CITY OF INGLEWOOD, CALIFORNIA

REQUEST FOR PROPOSAL

Event Management and Production Services for the City of Inglewood

RFP–0123

PROPOSALS DUE: THURSDAY, NOVEMBER 29, 2018 AT 11:00 A.M.

AT THE PURCHASING AND CONTRACTS SERVICES DIVISION
LOCATED ON THE 8TH FLOOR OF INGLEWOOD CITY HALL
ONE MANCHESTER BLVD.
INGLEWOOD, CA 90301

Contact Person During Bid Period:
Bianca Plascencia, Procurement and Contracts Coordinator
(310) 412-5266

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REQUEST FOR PROPOSAL
CITY OF INGLEWOOD
INVITATION TO SUBMIT PROPOSAL

The City of Inglewood invites and will receive proposals duly filed herein for the furnishing of qualified "**Event Management and Production Services for the City of Inglewood**", as specified in this document.

Each proposal shall be submitted and completed in all particulars using the supplied form and must be enclosed in a sealed package addressed to the City of Inglewood, Purchasing and Contracts Services Division 8th floor, One Manchester Blvd., Inglewood, CA 90301 with the designation of the project, "**Event Management and Production Services for the City of Inglewood**" appearing thereon.

Proposals will be opened in public on Thursday, November 29, 2018 at 11:00 A.M. in the Purchasing and Contracts Services Division and will be announced then and there to all persons present. Specifications and other proposal documents for the above service are on file in the Purchasing and Contract Services Division, and may be obtained upon request.

The City reserves the right to waive any irregularity within any proposal, and to take proposals under advisement for a period of ninety (90) calendar days from and after the date proposals are opened and announced.

The following conditions and terms apply:

1) The City Council reserves the right to reject any or all proposals.
2) Attached are detailed specifications and conditions for proposal submission.
3) You must execute your contract within ten (10) days after the City mails it. If the contract is not executed within ten (10) days, the City reserves the unilateral right to cancel it.
4) If any provisions of the contract are violated, the City, after suitable notice, may cancel the contract and make arrangements to have the products and or services supplied by others. Any extra cost to the City will be paid by the vendor.
5) Proposals may be obtained from the Purchasing and Contract Services Division located on the 8th floor of City Hall, or call (310) 412-5266.
6) All proposals with pricing must be for specific amounts. Any attempt to qualify prices with an 'escalation clause' or any other method of making a price variable, is unacceptable. Proposal shall be valid for ninety (90) calendar days from and after the date proposals are opened and announced.
7) The City reserves the right to add or subtract quantities and/or services based on the unit prices/unit lump sums so indicated as its budgetary needs may require.

Date: 10/26/18

Artie Fields, City Manager

RFP-0123

INSTRUCTIONS TO PROPOSER

BEFORE SUBMITTING YOUR PROPOSAL, HAVE YOU PROPERLY COMPLETED THE FOLLOWING?

Please Check Here

1. PROPOSAL:

a. Have you submitted a proposal on all of the items of the proposal document? _____
b. Is the proposal properly signed and dated? _____
c. If the proposal is being submitted by a corporation, is the corporate seal affixed to the proposal? _____
d. Have you submitted the Pricing/Budget Worksheet? _____
e. Have you submitted Appendix "A" Experience Form and Qualifications Questionnaire? _____

2. PORTFOLIO:

a. Have you submitted the required portfolio of work? _____

3. CONTRACT COMPLIANCE:

a. Have you complied with the non-collusion affidavit? _____
b. Is the non-collusion affidavit properly signed and duly notarized? _____
c. Have you examined and understand the requirements and forms to be furnished on the project? _____

4. BUSINESS TAX CERTIFICATE:

a. Are you aware of General Provisions Section 3, entitled Inglewood Business Tax Certificate? _____

CITY OF INGLEWOOD

RFP-0123

EVENT MANAGEMENT AND PRODUCTION SERVICES FOR THE CITY OF INGLEWOOD

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RFP-0123

EVENT MANAGEMENT AND PRODUCTION SERVICES FOR THE CITY OF INGLEWOOD

SCOPE OF WORK

SECTION 1. INTRODUCTION

The City of Inglewood is seeking an experienced event management and production services company to plan, organize and execute events on a small, medium, and large scale in various areas and venues, indoors and outdoors that will take place within the City throughout the year. The City will host a range of events, including but not limited to, press conferences and receptions to holiday events, cultural festivals and community education events. Events in the City are typically non-ticketed (public and free-of-charge), involve multiple stakeholders and sometimes include sophisticated technical and logistical elements. Some events in the City have approximately 100 attendees while other events have a range from 1,000 to 10,000 attendees. The City intends to award a contract to one company for a period of two years with the option to renew for two additional years in one year increments.

A company wishing to bid on this RFP will be required to show they can provide services such as event production, design, managing contracts with sub-vendors, event setup and breakdown for all required events.

The City's events are meant to represent the growth, excitement, community connection and direction of the City, and a good event planner is critical to helping us make them professional, fun and successful.

SECTION 2. SCOPE OF WORK

The event planner will be responsible for an array of services for each event which may include:

- Themes and decor;
- Identifying companies willing to provide paid and in-kind services such as food, beverage, catering and similar needs;
- Setup, including tenting, furnishings, tables, chairs, serving equipment, linens, and other items as needed in conjunction with the specific event;
- Overseeing and implementing load-in and load-out of all temporary structures/tenting, facilities, equipment and supplies;
- Arranging for entertainment and guest activities, including staging, audio, and lighting as needed as well as production effects and signage;
- Creating and overseeing run-of-show and rundown, managing all aspects of entertainment and program onsite, and serve as principal contact with the venue.

Event Schedule Sample: Additional events may be added throughout the year as needed.

1. Martin Luther King Jr. Festival
    - Primary Services Required: Decor and Food and Beverage

- Possible Event Locations: The Tabernacle
- Format: Live event (indoors)
- Event Detail: Commemorative program with green room set-up and food and beverage services for dignitaries and event talent.
- Attendees: 75-100 for green rooms; 1,000 for event
- Event Frequency: Once a year
- Event Time: 9:00 a.m. - 1:00 p.m.

* *Event set-up may take place the day before and early in the morning before the event; event takedown may not exceed 2 hours

2. Earth Day Festival
   - Primary Services Required: Event production and design, equipment and technical support, Food and Beverage.
   - Possible Event Locations: Inglewood City Hall
   - Format: Festival and outdoor concert
   - Event Detail: Outdoor festival and concert focused on environmental awareness
   - Attendees: 3,000
   - Event Frequency: Once a year
   - Event Time: 10 a.m. - 5 p.m.

3. Hispanic Heritage Festival
   - Primary Services Required: Decor and Equipment and technical support
   - Possible Event Locations: Crozier Middle School
   - Format: Outdoor festival
   - Event Detail: a Cultural celebration of Hispanic heritage including commercial vendors, food vendor/trucks, live entertainment and car show.
   - Attendees: 3000 for event
   - Event Frequency: Once a year
   - Event Time: 11:00 a.m. - 5:00 p.m.

4. Turkey Giveaway
   - Primary Services Required: Theme and Decor,
   - Possible Event Locations: Faithful Central Bible Church - Tabernacle Parking Lot or Forum Parking Lot
   - Format: Live event
   - Event Detail: a turkey giveaway for Inglewood residents.
   - Attendees: 1,200
   - Event Frequency: Once a year
   - Event Time: 9:00 a.m. – 11:00 a.m.

5. Holiday Tree Lighting Ceremony
   - Primary Services Required: Theme and Decor, Food and Beverage, Procurement
   - Possible Event Locations: Inglewood City Hall
   - Format: Live event

- Event Detail: outdoor holiday celebration including tree lighting, entertainment, light refreshments for general public, and craft services for talent.
- Attendees: 2,000
- Event Frequency: Once a year
- Event Time: 6:00 p.m. – 9:00 p.m.

6. Employee Holiday Social
   - Primary Services Required: Theme and Decor
   - Possible Event Locations: Area hotel
   - Format: Live event (indoors)
   - Event Detail: Holiday and appreciation event for employees.
   - Attendees: 300
   - Event Frequency: Once a year
   - Event Time: 6 p.m. – 10 p.m.

7. Citywide Yard Sale and Recycling Events
   - Primary Services Required: seller booth creation, tables and chairs for each booth, canopies and food court identified.
   - Possible Event Locations: City streets or parking lots of a major venue
   - Format: Live event
   - Event Detail: residents are given the opportunity to sell gently-used items which promotes reduction of items being illegally dumped or disposed of improperly.
   - Attendees: 500 including (sellers) and public attendees
   - Event Frequency: bi-annually (2 times per year)
   - Event Time: 7 a.m. – 3p.m.

8. Community Documents Shredding and Donations Event
   - Primary Services Required: event area identified with balloons and signage
   - Possible Event Locations: public street
   - Format: Live event
   - Event Detail: Inglewood residents can take advantage of a drive-thru style event to have documents shredded as well as donate e-waste and gently used clothing to charitable organizations.
   - Attendees: 400
   - Event Frequency: 3 times annually
   - Event Time: 9:00 a.m. – 1:00 p.m.

Historically, the City of Inglewood has expensed an average of $54,559 annually for event management and production services. Please see Exhibit "A" **for your reference only**. This is a typical budget expenditure and the annual contractual amount will be in this price range.

Exhibit "A"

Event	Description	FY 15/16	FY 16/17	FY 17/18	Total for 2016, 2017 & 2018	Total Average Amount
1	Document Shredding and Ewaste Event	$ 550.00	$ 2,575.00	$ 750.00	$ 3,875.00	$ 1,292.00
2	Earth Day Jazz Festival	$ 5,825.00	$ 5,400.00	$ 22,647.00	$ 33,872.00	$ 11,291.00
3	MLK	$ 1,685.00	$ 2,000.00	$ 3,735.00	$ 7,420.00	$ 2,473.00
4	Tree Lighting Event	$ -	$ -	$ 9,485.00	$ 9,485.00	$ 9,485.00
5	Turkey Giveaway	$ -	$ -	$ 784.00	$ 784.00	$ 784.00
6	Preschool Graduation	$ -	$ -	$ 525.00	$ 525.00	$ 525.00
7	Clean Air Day Planning Luncheon	$ -	$ -	$ 250.00	$ 250.00	$ 250.00
8	Hispanic Heritage	$ 600.00	$ 600.00	$ -	$ 1,200.00	$ 600.00
9	Grand Openings/ Groundbreaking Ceremonies (About 2 per year)	$ 1,750.00	$ 1,760.00	$ 8,650.00	$ 12,160.00	$ 4,053.00
10	Relay for Life	$ 625.00	$ -	$ -	$ 625.00	$ 625.00
11	Press Conference (About 2 per year)		$ 1,560.00	$ -	$ 1,560.00	$ 1,560.00
12	Yard Sale and Recycling Event	$ 10,750.00	$ -	$ -	$ 10,750.00	$ 10,750.00
13	Dedication Ceremony (About 2 per year)	$ 625.00	$ -	$ 850.00	$ 1,475.00	$ 738.00
14	Town Hall Meeting (About 2 per year)	$ 850.00	$ 985.00	$ -	$ 1,835.00	$ 918.00
15	Luncheon for 25	$ -	$ 1,295.00	$ 625.00	$ 1,920.00	$ 960.00
16	Breakfast for 15	$ -	$ -	$ 625.00	$ 625.00	$ 625.00
17	Breakfast for 100	$ -	$ -	$ 3,815.00	$ 3,815.00	$ 3,815.00
18	LA County Summit	$ -	$ -	$ 3,815.00	$ 3,815.00	$ 3,815.00
						$ 54,559.00

SECTION 3. PRICING/BUDGET WORKSHEET

Pricing Information

The Respondent shall provide the following information. Failure to complete the required information may render the proposal non-responsive and possibly eliminate the proposal from further consideration.

Instructions

The City is interested in receiving proposals from a variety of firms for special event management and production services.

The worksheet is based on an event with no more than 1000 attendees.

Pricing/Budget Worksheet

- Please complete each line item on the sample budgeting worksheet on page 11 including the type of vendor (or a sample vendor name), the percentage of total budget, and estimated cost. Additional pages may be submitted as needed.

- Details shall be included at the discretion of the Respondent. For example, the Respondent may decide to include both a lighting and an event furniture rental company for the "Reception Rental" line item or just one company.

- Consider the estimated attendance at the event to be 1000 guests, for a non-ticketed evening program and reception after that.

- In the notes section of the worksheet, Respondents may provide specific details regarding the vendors such as the specific items included in the estimated cost. Respondents may add additional line items for extra elements that are not included in the list, but should/would be anticipated expense.

- Along with the completed worksheet, please submit a brief paragraph that describes the characteristics, size, scale, elements, and overall creative vision of the event.

- If the Respondent has experience producing similar events or programs, these may be used as a model to complete Pricing/Budget Worksheet.

Note: This Pricing/Budget Worksheet will be a representation of a sample event and will be used to see the type of creativity as well as the typical components offered for events planning.

PRICING/BUDGET WORKSHEET

Items	Vendor	% of Budget	Costs	Notes
Catering (buffet)				
Catering (desserts, coffee & tea)				
Catering (water & beverages)				
Venue Rental				
Reception Rentals				
Teleprompter Services				
Photographer				
Parking				
Musicians & Entertainment				
Floral				
Awards & Acknowledgements				
Invitations & Printing				
Event Management Fee				
Staff Meals				
Additional / Misc. Costs				
		GRAND TOTAL		

SECTION 4. MINIMUM QUALIFICATIONS

Respondents must have been in the business of providing special event management and production services similar to those detailed in this RFP for at least five (5) years.

Respondents must have provided special event management and production services for public events similar to those described within this RFP for at least five (5) years.

Preference may be given to firms that have worked with municipalities or public agencies.

Respondents must submit complete proposals.

Respondent must already possess or be able to obtain a City of Inglewood Business License and be licensed to do business in the State of California by any applicable government authority.

SECTION 5. SUBMITTAL REQUIREMENTS

The Respondent shall include the forms listed in Appendix A, including both the **questionnaire and the pricing information tables (budget worksheet)**. The worksheet is based on an event with approximately 1000 attendees. Additionally, **a portfolio of work that demonstrates the ability of the applicant to provide special event management and production services must be submitted.** The portfolio must encompass the last five years of work and must include the title of the event(s), the date(s) it occurred, the name of the client if applicable, and the number of attendees. No other documentation will be required; however, the respondent may include up to five (5) additional pages which may include elements such as further descriptions of work experience, and sample work projects from other jurisdictions.

SECTION 6. SELECTION PROCESS AND CRITERIA

The City will evaluate the proposals with the intent of selecting the most qualified Contractor. Any contract offered by the City will be awarded in the best interest of the City and the City's sole discretion. The City may select more than one Contractor for performing special event management and production services.

Evaluation criteria include the following (based on a 100 point scale):

1) Quality and completeness of the proposal (40 points)
2) Ability to provide special event management and production services (production and management) as outlined in the scope of work (30 points)
3) Work experience with other government and public sector agencies (30 points)

The most qualified Respondents may be invited for interviews with City representatives. The City reserves the right to interview as many or as few Respondents as it deems

appropriate. The City also reserves the right to make its selection without conducting interviews and award as many or as few contracts it deems appropriate.

If interviews are conducted, the oral interview will be a panel comprised of members of the selection committee. Each Respondent's time slot for oral interviews will be determined randomly. Respondents who are selected shall make an effort to attend. If representatives of the City experience difficulty on the part of any Respondent in scheduling a time for the oral interview, it may result in disqualification from further consideration.

SECTION 7. QUESTIONS CONCERNING PROPOSAL REQUIREMENTS

All questions and issues related to proposal requirements or information expected for each statement package should be made in writing to City to the attention of:

Bianca Plascencia
8th Floor Purchasing and Contracts Services Division
City of Inglewood
One Manchester Blvd.
Inglewood, CA 90301
Telephone: (310) 412-5266
Fax: (310) 330-5766
Email Address: bplascencia@cityofinglewood.org

The City of Inglewood will only communicate with one person per proposal. It is the responsibility of the Proposer to ensure that the City has the correct name and address of the contact person, phone number, and e-mail address. All changes to instructions to this RFP will be done through written addendum and posted on the City's website.

https://www.cityofinglewood.org/Bids.aspx

NO QUESTIONS WILL BE RECEIVED OR RESPONDED TO AFTER

WEDNESDAY, NOVEMBER 21, 2018 AT 11:00 A.M.

SECTION 8. SUBMISSION OF PROPOSAL

Written responses to the RFP must be prepared as specified above as to form, content, and sequence. Respondents should follow the checklist to ensure that all requirements are met. No changes to responses may be made after the submittal deadline.

- One original and three copies of proposal for Event Management and Production Services. ATTN: **Bianca Plascencia**, **received on or before, but no later than Thursday, November 29, 2018 at 11:00 A.M. at the Purchasing and Contract Services Division.** Any responses received after this time will not be considered by the City.

- Original responses and package copies shall be enclosed in a sealed package with the name and address of the respondent in the upper left-hand corner and marked **"EVENT MANAGEMENT AND PRODUCTION SERVICES FOR THE CITY OF INGLEWOOD."**
- The response shall be signed by an officer, or officers, authorized to execute legal documents on behalf of the respondent and submitted to:

Bianca Plascencia
8th Floor Purchasing and Contracts Services Division
City of Inglewood
One Manchester Blvd.
Inglewood, CA 90301

The City reserves the right to waive informalities in any proposal, to reject any or all proposals, to reject one part of a proposal and accept the other, except to the extent that proposals are qualified by specific limitations, and to make awards to the proposer whose proposal is most beneficial to the needs of the City. Each firm is responsible for the timely delivery of any response. Additionally, the City will not be responsible for the delivery of any proposal to the wrong address or City department. Each firm assumes all risks and/or consequences of an incorrect delivery or an untimely delivery of a proposal.

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REQUEST FOR PROPOSAL

GENERAL PROVISIONS

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The City of Inglewood, California, hereby extends an invitation to submit a proposal, in accordance with this Request for Proposal (RFP), to provide labor and or and materials for the designated service. Furthermore the City makes no representation that any agreement will be awarded to any firm responding to this request. There are no expressed or implied obligations for the City to reimburse responding firms for any expense incurred in preparing a proposal in response to this request. All information submitted to the City of Inglewood shall become property of the City and will be returned to the proposer at the City's option.

SECTION 1. PRICES

The proposal shall state the total cost for the service as specified in this document.

SECTION 2. PAYMENT TERMS

Standard payment shall be made by City check.

SECTION 3. INGLEWOOD BUSINESS TAX CERTICATE

The vendor agrees to at all times during the performance of the agreement, to obtain and maintain an Inglewood City Business Tax Certificate. The purchase of said Certificate must be made prior to the purchase of product or rendering services and a copy said Certificate must be forwarded to the Purchasing and Contract Services Division.

SECTION 4. SALES TAX

The City of Inglewood is subject to the payment of sales tax. All suppliers will be required to include in your proposal/price quote the City of Inglewood sales tax rate of 10%. If a proposer fails to include the City's sales tax rate in their bid, the City will add the 10% amount to the proposal for evaluation purposes.

SECTION 5. INSURANCE REQUIREMENTS

When a contractor does work under a City purchase order, the managing Department must have on file valid certificates of insurance and the required endorsements. The Department must submit the required certificates and endorsements to the City Clerk, who will then forward the documents to the City Attorney's Office for review.

Required Insurance Coverage

The contractor shall obtain and maintain at its expense, until completion of performance and acceptance by City, the following insurance placed with an insurer admitted to write insurance in the state of California or a non-admitted insurer on State of California's List of Approved Surplus Lines Insurers (LASLI) and the non-admitted insurer must have a rating of, or equivalent to, A: VIII by A.M. Best Company:

a. **Commercial General Liability**

Commercial General Liability (equivalent in coverage scope to Insurance Services Office, Inc. (ISO) form CG 00 01 11 85 or 11 88) in an amount not less than $1,500,000 per occurrence and $2,000,000 general aggregate. Such insurance shall include products and completed operations liability, independent contractor's liability, broad form contractual liability, and cross liability protection. The "City of Inglewood, its officials, employees, and agents" must be separately endorsed to the policy as additional insureds on an endorsement equivalent to insurance Services Office, Inc. (ISO) forms CG 20 10 11 85 of CG 20 26 11 85.

b. **Automobile Liability**

Automobile Liability (equivalent in coverage scope to ISO form CA 00 01 060 92) in an amount not less than $1,500,000 combined single limit per accident for bodily injury and property damage covering Auto Symbol 1 (Any Auto). If an automobile is not used in connection with the services provided by the contractor, the contractor should provide you with a written request for a waiver of this requirement.

c. **Workers' Compensation and Employer's Liability**

Worker's Compensation as required by the California Labor Code and Employer's Liability in an amount not less than $1,000,000 per accident.

d. **Errors and Omissions**

The firm shall obtain and cause to remain in full force and effect for the term of the agreement and for six (6) months thereafter Professional/Negligent Acts, Errors, and Omissions Insurance in an amount not less than $500,000.

Required Insurance Documentation

a. **Certificate of Insurance**

The contractor must provide you with a Certificate of Insurance evidencing the required insurance set forth above. The Certificate Holder must be the "City of Inglewood," and the Certificate Holder's address must be the address of the City of Inglewood.

b. **Endorsements**

In addition to the Certificate of Insurance, the contractor must provide the following endorsements:

Cancellation Notice Endorsements

Each policy must be endorsed to provide that the policy shall not be cancelled or non-renewed by either party or reduced in coverage or limits (except by paid claims) unless the insurer has provided the City with written notice thirty (30) days prior to cancellation or ten (10) days written notice for cancellation due to nonpayment of premium.

Primary and Non-contributory Coverage Endorsements

The general liability and (if required) professional liability policies must be endorsed to provide that each policy shall apply on a primary and non-contributing basis in relation to any insurance

or self-insurance, primary or excess, maintained by or available to the City or its officials, employees and agents.

Waiver or Modification of the Insurance Requirements

Any waiver or modification of the insurance requirements can only be made by the City Attorney. All waivers or modifications request are reviewed on a case-by-case basis.

SECTION 6. INDEMNIFICATION

Vendor shall indemnify and hold harmless the City and its officers, employees and volunteers from and against all claims, damages, losses and expenses, including attorney fees, arising out of the performance of work described herein, caused in whole or in part by any negligent act or omission off the vendor, anyone directly or indirectly employed by any of them or anyone for whose act may be liable, except where caused by the active, sole negligence, or willful misconduct of the City.

If any action or proceeding is brought against indemnities by reason of any act of the matters against which consultant has agreed to indemnify Indemnities as provided above, vendors, upon notice from City, shall defend indemnities at vendor's expense by counsel acceptable to City, such acceptance not to be unreasonably withheld.

SECTION 7. "OR EQUAL" CLAUSE

Whenever a material, article, or piece of equipment is identified in the specifications or on the plans by reference to manufacturers' or vendors' names, trade names, catalogue numbers, etc., it is intended merely to establish a standard; and any materials, article, or equipment of other manufacturers and vendors which will perform adequately in the duties imposed by the general design will be considered equally acceptable provided the material, article, ore equipment so proposed is, in the opinion of the City of equal substance and function. Said materials, articles or equipment shall not be purchased or installed by the Contractor without the City's written approval.

SECTION 8. LOWEST RESPONSIBLE PROPOSER

Section 2-200 of the Inglewood Municipal Code states: "The expression 'lowest responsible [proposer]' as used in this Article and the City's [proposal] documents shall be deemed to mean the lowest [proposer] whose offer best responds in quality, fitness, and capacity to the requirements of the proposed work or usage."

In selecting the lowest responsible proposer, consideration will be given not only to the financial standing but also to the general competence of the proposer for the performance of the work (or product) covered by the proposal. To receive favorable consideration a proposer must present evidence that he/she has successfully performed similar work (or provided similar products) of

comparable magnitude or submit evidence satisfactory to the City that he/she or their associates are personally competent to manage the proposed undertaking and to carry it forward to a successful conclusion. Professional integrity and honesty of purpose shall be essential requirements.

SECTION 9. NON-DISCRIMINATION

California State Labor Code §1735: Discrimination in Employment Because of Race, Color, etc. No discrimination shall be made in the employment of persons working on behalf of or as an agent for the City of Inglewood because of the race, religious creed, color, national origin, or ancestry, physical disability, medical condition, marital status, sex of such persons, or any other legally protected class except as provided in Section 12940 of the Government Code, and every vendor for the City of Inglewood violating this section is subject to all the penalties imposed for a violation of this chapter.

SECTION 10. AWARD OF PROPOSAL

Award of contract will be based on the proposal that meets all of the specified requirements.

SECTION 11. EXECUTION OF AGREEMENT

A proposer to whom award is made shall furnish all services in accordance with the provisions hereof and within the time stated in the proposal. If proposer to whom an award is made fails or refuses to enter into the contract as herein provided or to conform to any of the stipulated requirements in connection therewith, an award may be made to the proposer whose proposal is next most acceptable to the City. Such proposer shall fulfill every stipulation embraced herein as if he/she were the party to whom the first award was made. A corporation to which an award is made will be required, before the contract is finally executed, to furnish evidence of its corporate existence, of its rights to do business in California.

SECTION 12. RIGHT OF CITY TO WITHHOLD PAYMENT

a. Defective materials not remedied in accordance with provisions of specifications;
b. Claims or liens filed or reasonable evidence indicating probable filing of claims or liens, whenever the City shall, in accordance herewith, withhold any monies otherwise due the vendor. Written notice of the amount withheld and the reasons therefore shall be given the vendor, and, when the vendor shall remove the grounds for such withholding, the City will pay to the vendor, within thirty-five (35) calendar days, the amount so withheld.

SECTION 13. WARRANTY (*If applicable*)

All products and installation shall be guaranteed for defective materials and workmanship, commencing at final acceptance. No payment shall be made without a written guarantee.

SECTION 14. CHOICE OF LAW AND VENUE

This agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Los Angeles, Superior Court, Southwest District, located at 825 Maple Avenue, Torrance California 90503-5058. In the event of litigation in the United States District Court, venue shall lie exclusively in the Central District of California, in Los Angeles, California.

SECTION 15. DURATION OF AGREEMENT

The duration of this agreement shall be for two years with the option to extend two additional years in one year increments.

SECTION 16. ADDENDUMS (REVISIONS TO THIS DOCUMENT)

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by Addendum. Any Addendum will become part of this RFP and part of any contract awarded as a result of this RFP.

ALL ADDENDA WILL BE ISSUED ON THE CITY OF INGLEWOOD "BID OPPORTUNITIES" WEB PAGE. CLICK ON THE RFP TITLE LISTED ON THE COVER PAGE OF THIS DOCUMENT.

TO ACCESS ADDENDA USE THE FOLLOWING WEB PAGE ADDRESS:

https://www.cityofinglewood.org/Bids.aspx

There are no designated dates for release of addenda. Therefore, interested proposers should check the Purchasing "Bid Opportunities" webpage on a daily basis. Vendors with no access to the internet should call the Purchasing and Contract Services Division to inquire about any issued addendums. It is the vendor's responsibility to either check the city website or call the Purchasing and Contract Services Division to obtain any addendums.

The City encourages vendors to send a signed copy of each addendum with your quotation. If no signed addendum is returned with your quotation, the City will assume that all pricing submitted includes any and all costs associated with any addendums issued.

Answers to questions that do not require an addendum will also be posted on the city website.

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REQUEST FOR PROPOSALS

DECLARATION OF THE PROPOSER

I declare, under penalty of perjury under the laws of the State of California, that I am an authorized agent or officer of the organization submitting this proposal and in such capacity I am empowered to submit this proposal on behalf of (organization):

_____

I also verify that all information submitted and contained herein is true and correct to the best of my knowledge and belief.

BY: Signature: _____

Printed Name: _____

Position/Title: _____

Date of Execution: _____

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REQUEST FOR PROPOSALS

EXTENSION OF CONTRACT TO OTHER PUBLIC AGENCIES

The prices, terms, and conditions of this proposal may be extended to other governmental agencies at the mutual agreement of both the city and awarded vendor. All requirements of the specifications, purchase orders, invoices, and payments with other agencies would be directly with the successful contractor. The City of Inglewood does not warrant any additional use of the contract by such agencies. The vendor's response as requested below will in no way affect the City of Inglewood's consideration of this proposal.

Please indicate if this quote will be extended to other public agencies, and the length of time it will remain in effect from the opening date of this proposal.

Yes_____ No_____ Length of time _____Days/Months

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REQUEST FOR PROPOSALS

NON-COLLUSION DECLARATION

The undersigned hereby declares and says:

That he/she has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the contract described below:

(Full description of contract):

_____

_____

_____

_____

I declare, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct to the best of my knowledge.

Executed at _____, California on

_____ 20_____

_____
Signature of Proposer

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REQUEST FOR PROPOSALS

RFP-0123

NO PROPOSAL FORM

TO ALL PROPOSERS:

IF YOU **DO NOT** INTEND TO SUBMIT A PROPOSAL FOR THIS PROJECT, PLEASE INDICATE BELOW AND RETURN **IMMEDIATELY** TO THE PURCHASING AND CONTRACTS SERVICES DIVISION OF THE CITY OF INGLEWOOD.

_____ THE FIRM CANNOT PROVIDE THE SERVICES AS SPECIFIED,

PLEASE CHANGE THE CLASSIFICATION OF OUR FIRM TO THE FOLLOWING:

_____

_____ THE FIRM BELOW CANNOT SUBMIT A PROPOSAL AT THIS TIME BECAUSE

OF THE FOLLOWING: _____

_____

_____ THE FIRM BELOW IS NOT INTERESTED IN BEING ON THE CITY OF

INGLEWOOD VENDOR LIST, PLEASE REMOVE OUR NAME

RFP NUMBER: _____

Name of Firm: _____

Address: _____

Phone: _____

Name of Individual: _____

Signature: _____

Date: _____

APPENDIX A

EXPERIENCE FORM AND QUALIFICATIONS QUESTIONNAIRE

The Respondent shall provide the following information. Failure to fully complete the required information may render the Proposal non-responsive and possibly eliminate the proposal from further consideration.

The City is interested in receiving proposals for special event management and production services.

Respondents should note that a portfolio of work that demonstrates the ability of the applicant to provide special event management and production services is required in addition to this form. The portfolio must encompass the last five years of work and must include the title of the event(s) managed and produced, the date(s) it occurred, and the number of attendees.

No other documentation will be required. However, the respondent may include up to five (5) additional pages (not including the required portfolio) which may include elements such as further descriptions of work experience and sample work projects from other jurisdictions.

1. Respondent has been engaged in the special event management and production services business under the present business name of _____ (Name of Business) for_____years. (Number)

2. Business license #_____Issued by_____.

   (Name of City for Business License)

3. Information for the main contact who would be able to answer questions regarding the proposal and its contents.

   Name: _____

   Title: _____

   Phone Number: _____

   Email: _____

4. How many full-time staff does your company currently employ? _____

5. For how many municipal government or public sector organizations is your company currently providing special event management and production services? _____

6. In the last twelve months, how large were the events produced and/or managed by your company? Please indicate all that may apply:

    - Fewer than 500 attendees
    - 500 to 1,000 attendees
    - 1,001 to 5,000 attendees
    - 5,001 to 10,000 attendees
    - More than 10,000 attendees

7. For all clients referenced in Question #5, the Respondent must provide:

    a. Municipal Government or Public Sector Agency name, location, and personal contact at that agency with a telephone number
    b. A brief description of the scope of work
    c. Number of years the Respondent has continuously serviced the account

8. The Respondent understands that all listed clients and references may be contacted by the City to evaluate proposals. (yes _____ / no_____).

9. (Optional) Briefly describe in the space provided below your qualifications for providing special event management and production services as described in the scope of services in this RFP, or any other information you'd like to share that exemplifies the qualifications of your firm.

Print Name	Signature	Date