**THE CITY OF JEFFERSONVILLE PARKS AUTHORITY**

****

**REQUEST FOR PROPOSAL (RFP)**

**2023**

**JEFFERSONVILLE RIVERSTAGE**

**AUDIO/VISUAL PRODUCTION OPPORTUNITY**

**The City of Jeffersonville Parks Authority**

**Request of Proposal (RFP)**

**2023 Concert Production at RiverStage Events**

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**\*Photos of venue attached**

**Section A**

**General Information**

**A1. This REQUEST FOR PROPOSAL (RFP**) represents a publicly advertised and competitively awarded solicitation by the City of Jeffersonville Parks Authority for a seasonal concert production operator at the RiverStage events. The Authority is seeking and will select a company that best demonstrates the ability to provide innovative and reliable services for concert audio/video production at a reasonable cost. The Authority reserves the right to approve or disapprove any proposed business activity. The City of Jeffersonville or the Authority will not be liable for any expense or cost associated with the preparation and/or submittal of a Company’s response to this RFP.

**If you are awarded an Audio/Visual Production Agreement, production rights may not be sold, transferred, subcontracted or given to anyone else. You must provide the operations as they are awarded to you.**

Concert Production is limited to the following City of Jeffersonville park location:

* **RiverStage** – located at the foot of Spring Street along Riverside Drive (100 W. Riverside Drive, Jeffersonville, Indiana) near the OverLook and Terraced Lawn area.

NOTE: A Production Agreement provides the Company, during the duration of the contract, the right to be included as a City-contracted vendor in selected special events held at the RiverStage. Additional details are contained within the Sample Production Agreement in Section C.

**A2. RFP Selection Process and Schedule**

The City’s schedule for RFP submission and final selection of the contractor is as follows:

December 2, 2022 RFP Packages Available: 10 am

December 19, 2022 RFP Submittal Deadline: 10 am

December 19, 2022 Proposal Review Process Begins at 5:30 pm

January 23, 2023 Recommendation to Parks Authority

**A3. Terms and Definitions**

The following terms are used in this RFP:

1. **City:** The City of Jeffersonville, Indiana, and/or its staff
2. **Authority:** The City of Jeffersonville Parks Authority, Parks Department and/or its staff
3. **Contractor:** Audio/visual production company that desires to provide staffing and operations for RiverStage concerts and other events
4. **Contract or Agreement:** The contract or agreement (Attachment A) between the City of Jeffersonville Parks Authority and the selected company resulting from this RFP
5. **Proposal:** A response to this RFP, which includes the submittal elements as outlined in Section B
6. **RFP:** This Request for Proposal to operate audio/visual productions at the RiverStage venue

**Section B**

**Requirements and General Specifications**

**B1. RFP Requirements**

NOTE: The following general requirements are mandatory for all proposals. Proposals submitted after the deadline date and time, or lacking one or more of the following requirements will not be accepted:

1. Proposals must be submitted on paper to the Jeffersonville Clerk by the deadline listed in this RFP.
2. Proposals must include the legal Company (LLC, corporation, organization, firm or partnership) name, business address, email address and phone number, as well as first and last name of the primary business contact.
3. Proposals must be signed by an official representative who is legally authorized to bind the Company.
4. All forms in this RFP must be fully completed as requested.
5. Proposals must completely answer each question of the Questionnaire that begins on Page 12.
6. Proposals must provide all references and materials required by the RFP instructions and Questionnaire within.

**Questions:** Questions regarding the scope of work, evaluation process or RFP process must be submitted in email and should be addressed to Amber Powell, Riverstage Manager, at apowell@cityofjeff.net. Telephone inquiries or questions will not be accepted. The deadline for inquiries or questions is 4:00 p.m. on Friday, December 9, 2022.

**Submittal Instructions:** Proposals must be submitted no later than 10:00 am on Monday, December 19, 2022.

Proposals must be mailed or delivered to:

City of Jeffersonville

ATTN: Lisa Gill – **2023 RiverStage Audio/Visual Opportunity RFP**

500 Quartermaster Ct., Suite 156

Jeffersonville, IN 47130

**B2. RFP Proposals**

* Proposals should be prepared simply, providing a straightforward, concise description of the applicant’s capabilities to satisfy the requirements of the request.
* All proposals must be submitted on standard white paper – one original and two copies.
* Proposals must completely answer each question in the questionnaire, which begins on Page 12.
* The contract will be awarded for the 2023 season, with possible renewals for subsequent years. Renewals will be determined at the discretion of Parks Department Management and the Authority.
* The successful bidder will be expected to abide by all State laws, County laws, City ordinances, all business licensing requirements and City of Jeffersonville insurance requirements.
* All proposals become the property of the City of Jeffersonville.

**B3. Requirements and Fees**

If your proposal is accepted, the following fees and requirements will be due upon issuance of the Production Agreement:

***Insurance Coverage and Proof of Policy –*** The Contractor shall obtain and maintain for the duration of the agreement, policies of comprehensive general liability insurance with combined single limits of not less than $1,000,000 per occurrence, $2,000,000 general aggregate. The insurer must have an AM Best rating no less than A VII and be authorized to do business in the State of Indiana. The insurance policy shall be written on an occurrence basis. The City of Jeffersonville and the City of Jeffersonville Parks Authority shall be named as Additional Insured and a copy of the Additional Insured Endorsement naming the City and Authority as Additional Insurance shall be attached to the Certificate of Insurance. The Certificate of Insurance and Additional Insured Endorsement shall be filed with the City and Authority a minimum of two weeks prior to the contractor providing services.

***Contract Agreement (Not Lease)*** - The Contractor understands and agrees that the Authority will only grant production services by contract and not by lease. The Production Agreement will only confer permission to operate equipment and facilitate production services and maintenance for the concert season. A Contractor’s expenditure of capital and/or labor in the course of use and occupancy will not confer any interest or estate in the premises or venue by virtue of said use, occupancy and/or expenditure of money thereon. Authority will only grant the awarded Contractor an individual, revocable and non-transferable privilege of use in the premises for the services granted. A sample Production Agreement is included for review.

**B4. Proposal Evaluation and Selection**

A panel of City staff will review the qualified bids and qualifications as submitted in this RFP process. The panel will score the RFP submittals, determine the highest qualified applicants, conduct interviews as necessary, and make a final recommendation to the Authority regarding the award.

The criteria contained within the attached questionnaire will be used to evaluate RFP submittals. Proposals will be evaluated based on the following criteria:

1. Answer and complete the requirements detailed within the attached questionnaire
2. Provide the best plans for equipment installation and removal
3. Provide the best plan for production services
4. Provide the most efficient and cost-effective plan for staffing
5. Exhibit the best knowledge and understanding of industry standards
6. Provide the most production service experience, and meet the or exceed the minimum number of positive references required

**Section C**

**Sample Agreement, Maps and Proposal Questionnaire**

**C1. Sample Agreement**

**Jeffersonville Riverstage Audio/Visual Production Agreement**

This contract shall serve as a binding agreement between the City of Jeffersonville Parks Department (referred to hereinafter as “City”), and *Business* (referred to hereinafter as “Contractor”), to manage audio/visual production during designated events at the Jeffersonville Riverstage, located at W Riverside Dr. in Jeffersonville, IN.

Whereas, the City will be hosting a summer concert series (referred to hereinafter as “Concerts”) at the Riverstage between the dates of June 3, 2022 and August 12, 2022.

Whereas, the City owns the audio/visual equipment that is used for the Concerts at RiverStage, and has chosen the Contractor to operate and manage its equipment during all events.

Whereas, the City has assigned duties to Amber Powell to serve as the Event Manager, to manage and oversee operations with the selected Contractor.

Whereas, it is in the best interests of the City to contract audio/visual production to a single Contractor that will be responsible for all installation, operations

Whereas, it is in the mutual interests of the City and the Contractor to enter into this contract agreement to facilitate vending for the Event.

**THEREFORE, BE IT AGREED by the parties as follows:**

1. This contract serves to set parameters for the Jammin in Jeff summer concert series at the Jeffersonville Riverstage that are scheduled for designated dates occurring June 3, 2022 through August 12, 2022.
2. The City hereby grants to the Contractor the exclusive right to install, maintain, operate, repair and uninstall the audio/visual equipment used for RiverStage events, and to manage and direct stage
3. The recitals set forth above shall be incorporated herein by reference as a substantive part of this contract.
4. The Contractor shall execute services in accordance with the following:
	1. Properly install all audio/visual equipment in a timely manner in accordance with dates and deadlines set by Riverstage manager.
	2. Maintain equipment and complete repairs as needed and in a timely manner.
	3. Operate all aspects of audio and visual production with proficiency during concerts and other events.
	4. Disassemble and transport all equipment to designated storage facilities after the concert season ends.
5. Contractor shall be responsible for obtaining any licenses and other permits necessary for the operation of production services. All license and permit documents must be filed with the Event Manager at least thirty days prior to first concert.
6. Contractor shall secure and maintain for the term of its contractual relationship with City such insurance policies from companies licensed in the State of Indiana, as will protect itself, City (with City named as additional insured to the extent permitted by law), and others as specified, from claims for bodily injuries, death, personal injury or property damage, which may arise out of or result from the Concessionaire's intentional or negligent acts, errors or omissions. The following insurance coverage, at or above the limits indicated shall be maintained by Contractor:
	1. Statutory workers compensation in accordance with Indiana statutory minimum requirements.
	2. Commercial general liability and alcohol liability with minimum coverage of $1,000,000 and deductible no greater than $1,000.
	3. To provide evidence of the required insurance coverages, copies of Certificates of Insurance in a form acceptable to the City shall be filed with Event Manager no later than thirty days prior to the first Concert. Failure to file or maintain acceptable Certificates of Insurance with the City is agreed to be a material breach of any contract and grounds for termination of the Concession.
	4. In addition, Certificates of Insurance shall contain the following clauses:
		1. The clause "other insurance provisions" in a policy in which the City is named as an insured, shall not apply to the City of Jeffersonville.
		2. The insurance companies issuing the policy or policies shall have no recourse against the City for payment of any premiums or for assessments under any form of policy.
		3. Any and all deductibles in the above described insurance policies shall be assumed by and be for the amount of, and at the sole risk of the Concessionaires.
		4. Location of operations shall be: "all operations and locations on the Jeffersonville Riverstage, Terrace Lawn and Overlook.
7. Contractor shall be responsible for paying its staff in accordance with industry standards, as well as federal and state employment guidelines.
8. Contractor agrees that it will not discriminate against any person on the grounds of race, color, religion, sex, sexual orientation, national origin or disability in the hiring of employees.
9. Governing Law: This contract shall be governed by the laws of the County of Clark in the state of Indiana, and any applicable United States Code or Administrative Orders.
10. Arbitration Clause: All disputes, controversies, or claims arising out of or relating to this contract shall be submitted to binding arbitration in accordance with the applicable rules of the American Arbitration Association then in effect.
11. Indemnification:
	1. Contractor (including, by definition here and herein below, the Contractor's employees, officers, agents, representative, contractors and invitees) shall release, discharge, indemnify and hold harmless the City and its officials, employees, agents and representative from and against liability for any claim, demand, loss, damages, penalty, judgment, expenses, costs (including costs of investigation and defense), fees, (including reasonable attorney and expert witness fees) or compensation in any form or kind whatsoever for any bodily injury, death, personal injury, or property damage arising out of or in connection with any act, error or omission by the Contractor or for any resulting liability alleged to accrue against City on account of the Contractor's acts, errors or omissions; provided, however, that such indemnity shall not be construed as an indemnity for bodily injury or property damage arising from the sole negligence or intentional acts of City or its employees.
	2. Contractor further shall investigate, process, respond to, adjust, provide defense for and defend, pay or settle all claims, demands, or lawsuits related to its acts, errors and omissions hereunder at its sole expense and shall bear all other costs and expenses related thereto, even if the claim, demand or lawsuit is groundless, false or fraudulent.
12. Termination: Should the Contractor default in the performance of this Agreement or materially breach any of its provisions, the City shall have the option of terminating the Agreement by giving written notification to the Contractor at the address shown herein. This agreement may also be terminated by the City at its option and without prejudice to any other remedy which it may be entitled either at law, in equity, or under the terms of this Agreement in the event of any of the following:
	1. Requests relief from any obligation under this agreement.
	2. Makes a request to discharge a debt to the City in Bankruptcy.
	3. Is adjudged to bankruptcy.
	4. Becomes insolvent or has a receiver of his/her its assets or property appointed because of insolvency.
	5. Makes a general assignment for the benefit of creditors.
	6. Suffers any judgement or against him/her/its to remain unsatisfied or unbounded of record for 30 days.
	7. Institutes or suffer to be instituted any procedures for reorganization or rearrangement of his/her/its affairs, or fails to secure and/or maintain permits or licenses necessary to carry out said terms of this agreement.

In the event of a termination, any moneys due on the date of termination shall be immediately due and payable.

1. Relationship of Parties: It is understood that the Authority is not in any way or for any purposes partner or joint venture with, or agent of, Contractor in the Contractor's operation of production.
2. Assignment: Contractor shall not assign its interest herein without the written consent of the Authority which consent may be withheld in City's sole discretion.
3. Surrender upon Termination: Upon the expiration or earlier termination of this Agreement, for any reason whatsoever, Contractor shall peaceably surrender to City possession of all equipment.
4. Entire Agreement: This writing, together with all of the attached Exhibits, constitutes the entire agreement of the parties. This Agreement supersedes all prior concession agreements, if any, between the parties, and no representation, warranties, inducements, or oral agreements that may have been previously made between the parties shall continue in effect unless stated herein. This Agreement shall not be modified except in writing, signed by the City and Contractor.
5. Term/Renewal: The initial term of this Agreement shall be for the city-organized Concerts at the Riverstage taking place June 3, 2022 through August 12, 2022. At the expiration of the initial term, this Agreement will be fulfilled and will not be renewed.
6. Notice: Any notice given pursuant to this Agreement other than which is specifically permitted to be given in some other fashion shall be in writing and shall be delivered by hand, by overnight courier or by registered or certified mail, postage prepaid, return receipt requested and addressed as follows:
	1. If to City:

Jeffersonville Parks Department

Attn Amber Powell

500 Quartermaster Court #205

Jeffersonville, IN 47130

812.285.6440

* 1. If to Contractor:

*Business*

Notice shall be deemed given when delivered if hand-delivered by courier or two days after the date indicated on the postmark if sent by U.S. Mail.

Either party may change its address to which notices shall be delivered or mailed by giving notice of such change as provided above.

By signing below, both parties agree to all the clauses and conditions as stated in this contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**C2. Questionnaire**

**2023 RIVERSTAGE AUDIO/VISUAL PRODUCTION RFP QUESTIONNAIRE**

***This questionnaire must be fully completed and returned as part of your proposal.***

**Instructions**

This form must be used to complete the questionnaire. If additional space is needed or attachments are required, any additional pages and documents must be numbered to reference the number of the requirement/question below. Attachments/documents not properly connected and/or numbered to match the question number from below, will not be reviewed. Arrange the supplemental pages so they are attached in sequential order after the questionnaire pages.

1. **LEGAL NAME AND ADDRESS OF COMPANY SUBMITTING THIS PROPOSAL**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **NAME AND CONTACT OF THE PERSON RESPONSIBLE FOR SUBMISSION OF THIS PROPOSAL**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **ADDRESS OF PRINCIPAL PLACE OF BUSINESS**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **THE PERSON ON COMPANY’S STAFF WHO WILL BE THE PRIMARY CONTACT FOR THIS AGREEMENT**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: (if different from above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **TYPE OF ORGANIZATION**

Specify if the organization is a corporation, partnership, sole proprietorship, joint venture, ext. Explain any details or factors needed to clarify your organizational and financial structure:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **EXPERIENCE IN BUSINESS**

How long has this Company been in business? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ years

How long this Company had experience in this industry? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ years

1. **CLIENT REFERENCES**

Provide information about three (3) similar clients for whom you currently provide production services:

***CLIENT REFERENCE #1***

Name of client (company/organization/individual):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of years the Company has served this client: \_\_\_\_\_\_\_\_\_\_ years.

Describe the service(s) provided to the client:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***CLIENT REFERENCE #2***

Name of client (company/organization/individual):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of years the Company has served this client: \_\_\_\_\_\_\_\_\_\_ years.

Describe the service(s) provided to the client:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***CLIENT REFERENCE #3***

Name of client (company/organization/individual):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of years the Company has served this client: \_\_\_\_\_\_\_\_\_\_ years.

Describe the service(s) provided to the client:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **FINANCIAL REFERENCES**

Provide two (2) financial references. These can include financial institutions, suppliers, insurance companies, etc. Do not use the same references for both Client References and Financial References.

***FINANCIAL REFERENCE #1***

Name of Business:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the financial relationship:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***FINANCIAL REFERENCE #2***

Name of Business:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the financial relationship:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***\*Responses for the following segments should be typed (not handwritten) on a separate document and labeled accordingly to correspond with the numbers/letters for each.***

1. **PRODUCTION SERVICE PROPOSAL**

Provide detailed plans for the following aspects of service:

1. Equipment installation and testing – include specific steps and timelines
2. Weekly service for Concert production – include staffing structure
3. Equipment removal – include specific steps and timelines
4. Equipment storage (off season) – include drawing to show layout; label all main components

**10. FINANCIAL PROPOSAL**

Provide detailed charges for each aspect of service listed above:

**11. STAFFING**

Provide full names of staff members with the Company who will be assigned to work at RiverStage, and list specific duties that each person will be assigned:

**12. SUBMITTAL**

By signing below and submitting this proposal, I (representative of the company) do hereby confirm that all information provided is correct, and hereby agree to commit to the services outlined in this proposal for the duration of the contracted term.

Submitted by (Company Name): \_\_\_\_\_\_

Signed: \_\_\_\_\_\_ Date: \_, 2022

Print Name: Title: \_\_\_\_\_\_