



RFP Cover Sheet
Submission Deadline: October 5, 2021

Please make this the first sheet of your application.

Firm Name: _____

Contact Person: _____

Address:

Telephone:

Email: _____

Website: _____

I certify that any and all information contained in this RFP is true; and I further certify that this RFP is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a RFP for the same materials or services and is in all respects fair and without collusion or fraud. I agree to abide by all the terms and conditions of the RFP, and certify that I am authorized to sign for the Proposer firm.

Please print the following and sign your name:

Signature: _____

Print Name & Title: _____

Date: _____



Request for Proposals Event Production Firm

Overview

The City of Somerset is seeking proposals for event production firms to manage and produce events for the former Virginia Cinema in downtown Somerset, KY. The Virginia Cinema was originally opened in 1922 and closed in 1994. The Somerset City Council and Mayor Alan Keck have recently approved funding to renovate and restore the cinema as a multi-use space for live music, theatre productions, and community events.

Objectives for Event Production Firm

- To provide an engaging experience in The Virginia that it becomes a well-known, popular venue space in Somerset, KY.
- To attract a wide variety of people, residents and visitors alike, to The Virginia and promote the venue as a downtown destination.
- To generate revenue from a series of production events for sustainability of The Virginia and increase the economic impact in Somerset and the downtown area.

Proposal Specifications

The City of Somerset is seeking an experienced event management and production firm to plan, organize, and execute events at The Virginia throughout the year for **a minimum of 24 weekends in a calendar year**. 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.

Please include in your proposal a copy of a contract between yourself and a potential client for review.

Specifically, the events production firm is expected to:

- Audition, book, contract with, and pay performers;
- Be responsible for all obligations and demands of performers/artists' riders;
- Provide/help secure three bids for a professional sound reinforcement system from qualified vendors, and provide a professional engineer on site for the

- duration of the concert or event;
- Arrange for entertainment and guest activities, including staging, audio, and lighting as needed as well as production effects and signage;
- Oversee general concert or event production;
- Oversee and implement load-in and load-out of all equipment and supplies at facility, event set up and breakdown;
- Provide an experienced event manager on-site for the duration of the event to serve as principal contact with venue;
- Have a full-service on-site presence (e.g. guest safety, logistics, artist management, etc.)
- Coordinate proper permitting with the City of Somerset and the state of Kentucky.

Experience

In your proposal, briefly state how your firm and any collaborators are qualified to undertake the proposed event productions. Business of providing special event management and production services similar to those detailed in this RFP for at least five (5) years preferred. Please include three references for events or similar projects your firm has managed or been involved with in the past.

Submitted proposals must be fully complete to qualify.

Requirements

- Respondents must already possess or be able to obtain a City of Somerset business license and any requirements to do business in the State of Kentucky by any applicable government authority.
- Awarded firm of the proposal must obtain and maintain at its expense, necessary certificates of liability insurance with the City of Somerset listed as additional insured; workers' compensation and employer's liability for all covered employees of the event production firm.

Selection Criteria

The City of Somerset will evaluate the proposals with the intent of selecting the most qualified and with the best interest of the City. Proposals will be evaluated with considerations made to the ability to provide special event management and production services as outlined in the proposal specifications, the firm's range of experience with similar events, and the quality and creativity presented by the firm.

Submission & Deadline

Please submit your completed proposal with attached cover sheet including a proposed event schedule, cost and revenue sharing proposals, the form of contract you propose

to execute as the event production firm, a RFP for a sound and video production company, any proposed marketing and brand representation of the event production firm, and any additional information for consideration.

All submissions must be completed by October 5th, 2021 at 4pm. Submissions may be sent to:

City of Somerset
Attn: Jeffrey Edwards, Chief of Staff
PO Box 989
Somerset, KY 42502
jedwards@cityofsomerset.com

For questions regarding RFP, please contact: Jeffrey Edwards, Chief of Staff, at (606) 679-6366 or jedwards@cityofsomerset.com.

If hand delivered, four (4) copies must be delivered by submission deadline to:

City Clerk's Office
City of Somerset
306 E. Mt. Vernon St.
Somerset, KY 42501

Responses received after the close of business on the specified due date will not be considered. The City reserves the right to short-list (up to 2) firms for more detailed technical/cost proposals or schedule interviews with the short-listed firms. The City reserves the right to accept or reject any submitted responses.

Each responder must ensure that all employees and applicants for employment are not discriminated against because of race, disability, age, color, familial status, religion, sex, or national origin.