



CITY OF DETROIT

OFFICE OF CONTRACTING & PROCUREMENT

REQUEST FOR PROPOSAL

**SPECIAL EVENTS MANAGEMENT FOR SPIRIT PLAZA AND VARIOUS
RECREATIONAL/PARK AFFAIRS**

RFP NO. 183438

Proposal Due Date: ([Thursday, May 11, 2023])

QUESTION DEADLINE (EST): (N/A)

Questions will NOT be entertained after the deadline date/time

Conference Type: (Q&A)

Participation Type: (N/A)

Conference Date: (N/A)

Conference Details: (N/A)

The individual listed below is the bid contact.

Company **City of Detroit**
Buyer **SHDE GENTRY**
Location **2 WOODWARD AVENUE**
STE 1100
DETROIT, MI 48226
UNITED STATES

Phone
Fax
E-mail

When submitting your response, include the following information.

Your Company Name	
Company Site <i>(Optional)</i>	
Address	
Contact Details	
Response Valid Until <i>(Optional)</i>	

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Table of Contents

1 Overview.....4
 1.1 General Information.....4
 1.2 Schedule.....4
 1.3 Negotiation Controls.....4
 1.4 Terms.....4
 1.5 Attachments.....4
2 Requirements.....5
 2.1 Section 1. Proposer's Attachments and Affidavits.....5
3 Lines.....7
 3.1 Line Information.....7
 3.2 Line Details.....7
 3.2.1 Line 1.....7
4 Appendix: Alternate Lines.....8
 4.1 Instructions for Alternate Lines.....8
 4.2 Alternate Lines Template.....8

1 Overview

1.1 General Information

Title **SPECIAL EVENTS MANAGEMENT FOR SPIRIT PLAZA AND VARIOUS RECREATIONAL/PARK AFFAIRS**
 Synopsis **The General Service Department is seeking Proposals providing entertainment programming, events support, and technical assistance/capacity building to include but not limited to events at Spirit Plaza, such as Winter Festival and other special/seasonal events for Recreation & Parks. Please submit responses using Oracle System. To gain access, please**
 Buyer **SHDE GENTRY** Outcome **Contract Purchase Agreement**

E-Mail

Introduction

The General Service Department is seeking a vendor(s) to provide entertainment programming, events support, and technical assistance/capacity building to include but not limited to events at Spirit Plaza, as well as Winter Festival and other special/seasonal events as needed.

PLEASE SEE ALL ATTACHMENTS.

COMPLETE AND SUBMIT PRICESHEETS FOR SCOPE 1 AND FOR SCOPE 2 ATTACHED TO THIS BID

1.2 Schedule

Preview Date Open Date **4/20/23 10:00 AM**
 Close Date **5/11/23 11:00 AM** Award Date
 Time Zone **Eastern Standard Time**

1.3 Negotiation Controls

Response Visibility **Sealed**

Lines Settings

Rank Indicator **No indicator displayed**
 Ranking Method **Price only**

1.4 Terms

Instructions The General Service Department is seeking a vendor(s) to provide entertainment programming, events support, and technical assistance/capacity building to include but not limited to events at Spirit Plaza, as well as Winter Festival and other special/seasonal events as needed.

Agreement Start Date Agreement End Date
 Agreement Amount (USD)
 Payment Terms **Net 30** Freight Terms **Account of Seller**
 Shipping Method **Lowest Cost Carrier** FOB **Delivered**
 Negotiation Currency **USD (US Dollar)**
 Price Precision **2**

1.5 Attachments

File Name or URL	Type	Description
RFP Terms and Conditions.doc	File	
Special Events Management Cont	File	
Copy of Attachment 3 - Price S	File	

2 Requirements

**Response is required*

PLEASE SEE ALL ATTACHMENTS.

provide a copy of employment hiring application and COI (City of Detroit has to be certificate holder and additional insured with a 30 day cancellation notice).

Completed tax clearance application using the link below.

<https://detroitmi.gov/departments/office-chief-financial-officer/ocfo-divisions/office-treasury/clearances>

2.1 Section 1. Proposer's Attachments and Affidavits

*1. Complete the attached form for Combined Certificates of Authority and upload to your response

Attachments:

File Name or URL	Type	Description
Combined Certificates of Autho	File	

Select one of the following:

- a. Uploaded (*Response attachments are optional*)
- b. Not Uploaded (*Response attachments are optional*)

Comments:

*2. Bidder has read and complies with all provisions stated in the INSTRUCTIONS TO BIDDERS. Please check Yes or No.

Select one of the following:

- a. Yes
- b. No

Comments:

*3. Below document is necessary for you to upload along with the proposal:

Reference Form

Attachments:

File Name or URL	Type	Description
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Reference Form.doc	File	
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Select one of the following:

- a. Uploaded (*Response attachments are optional*)
- b. Not Uploaded (*Response attachments are optional*)

Comments:

4. For information regarding the City of Detroit's Equalization Credit Statement, please download and review the attachment.

Attachments:

File Name or URL	Type	Description
Equalization Credit Statement_	File	

Comments:

- *5. Will you be utilizing any Sub-Contractors?

Select one of the following:

- a. Yes (upload all required documents) (*Response attachments are optional*)
- b. No (*Response attachments are optional*)

Comments:

- *6. Please use the below URL to complete the Income Tax and Account Receivables Clearance process:

<http://bit.ly/detroitclearances>

Select one of the following:

- a. Completed
- b. Not Completed

Comments:

7. Attention: Considering a Joint or Mentor Venture? Click the URL.

<https://app.smartsheet.com/b/form/2359d53ee4364f709cdda15913b530d6>

Comments:

3 Lines

Instructions
The General Service Department is seeking a vendor(s) to provide entertainment programming, events support, and technical assistance/capacity building to include but not limited to events at Spirit Plaza, as well as Winter Festival and other special/seasonal events as needed.

3.1 Line Information

Line	Estimated Quantity	Response Price	Line Amount	Response Minimum Release Amount
1-SPECIAL EVENTS MANAGEMENT SERVICES(must submit a price breakdown)				

3.2 Line Details

3.2.1 Line 1 SPECIAL EVENTS MANAGEMENT SERVICES(must submit a price breakdown)

To provide an alternate line, see appendix.

Category Name	962.05 Amusement and Entertainment Services	Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	Yes	Estimated Total Amount (USD)	
Target Minimum Release Amount (USD)			
Start Price (USD)			

4 Appendix: Alternate Lines

4.1 Instructions for Alternate Lines

Alternate lines are allowed for some negotiation lines. For these lines, you can propose one or more alternatives by entering information for each alternate line in the format given below. Print and insert multiple copies as per your requirement.

4.2 Alternate Lines Template

<p style="text-align: center;">Negotiation Line <i>(Number and description of the negotiation line for which you have an alternative)</i></p>	<p>Example: 1-xxxxxx where xxxxxx is the line description of first negotiation line.</p>
<p style="text-align: center;">Alternate Line Number <i>(Enter only numbers in sequence starting with 1 for every alternate line)</i></p>	
<p style="text-align: center;">Alternate Line Description</p>	
<p style="text-align: center;">Response Price <i>(For a negotiation line with cost factors, enter your line price in the cost factors table)</i></p>	
<p style="text-align: center;">Response Minimum Release Amount</p>	
<p style="text-align: center;">Note to Buyer</p>	

