# REQUEST FOR BID PROPOSAL PACKAGE

## #2022-RFP-13

for

# TALENT BUYER for ENTERTAINMENT EVENTS related to Joplin's Sesquicentennial

JOPLIN CONVENTION & VISITORS BUREAU

602 S. MAIN STREET

JOPLIN, MO 64801

# NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bid proposals until NOON, Friday, July 01, 2022, through the Joplin Convention & Visitors Bureau (JCVB) located at 602 S. Main Street, Joplin, Missouri, 64801 for the following SERVICE:

## TALENT BUYER for ENTERTAINMENT EVENTS related to Joplin's Sesquicentennial

Scope of work:

To meet the needs of the Joplin Celebrations Commission in planning live entertainment events between June and August 2023 to commemorate Joplin's Sesquicentennial, the Talent Buyer will at a minimum:

- will provide lists of potential touring entertainment available for the timeframe mentioned,
- will advise on which productions best fit local venue limitations,
- will conduct preliminary negotiations with artists and their representatives,
- will assist in processing contracts,
- will consult on how to meet all necessary requirements as outlined in the artist contracts and performance riders (This includes, but is not limited to, performance dates/times, set length, ground transportation, backline 'equipment', meals, and lodging), and
- will assist in resolving any artist date/tour conflicts.

Additionally,

- The JCVB and Joplin Celebrations Commission will have final approval on talent selection.
- The selecting of a stage, lighting and audio provider ARE NOT part of this request.

For this bid:

1. Provide percentage/fees for booking and managing talent.
2. Provide additional service fees such as mileage requirements and any miscellaneous expenses to accomplish the above task.
3. Provide comparable experience in accomplishing task above/market size of Joplin.
4. Include references of most recent work.
5. Provide background information on your company and the individual(s) who will manage the City of Joplin account.

Selection will be based on (50 points possible):

1. Buyer percentage/fee for services (30 points)
2. Reputation in the industry (20 points)
3. References of like market-size served (5 points)
4. Account manager background/experience (5 points)

***MARK BID ENVELOPES: "BID 2022-RFP-13 TALENT BUYER for ENTERTAINMENT EVENTS for Joplin's Sesquicentennial, BY NOON, FRIDAY, JULY 01, 2022"***

Questions concerning the specifications and bidding procedures should be directed to Patrick Tuttle, Joplin CVB at 602 S. Main Street, Joplin, MO, 64801 or by phone 417-625-4789.

Any bids received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all bids, to reject any or all bids and re-bid at a later date. The City may waive any irregularities in the bid or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of bids and issuance of awards.

The City encourages minority and female-owned businesses to submit bids on all City purchases.

Leslie Haase, CPA

Finance Director

***Publication Date: Friday, June 03, 2022.***

## INSTRUCTIONS TO BIDDERS

The City of Joplin, Missouri seeks the following service SERVICES for:

## TALENT BUYER for ENTERTAINMENT EVENTS related to Joplin's Sesquicentennial

All bids shall have firm-fixed F.O.B. Joplin, Missouri price and shall be honored for a minimum of ninety (90) days following the bid opening.

All bids shall be exclusive of Federal, State, and City taxes.

It is the intent of the specifications included with this bid document to generally describe the item(s) desired in sufficient detail as to secure bids on comparable items. All parts not specifically mentioned which are necessary in order for the item(s) to perform as intended shall be included. The strength, quality of workmanship, and material shall be in accordance with the best trade practices.

Specification variances, manufacturer's literature and additional information should be attached to the bid form. All blanks on the attached bid specifications shall be filled in completely and accurately. Any bid not meeting this requirement may be considered non-responsive.

Any protest or grievance must be issued in writing and delivered to the office of the Director of Finance within ten (10) days following the bid opening. Any protest filed after this time period has elapsed will not be considered.

The City encourages selection of products manufactured, assembled and/or produced in the United States, as long as the quality and price are comparable with other items bid.

Businesses which are located within the city limits of Joplin may be given preference in the awarding of a bid, providing the bid from the local business does not exceed the lowest bid by more than 3% or $2,500, whichever is less.

The City may give preference to vendors handling products that contain post-consumer recovered materials, providing the bid does not exceed the lowest bid by more than 5% or $2,500, whichever is less.

Once the bids are reviewed and evaluated, the successful vendor will be notified, in writing, and will receive an authorized City of Joplin purchase order. Verbal acknowledgments will not be considered as official notification and will not obligate the City in any way. Delivery or performance should not be completed without the receipt of an authorized purchase order.

Minimum information to be submitted with each bid shall consist of the following:

**BID PROPOSAL RESPONSE FORM**

Description of Item: TALENT BUYER for ENTERTAINMENT EVENTS related to Joplin's Sesquicentennial

COMPANY NAME: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

ADDRESS: _____

_____

1) Percentage/fees for booking and managing talent.

$ _____ flat OR _____% of artist booking.

2) Additional service fees (please detail):

_____

_____

_____

3) Market comparisons.

4) Background and References.

Signature of Company Representative: _____

Date: _____

***MARK BID ENVELOPES: "BID 2022-RFP-13 TALENT BUYER for ENTERTAINMENT EVENTS for Joplin's Sesquicentennial, BY NOON, FRIDAY, JULY 01, 2022"***