

Bellevue Convention Center Authority
Meydenbauer Center
Bellevue, Washington

REQUEST for PROPOSALS (RFP):

AV Services

August 11, 2020

PROPOSAL DEADLINE:

September 25, 2020 at 3 p.m. local time in Bellevue, Washington

PROPOSAL MAILING ADDRESS:

Bellevue Convention Center Authority - Meydenbauer Center
11100 NE 6th Street
Bellevue, WA 98004

EXPECTED PERFORMANCE PERIOD:

The period of performance for any Contract resulting from this solicitation is expected to begin on or about January 1, 2021 and end on December 31, 2022, at which time the agreement could be extended by mutual consent on an annual basis for up to three years until December 31, 2025. The BCCA reserves the right at its discretion to extend the contract for a period of time to be specified, in accordance with the Contract.

CONTRACTOR ELIGIBILITY:

This procurement is open to all service providers who satisfy the minimum qualifications stated herein and that are available for work in Washington State.

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1. INTRODUCTION

1.1 PURPOSE & BACKGROUND

The Bellevue Convention Center Authority (BCCA), a public corporation chartered by the City of Bellevue (the "City") and has been duly constituted pursuant to RCW 35.21.730 et seq. and Ordinance No. 4092 of the City, has issued this Request for Proposals (RFP) to solicit responses from service providers interested in and qualified to provide comprehensive but non-exclusive audiovisual services under contract to event clients of the BCCA (dba) as Meydenbauer Center.

The BCCA is responsible for the operations of Meydenbauer Center. Meydenbauer Center is the premier convention and meeting services facility on Seattle Eastside. Located in Bellevue, Washington, Meydenbauer Center hosts conventions, tradeshow, meetings, banquets, and concerts.

The BCCA desires to evaluate the qualifications of companies able to provide audiovisual services to Meydenbauer Center clients and exhibitors as the non-exclusive "Preferred Provider". The Preferred Provider would have full and advance access to all Meydenbauer Center event clients for the purpose of selling and contracting for audiovisual services.

1.2 OBJECTIVE & SCOPE

The BCCA Board of Directors and staff are seeking proposals for the purpose of engaging a private company to provide non-exclusive audiovisual services under contract to event clients. The specific and detailed Scope of Work to achieve this objective is contained in Exhibit A to the RFP.

1.3 MINIMUM QUALIFICATIONS

The Contractor must have no less than six (6) years' experience as an audiovisual provider similar to Meydenbauer Center and must be licensed to do business in the State of Washington, as applicable.

1.4 PERIOD OF PERFORMANCE

The period of performance for any Contract resulting from this solicitation is expected to begin on or about January 1, 2021 and end on December 31, 2022, at which time the agreement could be extended by mutual consent on an annual basis for up to three years until December 31, 2025.

1.5 DEFINITIONS

Definitions for the purposes of this RFP include:

Contractor – Individual or company whose Proposal has been accepted by the BCCA and is awarded a fully executed, written contract.

Proposal – A formal offer submitted in response to this solicitation.

Proposer – Individual or company submitting a proposal in order to attain a contract with the BCCA.

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RCW and **WAC** – The “Revised Code of Washington” and the “Washington Administrative Code”, respectively, which together provide the statutory and regulatory framework for BCCA procurements.

BCCA – The Bellevue Convention Center Authority is the governmental entity issuing this RFP.

2. GENERAL INFORMATION

2.1 RFP COORDINATOR

All communication between potential Proposers and the BCCA shall be with the RFP Coordinator, as follows:

Name	Sara Waltemire, Director of Sales & Events
Address	11100 NE 6 th Street Bellevue, WA 98004
Phone Number	425-450-3743
Fax Number	425-637-0166
E-mail Address	swaltemire@meydenbauer.com

Proposers are to rely on written statements issued by the RFP Coordinator; any other information will be considered unofficial and non-binding on the BCCA. The BCCA reserves the right to appoint an alternate RFP Coordinator during the solicitation process, as may be necessary and convenient.

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	<u>August 11, 2020</u>
Last date for questions regarding RFP	<u>September 11, 2020</u>
Issue addendum to RFP (if applicable)	<u>September 16, 2020</u>
Proposals due	<u>September 25, 2020</u>
Evaluate Proposals	<u>September 28 – October 2, 2020</u>
Conduct oral interviews with finalists, if required	<u>October 5 – 9, 2020</u>
Announce apparent successful Proposers and send notification via fax or e-mail to unsuccessful Proposers	<u>October 14, 2020</u>
Negotiate contract(s)	<u>October 15 – 22, 2020</u>
Begin contract work	<u>January 1, 2021</u>

The BCCA reserves the right to revise the above schedule.

2.3 QUESTIONS REGARDING THE SOLICITATION

No pre-proposal conference for this solicitation will be conducted. Written questions may be submitted to the RFP Coordinator no later than the close of business, Friday, September 11, 2020. A statement of any questions received and the BCCA response(s) in the form of

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an addendum to the RFP will be issued no later than the close of business, Wednesday, September 16, 2019.

2.4 REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, one or more addenda to the solicitation will be issued. The BCCA also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.5 PROPRIETARY INFORMATION & PUBLIC DISCLOSURE

All proposals received under this RFP shall remain confidential until the contract, if any, resulting from this solicitation is executed by the BCCA and the apparent successful Contractor; thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 RCW.

Any information in the proposal that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.56 must be clearly designated. The page must be identified, as must the particular exception from disclosure upon which the Proposer is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right hand corner of the page. The Proposer must be reasonable in designating information as confidential; marking the entire proposal as exempt from disclosure will not be honored.

The BCCA will consider a Proposer's request for exemption from disclosure; however, the BCCA will make a decision predicated upon Chapter 42.56 RCW and Chapter 143-06 WAC. If any information is marked as proprietary in the proposal, such information will not be made available until the affected Proposer has been given an opportunity to seek a court injunction against the requested disclosure.

All requests for public records should be directed to the BCCA Administrative Services at the address on the face page of this RFP. A charge is made to the requestor for copying and shipping of disclosed public documents, as outlined in RCW 42.56.120. No fee shall be charged for inspection of contract files.

2.6 EQUAL OPPORTUNITY REQUIREMENTS

The successful vendor must comply with BCCA equal opportunity requirements. The BCCA is an Equal Opportunity Employer. It does not discriminate and does not do business with others who discriminate on the basis of race, color, creed, sex, age, nationality or disability.

2.7 COMPLIANCE WITH LAWS AND REGULATIONS

In addition to nondiscrimination and affirmative action compliance requirements previously listed, the vendor awarded the contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

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2.8 INDEMNIFICATION

The vendor shall hold harmless, defend, and indemnify the BCCA and the BCCA's officers, agents, and employees against any liability that may be imposed upon them by reason of the vendor's failure to provide compensation coverage or liability coverage.

2.9 SUBMISSION OF PROPOSALS

Proposals may be submitted in hardcopy or electronically, but may not be transmitted via facsimile.

If submitting the Proposal in hard copy, the following information is applicable. Proposers are required to submit three (3) copies of their Proposal. One (1) copy must have original signatures and the additional copies may have photocopied signatures. The mailed Proposal must be received by the BCCA no later than 3:00 p.m. local time in Bellevue on Friday, September 25, 2020. The Proposal is to be sent to the RFP Coordinator at the address noted in Section 2.1, above. The submittal package should be clearly marked to the attention of the RFP Coordinator, and should include the notation "RFP Submittal for AV Services."

Consultants mailing Proposals should allow for normal mail delivery schedules to ensure timely receipt of their Proposals by the RFP Coordinator. Proposers assume all risk for the method of delivery chosen; the BCCA will accept no responsibility for delays caused by any delivery service or external circumstance.

If submitting the Proposal electronically, the following information is applicable. Proposals being submitted electronically must be sent as an attachment to an e-mail, addressed to the RFP Coordinator as noted in Section 2.1, above, and must include the notation "RFP Submittal for AV Services" in the e-mail subject line. Proposals must arrive at the BCCA by 3:00 p.m. local time in Bellevue on Friday, September 25, 2020. Attachments to the e-mail shall be in Microsoft Word® and Excel® software, and/or in .pdf file form. Proposers submitting Proposals via e-mail must also send hardcopies of the cover submittal letter and the Certifications and Assurances form (Attachment A) with original signatures to the RFP Coordinator. The BCCA will accept no responsibility for problems encountered in the e-mail transmittal process.

Proposers are specifically advised that as to Proposal submittal:

1. Late Proposals will not be accepted and will be automatically disqualified from further consideration.
2. The Proposal must respond to the procurement requirements set forth herein.
3. The Proposal must be complete, must stand on its own merits, and should not respond by referring to material presented elsewhere.
4. A concise and well thought-out Proposal is more advantageous to the Proposer than a voluminous one.

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5. All Proposals and any accompanying documentation submitted in response to this procurement shall become the property of the BCCA and will not be returned.

2.10 ACCEPTANCE PERIOD

Proposals must provide sixty (60) days for acceptance by BCCA from the due date for receipt of proposals.

2.11 RESPONSIVENESS

All Proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in the RFP. Proposers are hereby specifically notified that failure to comply with any part of the RFP may result in rejection of the Proposal as non-responsive. The BCCA reserves the right, however, at its sole discretion to waive minor administrative irregularities in the Proposals received.

2.12 REJECTION OF PROPOSALS

The BCCA reserves the right at its sole discretion to reject any and all Proposals received without penalty.

2.13 MOST FAVORABLE TERMS

The BCCA reserves the right to make an award without further discussion of any Proposal submitted. Therefore, the Proposal should be submitted on the most favorable terms that can be offered. The BCCA does reserve the right to contact a Proposer for clarification of its Proposal during the evaluation process. In addition, the BCCA reserves the right to enter into contract negotiations with the apparent successful Proposer, which may include discussions regarding the terms of the proposal. Contract negotiations may result in incorporation of some or all of the subject proposal. The Proposer should be prepared to accept this RFP document for incorporation into a contract resulting from this solicitation. It is also understood that the Proposal will become part of the BCCA's official procurement file.

2.14 CONTRACT AWARD AND EXECUTION

The BCCA shall not be bound or in any way obligated until both parties have executed a vendor contract. The general conditions and specification of the RFP and the successful vendor's response, as amended by contract between the BCCA and the successful vendor, including e-mail or written correspondence relative to the RFP, will become part of the contract documents. Additionally, the BCCA will verify vendor representations that appear in the proposal. Failure of a vendor to perform services as represented may result in elimination of the vendor from further competition or in contract cancellation or termination.

The vendor selected as the apparently successful vendor will be expected to enter into a contract with the BCCA. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during negotiations of the final contract. If the selected vendor fails to sign the contract within five (5) business days of delivery of the final contract, the BCCA may elect to cancel the award and award the contract to the next-highest ranked vendor. All parties may incur no cost chargeable to the proposed contract before the date of execution of the contract.

2.15 COSTS TO PROPOSE

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The BCCA will not be liable for any costs incurred by the Proposer in preparation of a submittal in response to this RFP, in conduct of a presentation, or any other activities related to responding to the RFP.

2.16 NO OBLIGATION TO CONTRACT

Issuance of this RFP does not obligate the BCCA to contract in whole or in part for services specified herein.

3. PROPOSAL FORM & CONTENTS

Written proposals must be prepared on letter-size (8-1/2 x 11 inch) paper with tabs separating the major sections of the Proposal; electronically-submitted Proposals are to be formatted analogously. Proposals are to be formatted analogously. Proposals are not to exceed thirty (30) pages. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFP. The major sections of the Proposal are to be in the order noted below:

1. Cover Letter of not more than three (3) pages that summarize your business philosophy and customer service approach to the requested services and the primary and unique benefits the proposing company represents.
2. Signed Letter of Submittal, including signed Certifications and Assurances
3. Company History and Qualifications
4. Client References; Complete and include Attachment "B"
5. Proposed Operating and Marketing Plan
6. Proposed Price List for all audiovisual services the company is prepared to supply to Meydenbauer Center event clients
7. A detailed description of your policies regarding discounts, labor charges, and any other fees
8. Proposed commission schedule payable to the BCCA on services sold to BCCA event clients as Attachment "C"
9. Complete Attachments D& E; Sample Event Proposals

3.1 LETTER OF SUBMITTAL & AFFIDAVIT CONCERNING CONFLICTS OF INTEREST

The Letter of Submittal must be signed and dated by a person authorized to legally bind the Proposer to a contractual relationship, e.g., the President or Executive Director if a corporation, the Managing Partner if a partnership, or the proprietor if a sole proprietorship. This introductory letter should convey the Proposer's interest in the project and highlight particular strengths of the proposed service provider. In addition, it is to include by attachment the following information about the Proposer and any proposed subcontractors:

1. Name, address, principal place of business, telephone/fax number, and e-mail address of legal entity or individual with whom contract would be written.
2. Name, address, and telephone number of the principal officer(s) (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.).
3. Legal status of the Proposer (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as it now substantially exists.

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4. Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number as issued by the Washington State Department of Revenue.
5. Location of the facility from which the Contractor would operate.
6. Identification of any current or former BCCA employees on the firm's governing board or in a management position as of the date of the proposal. Include their position and responsibilities within the Proposer's organization. If following a review of this information, it is determined by the BCCA that a conflict of interest exists, the Proposer may be disqualified from further consideration for the award of a contract.

The Affidavit Concerning Conflicts of Interest form (Attachment A to this RFP) must be signed and dated by a person authorized to legally bind the Proposer to a contractual relationship, and is to be included with the Letter of Submittal in the proposal.

3.2 COMPANY HISTORY AND QUALIFICATIONS

1. Company History - A brief description of the company's history, the scope of audiovisual productions provided by the company, and the company's experience in providing a range of audiovisual services in a variety of venues. The proposing company will provide evidence that it is financially solvent and has been a proving contracted AV services for the previous three (3) years. This can include year-end bank statements or audited financial statements for the previous three years.
2. Organizational Structure – Identification of reporting relationships between executives, senior managers, on-site managers and line staff to be associated with this potential contract.
3. Staffing - Identify key staff, who will be assigned to the potential contract at all levels, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. Provide résumés for the named staff, which include information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. The Proposer must commit that staff identified in its Proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the BCCA.

3.3 CLIENT REFERENCES

1. Provide a list of the company's clients and a brief description of the services provided to each where the scope or focus of services is relevant to those required by the BCCA
2. Must be recent and local.
3. Provide information on "ATTACHMENT B" – Client References
4. Include four (4) references, a provide a contact person, address and phone number for each reference

3.4 PROPOSED OPERATING AND MARKETING PLAN

1. Marketing plan; Sample marketing materials and campaigns

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2. Employee Selection, Training, Standards; Minimum qualifications for hire, age, education, experience, description of any company screening programs, background investigations, reference checks, testing. Overview of training provided; type of training, topics covered, amount of training. Proposed uniforms (Color Photographs).
3. Staffing Plan; Describe methods for determining staffing levels according to events and specific strategies explaining how the Contractor shall deliver, monitor and report exceptional customer service
4. Equipment maintenance; Explain frequency of equipment maintenance and new purchases
5. Financial accountability and reporting; Describe methods and processes to evaluate and report income and expenses.

3.5 COMMISSION SCHEDULE PROPOSAL

1. Provide commission schedule proposal as "ATTACHMENT C"
2. Identification of Costs – Using their own cost proposal form/format, Proposers are to identify all costs, including hourly and salaried wages and any other requested reimbursable expenses and/or administrative or management fees to be charged for performing the services necessary to accomplish the objectives of the contract. Note that contractors are required to collect from the BCCA and remit to the WS Department of Revenue any Washington State sales tax applicable to the contract.

3.6 RELATED INFORMATION

1. If the Proposer or any subcontractor has contracted with the BCCA during the past 24 months, indicate the contract number and project description and/or other information available to identify the contract.
2. If a member of the Proposer's staff or subcontractor's staff was an employee of the BCCA during the past 24 months, or is currently a BCCA employee, identify the individual by name, job title or position held and separation date.
3. If the Proposer has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Proposer's non-performance or poor performance, wherein the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.
4. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Proposer's position on the matter. The BCCA will evaluate the facts as presented and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Proposer in the past five years, so indicate.

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4. EVALUATION & CONTRACT AWARD

Responsive Proposals will be evaluated in accordance with the requirements stated in the solicitation and any addenda issued. Only those Proposals meeting all mandatory submittal requirements will be evaluated for possible contract award. The evaluation of Proposals shall be accomplished by an evaluation team to be designated by the BCCA, which will determine the ranking of the Proposals.

4.1 PROPOSAL SCREENING

Proposals received by the published deadline will be administratively screened for “responsiveness”, i.e., meeting all the material requirements of the solicitation, and for proposer “responsibility”, i.e., being a service provider in good standing in the State of Washington, eligible for receiving public contracts.

4.2 CLARIFICATION OF PROPOSAL

The RFP Coordinator may contact a Proposer for clarification of any portion of the respective Proposal.

4.3 EVALUATION WEIGHTING & SCORING

For all Proposals determined to be responsive to the requirements of the solicitation and determined to have been submitted by responsible Proposers, the following weighting and points will be assigned for evaluation purposes:

Experience – 25%	25 points
Overall history as an audiovisual service provider – 10 points (maximum)	
Staff Qualifications / Experience – 10 points (maximum)	
References – 5 points (maximum)	
Proposed Operating/Marketing Plan – 55%	55 points
Customer service focus / training / initiatives – 20 points (maximum)	
Marketing Plan - 15 points (maximum)	
Proposed Pricing Structure - 20 points (maximum)	
Commission Schedule Proposal – 20%	20 points
Total	<hr/> 100 points

4.4 ORAL PRESENTATIONS

The BCCA, at its sole discretion, may select the top scoring finalist(s) from the written evaluation for an oral presentation and final determination of contract award. Should the BCCA elect to hold oral presentations, it will contact the top-scoring firm(s) to schedule a date, time and location. Commitments made by a Proposer at the oral interview, if any, will be considered binding.

4.5 NOTIFICATION TO PROPOSERS

Firms whose Proposals have not been selected for further negotiation or award will be notified via fax or by e-mail.

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4.6 PROTEST PROCEDURE

Proposers protesting this procurement shall follow the procedures described below; protests that do not follow these procedures will not be considered. This procedure constitutes the sole administrative remedy available regarding this procurement and is available only to those Proposers who submitted a response to this solicitation document.

Upon completing the debriefing conference, the Proposer is allowed three (3) business days to file a protest with the RFP Coordinator. Protests may be submitted by facsimile or e-mail. All protests must be in writing and signed by the protesting party or an authorized agent, e.g., legal counsel. The protest must state the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the RFP Coordinator.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of an evaluator.
- Errors in computing the score.
- Non-compliance with procedures described in the procurement document or with BCCA policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's judgment on the quality of a proposal, or 2) BCCA's assessment of its own needs or requirements.

Upon receipt of a protest, a protest review will be held by the BCCA. The BCCA Chief Executive Officer or an employee delegated by the Chief Executive Officer who was not involved in the procurement will consider the record and all available facts and issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Proposer under the RFP, such Proposer will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the BCCA's action; or
- Find only technical or harmless errors in the BCCA's acquisition process and determine the BCCA to be in substantial compliance, and therefore reject the protest; or
- Find merit in the protest and provide the BCCA options which may include:
 - Correct the errors and re-evaluate all proposals, and/or
 - Reissue the solicitation document and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.

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If the BCCA determines that the protest is without merit, the BCCA will enter into a contract with the apparently successful Proposer. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

5. RFP ATTACHMENTS

- Attachment A – Affidavit Concerning Conflicts of Interest
- Attachment B – Client References
- Attachment C – Commission Schedule Proposal
- Attachment D – Sample Event Proposal
- Attachment E – Sample Event Proposal

7. RFP EXHIBIT

- Exhibit A – Scope of Work

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**Attachment A
Affidavit Concerning Conflicts of Interest**

STATE OF: _____)

•

) ss.

COUNTY OF: _____)

The undersigned, being first duly sworn, on oath states on behalf of _____, hereinafter called the Proposer, as follows:

A. CONFLICT OF INTEREST

That the Bidder, by submitting its Proposal to perform or provide work, services or materials, has thereby covenanted, and by this affidavit does again covenant and assure, that it has no direct or indirect pecuniary or proprietary interest, and that the Bidder shall not acquire any such interest, which conflicts in any manner or degree with the work, services or materials required to be performed under a contract which may result from this Request for Proposals.

B. CONTINGENT FEES AND GRATUITIES

That the Proposer, by submitting its Proposal to perform or provide work, services or materials, has thereby covenanted, and by this affidavit does again covenant and assure:

1. That no person or selling agency except bona fide employees or designated agents or representatives of the Proposer has been employed or retained to solicit or secure this submittal with an agreement or understanding that a commission, percentage, brokerage, or contingent fee would be paid; and
2. That no gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Proposer or any member of its agents, employees or representatives, to any official, member or employee of the Owner or other governmental agency with a view toward securing a Contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of a contract which may result from this Request for Proposals.

SIGNED this _____ day of _____, 20____.

Name of Proposer

By: _____

Title: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____.

NOTARY PUBLIC in and for the State of Washington

Residing at _____

My Appointment Expires _____

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**Attachment B
 Client References**

Client References #1

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the BCCA's Scope of Services?	<input type="checkbox"/> Yes – Explain similarities: <input type="checkbox"/> No

Client References #2

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the BCCA's Scope of Services?	<input type="checkbox"/> Yes – Explain similarities: <input type="checkbox"/> No

Client References #3

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the BCCA's Scope of Services?	<input type="checkbox"/> Yes – Explain similarities: <input type="checkbox"/> No

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Client References #4

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the BCCA's Scope of Services?	<input type="checkbox"/> Yes – Explain similarities: <input type="checkbox"/> No

Client References #5

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the BCCA's Scope of Services?	<input type="checkbox"/> Yes – Explain similarities: <input type="checkbox"/> No

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Attachment C
Commission Schedule Proposal Form

(Contractor to insert Commission Schedule Proposal Information)

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Attachment D
Sample Event Proposal

Please provide a detailed event proposal including equipment, labor requirements, and production schedule. Your proposal should be the same format that you would provide to a prospective client at Meydenbauer Center.

Event Name: Bellevue Community Nonprofit Auction

Event Attendance: 600

Space Used:

- Center Hall A: Silent auction and cocktails (5:30pm to 7:00pm)
- Center Hall B: Formal dinner and auction (7:00pm to 10:00pm)

Other Information:

- Client's top priority is making sure that every guest can hear their auctioneer clearly.
- The organization is a 501c3 and is concerned about costs.
- They are looking for an interesting scenic element behind their stage.
- The client has not rented any move-in days, so setup will need to happen after the previous day's meeting ends at 5 pm or the morning of the event.
- The client would like to have a rehearsal for their guest speaker at 2 pm.

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REQUEST for PROPOSALS: AV Services

Attachment E
Sample Event Proposal

Please provide a detailed event proposal including equipment, labor requirements, and production schedule. Your proposal should be the same format that you would provide to a prospective client at Meydenbauer Center.

Event Name: Washington State Science Field Association Conference (2-day event)

Event Attendance: 500

Space Used:

- Center Hall A: AM General Session with daily keynote address (8:00am to 9:00am) & luncheon with presentation (12:00pm to 1:30pm)
- Rooms 401-409: AM and PM Breakouts (9am – 12 pm & 1:30 – 5 pm)

Other Information:

- This is a state association hosting their annual conference.
- Attendees are scientists.
- The group has contracted one move-in day for Center Hall A & no move-in or move-out days for Rooms 401-409.
- They will have one keynote speaker and a panel discussion with three panelists in the general session space each day.
- The 9 breakout rooms each require a projector, a drop-down screen and one wireless microphone.
- General session would require two screens with rear projection, audio and a stage wash for lighting.

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**EXHIBIT A:
Scope of Services Request**

Facility

Meydenbauer Center opened in 1993 and is a multi-purpose convention and performing arts center consisting of 36,000 square feet of exhibit space, 12,000 square feet of meeting space, a 410-seat theater, box office, kitchen facility and a 434-space parking garage. In 2019, Meydenbauer Center hosted 267 events, and welcomed more than 130,000 attendees. In September 2015, we completed a \$12.5 million renovation project which included new lighting and sound systems in our fourth floor meeting rooms.

An office space is provided for audiovisual operations with an entrance from the exterior of the building. The office is equipped with lighting, HVAC, three phones and three computers, which are connected to the Meydenbauer Center LAN with access to email and our event management/customer relationship management software.

Personnel

All personnel assigned to Meydenbauer Center must have experience and demonstrated skill in providing a high level of customer service. They should have fluency in English, a pleasant and outgoing personality, possess self-confidence, initiative and decision-making abilities, be professional in appearance and demeanor, be able to work under pressure, and maintain a mature and controlled temperament during stressful situations.

Meydenbauer Center reserves the right to require replacement of any contractor employee who is deemed not qualified to perform assigned tasks; or to remove any employee at any time for good cause. The contractor agrees to remove from service at Meydenbauer Center any employee whose conduct is deemed detrimental to the best interest of the facility.

The contractor shall maintain accurate and complete records of all personnel assigned to work at Meydenbauer Center. Training and biographical data of personnel affiliated with the contract will be made available to Meydenbauer Center upon request. All building-specific personnel shall be required to attend Meydenbauer Center customer service training programs. All full-time staff shall be required to attend all Meydenbauer Center trainings and all-staff meetings.

Uniforms

The contracted company will provide, at their expense, approved uniforms for AV personnel. All personnel will wear identical, approved uniforms while on duty at Meydenbauer Center.

A full length, color photograph of each proposed uniform will be included with the proposal. All uniform apparel must be approved by the Meydenbauer Center's Director of Sales & Events.

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Marketing Plan

Meydenbauer Center requires the contracted company develop an annual marketing plan that summarizes how services, equipment and the facility will be marketed. The market plan should also include strategies for upselling additional equipment and services to existing clients. Presentations of the marketing plan will be conducted in the third quarter each year for the following calendar year. Market-related pricing adjustments will also be reviewed and discussed at this time.

Management Structure

Contracted company will provide one full-time, on-site manager responsible for the daily operations of the AV operations. The on-site manager will report to and work closely with Meydenbauer Center's Director of Sales & Events. The manager will attend Meydenbauer Center operational meetings and partner with our event management staff to ensure successful AV operations that are well coordinated with other facility staff, as well as high standards of service to guests. This person will also be responsible for reporting on projected and actual AV revenue on a monthly basis, as well as training new AV personnel on Meydenbauer Center's customer service standards.

In addition to the on-site manager, the contracted company will also need to assign one on-site sales representative responsible for developing proposals and AV contracts for Meydenbauer Center clients.

Equipment

Meydenbauer Center has some existing AV and special event lighting infrastructure including background music systems, dedicated AV fiber optic, network, audio and DMX patching, as well as Crestron/BSS/Crown/JBL in-room sound reinforcement systems, Lutron architectural lighting and ETC special purpose dimming in portions of the facility which will need to be managed in addition to any contractor-provided equipment. Journey-level knowledge of video and audio signal paths, DMX protocol, special event lighting, top-to-bottom AV system troubleshooting and familiarity with Crestron and modern architectural lighting systems is required. The on-site manager will be responsible for programming our Lutron lighting system for custom architectural lighting design as needed.

Maintenance, replacement and/or upgrade of built-in systems will be jointly managed by the Contractor and BCCA, with BCCA assuming the cost of maintenance and replacement as needed.

The contractor will need to present BCCA with any audiovisual business opportunities, which could enhance services or revenue, as well as advice on necessary upgrades to our existing systems.