Request for Proposals:
Bands in the Sand Stages & AV

ORGANIZATIONAL INFORMATION:
Name: Chesapeake Bay Foundation, Inc.
Address: 6 Herndon Ave., Annapolis, MD 21403
Contact: Jessica Rubino | JRubino@cbf.org

ISSUE DATE: 11.29.2023

SUMMARY OF NEED: (Brief Overview)
The Chesapeake Bay Foundation will host a fundraising event in Annapolis on June 8, 2024 and requires a full-service stage, equipment, & AV production team. We will have a live music and expect 1,600 guests.

The role requires coordinating all equipment and management for stage and AV needs for multiple bands, advertising, guests, individual vendor needs.

THE PROJECT: (Describe so those bidding understand what we are trying to accomplish)
Bands in the Sand is on the beach. All equipment must be safely secured in the sand. There will be live music with several different bands, each with separate equipment requirements. Additionally, there are 30+ vendors that the AV provider will serve as liaison between. This event could require multiple stages and platforms.

AV provider will assist with an manage planning, logistics, layouts, etc. for VIP space, Bay Boardwalk, bars, Oyster Reef, catering tent, and more.

SCOPE OF WORK: (Describe in exact measurable bullets so the responding bid will reflect exactly what you need to get the job done. This is a sample only.)
Job responsibilities include:

• Coordinate and provide necessary equipment, needs to include but not limited to; lighting, audio, stage, equipment for band needs, equipment for vendor needs, cables, etc.

• Consultant on the rider for each band and ownership of equipment needs outlined in the rider

• Service liaison with vendors as necessary

• Managing all power supplies for the event

• Providing full-service crew with at least 20 members

• Manage all aspects of AV throughout the event including but not limited to band transitions, vendor needs, transitioning lighting at sunset, adjusting event layout as needed, etc.

THE SCHEDULE:
We request that your proposal be delivered electronically to CBF staff member Jessica Rubino no later than 5:00pm on 12.13.2023.

It is the intent of CBF to make a selection no later than 12.31.2023. We will notify you once a decision for award of bid is made.

The schedule requires that the selected entity complete the project (or provide services or provide supplies – list whatever it is we are asking for) by June 8, 2024.

MINIMUM REQUIREMENTS:
At a minimum, you must be able to provide the following: (or have the following qualifications – list minimum requirements)

• Previous experience with high level fundraising events in Annapolis in the sand

• Ability to provide three references on service

• Provide an itemized breakdown of estimated services and cost

[Insert cbf footer with specific contact info]
(exact quotes not necessary until contracting begins with the selected AV partner)

- Fully insured
- Provide information on eco-friendly practices

INTERVIEWS:  
(State if interviews are necessary, may take place, or there will be no need for one.)

MINORITY PARTICIPATION:  
CBF actively encourages proposals from Small, Women and Minority Owned (SWAM) Businesses. Please note if you are a Small, Women or Minority Owned Business and if you are certified by the State/Commonwealth/DC.

FOR FURTHER INFORMATION OR QUESTIONS:  
Jessica Rubino JRubino@cbf.org
BID RESPONSE FORM

Please complete the following information for your response:

1. The name and full contact information of your company and, if applicable, any other entity comprising your team: [Attach resumes of individuals involved.]

2. List and describe three projects completed within the previous five years that are relevant to this project. If the relevance is not immediately obvious, please describe briefly the relationship as you see it: [Attach additional information as appropriate.]

3. List three client references and their contact information for whom you or your team members have completed work similar to that described in this RFP:

4. Include basic information and history about the business entity, financial information, technical capability, and any other information you feel is important for us to know.

5. Fee Proposal, detailed to the greatest extent possible – cost for service: hourly rates (if applicable), typical direct out-of-pocket costs such as travel reimbursement, copies, mailings etc..., and any other anticipated expenses that you foresee: (change this description if it is for equipment, software or supplies)

6. Additional information, such as you/your team member’s particular experiences, training, and/or academic background(s) that may make you uniquely qualified for this position (such as experience with ...): [Attach additional materials as appropriate.] (change this description if purchasing equipment, software or supplies)

A successful applicant may need to provide proof of insurance based on the services or product
The undersigned certifies that the information submitted above is true and accurate.

The undersigned certifies that the person, firm, association, co-partnership or corporation herein named, 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 the preparation and submission of a proposal to the Chesapeake Bay Foundation for consideration in the award of a contract.

The undersigned further certifies that the firm, association, or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred voluntarily excluded, or determined ineligible by any federal agency within the past three years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction on any manner involving fraud or official misconduct within the last three years.

I further acknowledge that by signing this page of the proposal, I am deemed to have agreed to the provisions of the affidavit.

____________________________________________________________________________________
(Name of Firm)

____________________________________________________________________________________
(Authorized Signature)       (Title)

____________________________________________________________________________________
(Please print Name)

____________________________________________________________________________________
(Date)