000,000 each occurrence.
- Worker's Compensation and Disability Insurance – Statutory limits.

4. SUBMISSIONS

The submitted proposal must contain the following items of information:

1. Back ground and description of the firm.
2. A description of the services and equipment that the firm will provide.
3. Description of staffing plan
4. Description of the equipment which will be used.
5. A portfolio of large outdoor concert production and references as defined previously.
6. Proof of mandatory Insurance Requirements:

5. TERMS, CONDITIONS & LIMITATIONS

This Request for Proposals is subject to the specific conditions, terms and limitations stated below:

1. No applicant will be selected if it is in default upon any debt, contract or obligation to the City of Country Club Hills
2. The City of Country Club Hills, shall not pay any costs or losses incurred by any applicant at any time, including but not limited to, the cost of responding to this RFP.
3. This RFP does not represent any obligation or agreement whatsoever on the part of the Country Club Hills to vendor applying.
4. An invitation to respond to the RFP does not create any rights on the part of the applicant.
5. Any documents provided to the applicant represent the best available information at the disposal of the City of Country Club Hills, and are provided in good faith without warranty of accuracy or applicability. Respondents are encouraged to undertake their own investigations.
6. The City of Country Club Hills, reserves the right to accept or reject all or part of a proposal for any reason deemed advisable.

The submission deadline is Monday, May 21, 2018. Proposals are due and should be submitted to by mail or hand delivery:

Mayor James Ford CONFIDENTIAL
BID - DO NOT OPEN
Country Club Hills City Hall
4200 West Main Street
Country Club Hills, IL 60478
Phone: (708) 798-2616
Fax: (708) 798-7352
www.countryclubshills.org
Hours of Business
Monday through Friday: 8 a.m. – 5 p.m.
Saturday: Closed
Sunday: Closed

The submitter is urged to submit the proposal at least 2 business hours prior to the deadline for submission.

**Attachment A
CERTIFICATION**

I, _____, certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment and is in all respects fair and without collusion of fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Signature

Name (please print)

Company

Email

Phone

Date

ATTACHMENT B Insurance Requirements

Vendor agrees to maintain and require its subcontractors to maintain at all times the following coverage at no less than the limits indicated:

Worker's Compensation Insurance - Statutory
Employers Liability - \$100,000

Automobile Liability (Including Owned and Non-Owned autos)
Bodily Injury - \$250,000 each person
- \$500,000 each occurrence

Property Damage - \$100,000 each occurrence

Commercial General Liability

Combined Single Limits for Bodily Injury and Property Damage:
Each occurrence for premises/operations:

Broad form CGL liability coverage \$1,000,000-
Products/Operations aggregate \$1,000,000-
Advertising Injury - \$1,000,000-
General Aggregate - \$2,000,000 -

Umbrella Liability - \$1,000,000 each occurrence
- \$1,000,000 annual aggregate
- \$25,000 self insured retention

Vendor's coverage must be written on an Occurrence (not claims made) basis with companies acceptable to the City of Country Club Hills, must stipulate that no take-out endorsements are included on the General Liability policy, and each policy providing coverage hereunder shall contain provisions that no cancellation or material reduction in coverage in the policy shall become effective except upon thirty (30) days prior written notice thereof to the City of Country Club Hills shall be named as additional insured with respect to liability imposed upon it resulting from the performance of Work under this Agreement. There shall be no right of subrogation against the City of Country Club Hills and this waiver of subrogation shall be endorsed upon the policies. Prior to the commencement of performance of the Work, Vendor shall furnish certificates which shall identify the City of Country Club Hills to the City of Country Club Hills in duplicate, evidencing compliance with all requirements herein. The limits of such insurance shall in no way be construed as limiting Vendor's obligation to completely defend, indemnify and hold harmless the City of Country Club Hills.

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Attachment C References

Please provide the following information for three (3) clients for whom you have provided Production Services within the past 12 months. You may also attach any letters of recommendation from the below-named clients.

1. Agency/Company: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Date(s) of Services Rendered: _____ Total Invoice for Services Rendered \$ _____

Brief Description of Specific Event Production Services Rendered: _____

2. Agency/Company: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Date(s) of Services Rendered: _____ Total Invoice for Services Rendered \$ _____

Brief Description of Specific Event Production Services Rendered: _____

3. Agency/Company: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Date(s) of Services Rendered: _____ Total Invoice for Services Rendered \$ _____

Brief Description of Specific Event Production Services Rendered: _____

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ATTACHMENT D
Criteria for Proposal Evaluation

EXPERIENCE AND QUALIFICATIONS-

- A. Experience and qualifications of event staff and size of staff
- B. Length and quality of company experience
- C. Performance of other event productions
- D. Prior failure (if any) to perform awarded Contract
- E. Previous violations, if any, of federal, state or local regulations
- F. Specific references from the past 12 months with contact names, email addresses and phone numbers

ESTIMATED COST TO THE CITY-

- A. Price of equipment
- B. Price of services
- C. Quality of equipment and services

DEMONSTRATED ABILITY TO MEET OUTLINED SPECIFICATIONS-

- A. Experience with similar type of events outlined in Bid
- B. Success in executing similar type of events
- C. Specific references from the past 12 months with contact names, email addresses and phone numbers in relation to the requested services as outlined in the Bid