



REQUEST FOR PROPOSAL
FESTIVAL & EVENTS
SOUND AND LIGHT PRODUCTION

NOVEMBER 10, 2015
2016-004

CHARLESTON COUNTY PARK
& RECREATION COMMISSION



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Price Proposal

PRICE PROPOSAL TO BE SUBMITTED IN A SEPARATE ENVELOPE

FESTIVAL & EVENTS SOUND & LIGHT PRODUCTION

Base Year - 2016

The entire work as well as each individual event, complete in accordance with the specifications			
Item 1	Reggae Concert	June 3, 2016	\$
Item 2	Reggae Concert	June 24, 2016	\$
Item 3	Reggae Concert	July 8, 2016	\$
Item 4	Reggae Concert	August 5, 2016	\$
Item 5	Latin American Festival	October 2, 2016	\$
Option Item 6	For additional events at various park	Est Qty. 2 ea.	\$
Total Items 1 -6			\$

Year 2 Option 1 Price - 2017

The entire work as well as each individual event, complete in accordance with the specifications			
Item 7	Lowcountry Cajun Festival	April 2, 2017	\$
Item 8	Reggae Concert	June 2, 2017	\$
Item 9	Reggae Concert	June 23, 2017	\$
Item 10	Reggae Concert	July 14, 2017	\$
Item 11	Reggae Concert	August 4, 2017	\$
Item 12	Latin American Festival	October 1, 2017	\$
Option Item 13	For additional events at various park	Est Qty. 2 ea.	\$
Total Items 7 -13			\$

Year 3 Option 2 Price - 2018

The entire work as well as each individual event, complete in accordance with the specifications			
Item 14	Lowcountry Cajun Festival	April 8, 2018	\$
Item 15	Reggae Concert	June 1, 2018	\$
Item 16	Reggae Concert	June 22, 2018	\$
Item 17	Reggae Concert	July 13, 2018	\$
Item 18	Reggae Concert	August 3, 2018	\$
Item 19	Latin American Festival	October 7, 2018	\$
Option Item 20	For additional events at various park	Est Qty. 2 ea.	\$
Total Items 14 -20			\$
Total Items 1- 20			\$

Option items 6, 13 and 20 are estimated quantity. Specific quantities, locations and dates will be defined by change order to the contract. Dates indicated are estimates subject to change, if necessary, to be defined by change order.

Evaluation for Award: CCPRC will evaluate cost based on items 1 thru 20. It is the intent of CCPRC to award this contract to one Contractor.

The prices listed in this proposal includes all pricing, including, but not limited to, all taxes and duties of any kind levied by federal, state, municipal, or other governmental authority, which either party is required to pay with respect to the materials or services covered by this Agreement.

Vendor shall clearly indicate, as applicable, all areas in which the items and services proposed do not fully comply with the requirements of these specifications. Vendor taking exception to any requirements in the proposal shall be specific in each regard. Such exceptions will be considered as part of the overall proposal evaluation and may become a topic of negotiation if the Vendor is selected for further negotiations. The decision as to whether an item fully complies with the stated requirements rests solely with CCPRC.

I certify that all information contained in the proposal is truthful to the best of my knowledge and belief. I certify that I am duly authorized to submit this proposal on behalf of the Vendor as its agent and that the Vendor is ready, willing, and able to perform if awarded the contract. I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm, or corporation submitting a proposal for the same product or service; no officer, employee or agent of CCPRC, or any other proposer interested in said proposal; that the undersigned executed this proposal's Certification with full knowledge and understanding of the matters therein contained, and was duly authorized to do so.

NAME OF BUSINESS

MAILING ADDRESS

TELEPHONE NUMBER
EMAIL ADDRESS

CITY, STATE & ZIP CODE

NAME & TITLE, TYPED OR

PRINTED AUTHORIZED SIGNATURE

Introduction

The Charleston County Park and Recreation Commission (CCPRC) is seeking proposals for a Blanket Purchase Agreement from a qualified company normally engaged in the services of sound and light production for outdoor concerts and festivals for a period of one year with options for renewal for up to two additional one year options. Upon receipt and evaluation of the proposals submitted, it is the intent of CCPRC to select a firm to provide the Scope of Services listed in this RFP in accordance with CCPRC's Procurement Policy.

CCPRC represents one of the most unique park and recreation agencies in the state of South Carolina. As a Special Purpose Public Service District created in 1968 CCPRC has specific areas of responsibility that are defined through our legislative act. Existing in an area which boasts excellent municipal programs and two additional special recreation districts, CCPRC is charged with providing park and recreational services, as well as working in harmony with other recreational agencies in Charleston County.

One of the CCPRC's prime responsibilities is the development of a diversified county park system. The park system emphasizes passive activities, the environment and beach access. Each park facility offers a variety of programming that is generally directed toward the natural features and characteristics of the site. CCPRC offers the community a wide variety of park facilities, programs, and events. The park system enjoys a large customer base consisting primarily of local families. The annual park visitation is in excess 2,000,000 throughout the system. Vendors are encouraged to visit our website at www.charlestoncountyparks.com.

Scope of Service:

Vendors are requested to submit pricing for sound production at selected festivals and events (listed on the Price Proposal) during 2016 thru 2018 at a variety of CCPRC facilities. Prices should be submitted on a per event basis as well as the event series package. Proposals will be evaluated in accordance with **Qualification and Evaluation of Proposals**. Please include any discounts for multiple bookings. Prices will be evaluated by the criteria established above after the final date set for submittal. CCPRC reserves the right to waive any irregularities, accept quotes in their entirety and/or separately and/or reject any or all quotes.

All stage plots and sound requirements will be provided to sound company prior to the event. Proposers may include in their proposal any additional services/items that they may be able to provide as part of their proposal package that may be of interest to the event. It is the intent of CCPRC to select a vendor to supply the goods and/or products for a period of one year, and options for renewal for up to two additional years as outlined in this RFP. If options for renewal are exercised, dates and times will be indicated in an addendum. Vendor shall clearly indicate pricing for the base year and the two option years; however, no price may be changed for a period of 60 days after the date the proposals are due as outlined under Article III.

Vendors may submit such data, as they deem appropriate; however, failure to submit all required information on a complete proposal may be cause for rejection.

1. **Evening Concert Series:** to be held from 7:30PM -11:00PM at James Island County Park on June 3, June 24, July 8, & Aug. 5, 2016. This event is an outdoor music concert series with music provided by a Reggae band on each date. Expected attendance is 2000 – 2500 people per concert. The overall venue size is approximately 5 acres. The selected vendor will be responsible for stage lighting. Main stage (provided by venue): Portable covered stage with a floor area of 32’ wide X 14’ deep. The Canopy has a maximum height of 12’ 4” from the stage. The sides of the stage can be closed or open for the desired acoustics. The stage is constructed from steel and aluminum. Power provided by portable generator.
2. **Latin American Festival:** to be held at North Charleston Wannamaker County Park from 11AM- 6 PM on Sunday, October 2, 2016. This event is an outdoor music and food festival with one stage, continuous live music & DJ for six hours. Three different Latin bands and a professional DJ will provide the entertainment throughout the day. Vendors should expect to accommodate a large band (14- piece); with heavy percussion and brass sections as well as smaller acts that require sequencing. Expected attendance is 4000 people. The overall festival area is approximately 7 acres. Vendors must be able to provide adequate sound for 4000 participants including an elevated delayed speaker system to extend the sound beyond the main stage area. Main stage (provided by venue): Portable covered stage with a floor area of 32’ wide X 14’ deep. The Canopy has a maximum height of 12’ 4” from the stage. The sides of the stage can be closed or open for the desired acoustics. The stage is constructed from steel and aluminum. Power provided by portable generator.
3. **Lowcountry Cajun Festival:** to be held on Sunday April 2, 2017 at James Island County Park from 11AM - 6 PM. This event is an outdoor music and food festival with one stage, continuous music for six hours. Two to three different bands (Zydeco) will provide both electric and acoustic music throughout the day. Expected attendance is 8500 people. The overall venue size is approximately 10 acres. Vendors must be able to provide adequate sound for 8500 participants including an elevated delayed speaker system to extend the sound beyond the main stage area. Main stage (provided by venue): Portable covered stage with a floor area of 32’ wide X 14’ deep. The Canopy has a maximum height of 12’ 4” from the stage. The sides of the stage can be closed or open for the desired acoustics. The stage is constructed from steel and aluminum. Power provided by portable generator.

Events and dates subject to change. Other new events could be added in which the vendor will be given plenty of advance notice. If the selected vendor cannot fulfill any additional dates CCPRC reserves the right to use another company.

Selection Process

Proposals will be received from qualified Vendors; however, no proposal submitted may be withdrawn for a period of sixty (60) days after the date the proposals are due. CCPRC will determine whether the evidence of ability to perform is satisfactory and will make awards only when such evidence is deemed satisfactory. CCPRC also reserves the right to waive any irregularities and/or reject any and/or all proposals that do not adequately meet the Owner's intended quality or that cannot meet the schedule or are not within the Owner's budget constraints. CCPRC also reserves the right to accept the proposal as a whole or any items listed on the Proposal Form. Listed below is the anticipated schedule:

- | | | |
|----|--------------------------------------|----------------------------------|
| A. | Deadline for Questions | November 19, 2015 |
| B. | Addendum Issued, if deemed necessary | November 24, 2015 |
| C. | Proposals Due | December 8, 2015 2:00PM, Tuesday |

Proposals shall be available for public inspection after the contract award; however, proprietary or confidential information marked as such in each proposal shall not be disclosed without prior written consent of the Vendor. It is the responsibility of the Vendor to identify any information deemed proprietary or confidential. Upon submission, all proposals become the property of the Commission and are subject to public record laws. It is the Proposer's responsibility to notify the Commission of any proprietary information listed in proposals submitted. **If a proposal contains proprietary information, the Proposer shall include a cover letter indicating such information. In addition, any information in which the proposer considers proprietary MUST be clearly marked "proprietary" next to the relevant part of the text in order for it to be treated as such.**

It is anticipated that the selected vendor will enter into a Blanket Purchase Agreement and Open-Ended Contract with CCPRC, a copy of which is attached, for a period of one year, with options for two additional one year options. CCPRC reserves the option to issue orders under the terms of the contract in the amount specified at the unit prices set forth at the time of the agreement.

Qualification and Evaluation of Proposals

While CCPRC's is concerned about the ultimate cost, the proposals will not be based solely on the lowest price for products. Proposals will be evaluated on, but not limited to, criteria listed and requested as outlined in the Request for Proposal and what is deemed most advantageous to the Commission and in accordance with CCPRC's Procurement Policy.

Proposals will be evaluated and independently scored based upon the factors listed in order of importance:

(Factors 3 and 4 are equal. And Factors 5 and 6 are equal.)

- 1) Cost
- 2) Past Performance
- 3) Project approach & performance differentiator's
- 4) Capacity
- 5) Corporate Experience
- 6) Local Preference

Any subfactors are of equal importance.

CCPRC will determine the best value based upon these criteria and recommend the selection of Vendor(s).

CCPRC may request additional information from one or more Vendor(s) after the submission of the initial proposals in order to clarify, confirm, or properly evaluate any proposals. Vendor may be asked to provide an oral discussion. This presentation shall be limited to the subject matter part of the proposal response and shall be limited to a clarification, explanation, or more extensive description of the proposal. Answers from the oral discussion may be reflected in a revised score for the submitted proposal due to a better understanding of a specific proposal evaluation item. CCPRC also reserves the right to negotiate terms of the contract with the intended firm pursuant to CCPRC's Procurement Policy. There is no expressed or implied obligation for CCPRC to reimburse Vendor for any expenses incurred in preparing the proposal and/or any subsequent interviews.

Vendor is required to sign a copy of CCPRC's contract, which is attached. CCPRC also reserves the right to reject all proposals that do not adequately meet its intended quality, which cannot meet the schedule, or are not within the CCPRC's budget constraints. CCPRC reserves the right to waive any irregularities and to reject any or all proposals. CCPRC also reserves the right to accept the proposal as a whole or any items listed on the Price Proposal Form.

CCPRC reserves the right to inspect the plant or place of business of a Vendor, contractor, or any subcontractor at reasonable time, which is related to the performance of any contract awarded or to be awarded by CCPRC as well as the books and records of such contractors and subcontractors in accordance with CCPRC's Procurement Policy.

Proposals for services shall include all charges including, but not limited to, deliveries, taxes, and duties of any kind levied by federal, state, municipal, or other governmental authority which either party is required to pay with respect to services covered under this agreement. There is no expressed or implied obligation for CCPRC to reimburse responding Vendor for any expenses incurred in preparing the proposals submitted for consideration.

Criteria for Selecting based on Qualifications

Vendor Representations

Each Vendor by submitting proposals represents that:

1. The Vendor has read and understands this solicitation (including all Attachments) and that its offer is made in accordance therewith.
2. The Vendor has reviewed the solicitation, has become familiar with the local conditions under which the service is to be performed, and has correlated personal observations with the requirements of the proposed Contract Documents.
3. The Vendor is qualified to provide the services required under this solicitation and, if awarded the Contract, will do so in a professional, timely manner using successful Vendor's skill and attention.

Basis of Award

The award determination shall be based on technical and price factors, not necessarily the lowest price. Following the deadline for submittal of proposals, a selection committee will review, analyze, and rank all submittals based on their response to the information requested. It is the intent of CCPRC to award this contract to one Contractor. Dependent on the results of the cost estimates and budgetary availability, CCPRC reserves the right to enter into a contract with two Contractors, in accordance with CCPRC's Procurement Policy and contract documents. If desired, the selection committee may short list the number of qualified Vendors. CCPRC reserves the right to determine the number of Vendor(s) that will be on the short list.

CCPRC reserves the right to reject any or all submittals and to waive defects, technicalities, and/or irregularities in any submittal. CCPRC reserves the right to finalize a contract based on all factors involved in the written qualification submittal without further discussion or interviews.

Basis of Evaluation for each Factor

Cost Factor:

Factor 1 – Cost

Basis of Evaluation: CCPRC will evaluate cost based on the total price proposal submitted for all items requested by name in the Price Proposal Form.

Analysis will be performed by one or more of the following techniques to ensure a fair and reasonable price:

- Prices received in response to the RFP
- Cost realism analysis performed

Technical Factors:

The Vendor shall be rated higher during evaluations if their technical proposal meets or exceed the following items: (Factors 2 through 6).

Factor 2- Past Performance

Basis of Evaluation: The degree to which past performance evaluations and all other past performance information reviewed (i.e., performance recognition documents and information obtained for any other source) reflects a trend of satisfactory and/or an outstanding level of performance, considering:

- Successful completion of tasks
- Timely product delivery
- Quality products and services
- Cooperativeness and teamwork at all levels (task managers, contracting officers, procurement office, auditors, etc.)
- References

Factor 3- Corporate Experience

Basis of Evaluation: The responding institution will be evaluated in order to determine if its company has demonstrated the necessary corporate experience to meet CCPRC's needs.

Factor 4- Project Approach and Performance Differentiators

Basis of Evaluation: The Vendor may be rated higher during evaluations if their proposal meets and/or exceeds the following items:

- Capability to provide products
- Provide supplies, product
- Timely response to requests for onsite support

In addition to the above, CCPRC may review any other sources of evaluation information of past performance. Other sources may include, but are not limited to, inquiries of Vendor representative(s), and any other known sources not provided by the Vendor. While CCPRC may elect to consider data from other sources, the burden of providing detailed, current, accurate, and complete past performance information rests with the Vendor. Based on the trend and satisfactory and/or outstanding ratings, performance may be rated higher.

Factor 5- Capacity

Basis of Evaluation: The Vendor will be evaluated to determine if their proposal has sufficient capacity to meet and maintain orders.

Factor 6 – Local Preference

Basis of Evaluation: Vendor whose business is physically located and operating within the limits of Charleston County and who otherwise meets the CCPRC's vendor requirements in Attachment 5 section three items b thru e.

Evaluation Criteria

Each response to this Request for Proposal will be subject to the same review and assessment process. Submittals will be evaluated on the basis of the Proposal's technical capability and experience. All Vendor submitting qualifications must provide at a minimum, their expertise

and capabilities as they relate to the Factors 2 through 5, with regard to the work outlined by the RFP.

The distinction between corporate experience and past performance is corporate experience pertains to the types of work and volume of work completed by a Vendor that is comparable to the types of work covered by this requirement, in terms of scope and complexity. Past performance relates to how well a Vendor has performed.

Vendor will be evaluated on Factors 1 thru 6.

Factor 1– Cost

Factor and Solicitation Submittal Requirements:

The Vendor will be evaluated based on the cost in items 1 thru 20. The award determination shall be based on technical and price factors, not necessarily the lowest price. It is the intent of CCPRC to award this contract to one Contractor.

Factor 2 – Past Performance

Factors and Solicitation Submittal Requirements:

Ensure correct phone numbers and email addresses are provided for all client points of contact. Submit a copy of references as indicated in Certification/Qualification Questionnaire/References, Attachment 8 which contains the point of contact information for each of the five required client references.

1. Provide five recent client references (from within the past three years)
2. Provide the client’s name, as well as address and telephone number for a point of contact who can provide information regarding the Vendor’s role on the providing products
3. The Vendor is encouraged to submit any other information they believe will enhance their position in the evaluation criteria
4. Reputation and previous experience of Vendor, products

Factor 3- Corporate Experience

Factors and Solicitation Submittal Requirements:

1. Proposals shall identify the qualified, knowledgeable contact person who will be the point person for the entire project. Proposals shall also provide a statement of the Vendor’s commitment that the identified individual(s) will be involved throughout the entire project and must address, at a minimum, the organizational strength and stability of the responding firm.
2. Provide documentation of the firm’s capability and experience which includes:
 - a. Demonstration of Vendor’s ability to perform the indicated services
 - b. Description of previous work
 - c. Responsiveness and compliance with the items listed in request for proposal

Factor 4– Project Approach and Performance Differentiators

Factor and Solicitation Submittal Requirements:

1. Detailed description of Vendor’s approach in providing the service

2. The reason Vendor proposal should be selected
4. Explain your response time to correct the failure of service as scheduled.

Factor 5 – Capacity

Factor and Solicitation Submittal Requirements:

1. Ability to meet a schedule
2. Description of Vendor’s approach to timelines and scheduling

Factor 6 – Local Preference Option

Factor and Solicitation Submittal Requirements:

1. Vendor whose business is physically located and operating within the limits of Charleston County and who otherwise meets the CCPRC’s vendor requirements in Attachment 5 section two items b thru e.

Factor and Solicitation Submittal Requirements:

A) Technical Factors:

Submit one original proposal clearly marked “Original” and three (3) copies in 8-1/2 x 11 format, font size 12. Provide the proposals in three ring binders with a cover page including name of prime contractor, address, phone, email and fax numbers, contract number and point of contact. Submit an electronic copy of your technical proposal (in PDF) on one electronic copy (CD) or flashdrive.

B) Price:

Solicitation Submittal Requirements: Submit an original clearly marked “Original” and two (2) copies of the price proposal in a separate sealed envelope with a cover page including name of prime contractor, address, phone, email and fax numbers, contract solicitation number and point of contact. Submit the price proposal at the same time as the technical proposal. Submit an electronic copy of your price proposal (in PDF) on one electronic copy (CD) or flashdrive.

Technical and Price proposals must be submitted no later than 2:00PM, ET Tuesday, **December 8, 2015**. Proposals must be sent to the attention of Lanna Wright, CPPB. Price Structure proposals must be sent in a SEPARATE SEALED ENVELOPE clearly marked on the bottom left hand corner “Price Proposal – **Festival & Event Sound and Light Production #2016-004 and name of firm**”, mailing address, 861 Riverland Drive, Charleston, SC 29412.

Submittals

Proposals will be ranked based upon the information outlined in this RFP and on the Price Proposal Form. The following must be completed in its entirety and submitted in order to be considered for evaluation:

Submit qualifications in the following format:

- Title Page - Title page showing the Request for Proposal subject, the Team name, the addresses, and telephone number of a contact person and the date of the submittal.
- Table of Contents - Provide Table of Contents to aid the evaluation of the qualifications.

- Transmittal Letter - A signed letter of transmittal briefly states the Offeror's understanding of the work to be done, the commitment to perform the work, a statement why the Team believes it to be best qualified to perform the engagement, and a statement that the submittal is a Team and irrevocable offer for sixty (60) days.
- Detailed Submittal - The purpose of the detailed submittal is for the Offeror to demonstrate their qualifications, competence, and capacity to provide a spray play system to CCPRC in conformity with the requirements of this solicitation. Offeror shall submit a qualification for this project meeting the minimum requirements listed. Address each item listed in the Evaluation Criteria based on the ability of your Team as required. Offerors should address all the points outlined herein including 2) Past Performance, 3) Project Approach and Performance Differentiators, 4) Capacity 5) Corporate Experience, and 6) Local Preference Option, if applicable.
- **Attachment #1** - SC Dept. of Revenue Form I-312. Please sign and return with proposal if applicable.
- **Attachment #2** - Equal Employment Opportunity Certification: Please sign and return with proposal.
- **Attachment #3** - Non Collusion Oath. Please sign and return with proposal
- **Attachment #4** - Drug-Free Workplace Certification. Please sign return with proposal.
- **Attachment #5** - Local Preference Option. Please sign and return with proposal.
- **Attachment #6** - Compliance with Illegal Immigration Form. Please sign and return with proposal.
- **Attachment #7** - Insurance Requirement. Please provide proof with proposal or prior to award.
- **Attachment #8** - Certification/Qualification Questionnaire/Reference. Please return with proposal.
- **Attachment #9** - W-9 Request for Taxpayer Identification Number & Certification form. Please return with proposal.

Addendum

Submitter acknowledges that it is the submitter's responsibility to determine whether an Addendum has been issued. If so, the submitter must obtain copies of such Addendum from the Commission's website and agrees to be bound by all Addenda that have been issued for this Request for Proposal. If an addendum is issued, the submitter shall sign and return each addendum.