**NOTICE OF REQUEST FOR PROPOSAL**

**REQUEST FOR PROPOSAL #2023-RFP-06**

# STAGE, LIGHTING, AND AUDIO provider for the JOPLIN 150TH CELEBRATION CONCERT

**RFP Due Date: Noon, Thursday, August 3, 2023**

**Location:** City of Joplin
Convention & Visitors Bureau
602 S. Main Street
Joplin, MO 64801

**Staff:** Patrick Tuttle
**Email:** ptuttle@joplinmo.org
**Phone:** 417-625-4789

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The Convention & Visitors Bureau will receive proposals at the specified location until the time and date cited above. Only proposals received by the correct time and date will be recorded.

Proposals must be submitted in an envelope with the Request for Proposal number and the Vendor's name and address clearly indicated on the envelope. All proposals must be completed in ink or typewritten and submitted by the time and date above.

Consultants are strongly encouraged to read the entire Request for Proposal carefully.

**July 05, 2023**

Issue Date

# NOTICE TO BIDDERS

The City of Joplin, Missouri, will accept sealed bid proposals until NOON, Thursday, August 03, 2023, at the Joplin Convention & Visitors Bureau located at 602 S. Main Street, Joplin, Missouri, 64801 for the following SERVICE:

## STAGE, LIGHTING, AND SOUND provider for the JOPLIN 150TH CELEBRATION CONCERT

### Description of Service:

The Joplin Convention & Visitors Bureau (JCVB), City of Joplin (COJ) seeks the services of a Stage, Lighting, and Audio provider to support the Joplin 150th Celebration Concert Weekend.

**Dates**: September (Friday) 8 & (Saturday) 9, 2023. Stage loaded in can be Sept 7.

**Location**: Landreth Park, 1001 NW Murphy Blvd., Joplin. Outdoor venue. The stage will be placed in front of the existing amphitheater stage, which will be used as a backstage area.

**Talent**: The concerts will be performed by local bands. Stage plots will be provided, but NO national touring riders.

**Requirement:** The Stage, Lighting & Audio.

- Stage - APEX 3224 stage or larger
- Lighting package adequate for providing a theatrical wash of the stage. No special effects or specific features. No follow spots.
- Audio package with enough power and coverage to support an outdoor concert with an anticipated audience of 5,000-7,000.

**Generators/Power**: The existing stage has limited electrical service. One or two whisper generators (to be determined during the site visit) will be provided by Buyer.

**Crews**: The provider will supply their crew for load in/out and technicians for audio mixing and lighting direction during the show. The Buyer will provide a small stage crew for band set-up and changeovers.

**Lodging**: None.

**Catering**: None. There will be food trucks in the park during both performances. A hospitality tent with minimal service will be backstage for crews and bands.

**Site Visit**: A walk-thru of the site and production discussion must occur shorter after Provider selection.

For this bid, provide the following:

1. Previous comparable experience in providing services as defined above.
2. References of most recent outdoor concert productions.
3. Itemized listing cost of equipment, labor, and additional needs not provided in the Description of Services.
4. Include all service fees, mileage requirements, and any miscellaneous expenses to accomplish this task

**Bid should be based on NO LOCAL labor, lodging, or meals provided.

Evaluation of vendor proposals will be based on the following criteria:

30% Cost - Overall cost to provide the Services Requested.

15% Equipment – ability to provide required equipment or better.

10% Experience – with similar outdoor concert events.

5% Staff - professional staff to fulfill their bid requests.

For additional details/options, contact Patrick Tuttle, Joplin CVB, by calling 417-625-4789. Any bids received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all proposals, reject any or all proposals, and solicit again later.

The City may waive any irregularities in the proposal, negotiate variances from specifications, and make awards that are in the City's best interests.

The City will have the final decision in all matters regarding acceptance of proposals and issuance of awards.

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

Leslie Haase, CPA

Finance Director

***Publication Date: Wednesday, July 05, 2023***

# INSTRUCTIONS TO BIDDERS

The City of Joplin, Missouri, proposes to CONTRACT the following service:

## STAGE, LIGHTING & AUDIO provider

## for the JOPLIN 150TH CELEBRATION CONCERT

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.

The specifications included with this bid document aim to generally describe the item(s) desired in sufficient detail to secure bids on comparable items. All parts not specifically mentioned which are necessary 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 period has elapsed will not be considered.

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

Businesses that 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 an official notification and will not obligate the City in any way. Delivery or performance should not be completed without receiving an authorized purchase order.

**COMPANY INFORMATION**

**Attach to Itemized Bid**

COMPANY NAME: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

PHONE: _____

ADDRESS: _____

_____

Signature of Company Representative: _____

Date: _____

***Mark Bid Envelopes:***
***"2023-RFP-06 STAGE, LIGHTING & AUDIO provider***
***for the JOPLIN 150TH CELEBRATION CONCERT",***
***by Noon, Thursday, Aug 03, 2023***

# *Joplin All-Star **LOCAL LEGENDS** Concert Weekend*

September 8 & 9

The Amphitheater, Landreth Park

**Current as of 062223, subject to change**

FRIDAY, SEPTEMBER 8, 2023 (Sunset = 7:36 p.m.)

| | | |
|---|---|---|
| 2:10 | Load-in **BEN MILLER BAND** | = :30 minutes |
| 2:40 | Soundcheck | = :20 minutes |
| 3:00 | Load-in **TOWN HOUSE FIRE** | = :30 minutes |
| 3:30 | Soundcheck | = :20 minutes |
| 3:50 | Load-in **VAGABOND GROVE** | = :20 minutes |
| 4:10 | Soundcheck | = :15 minutes |
| 4:25 | Load-in **TBD** | = :20 minutes |
| 4:45 | Soundcheck | = :15 minutes |
| 5:00 | Stage Set, House Music/Sponsor ads run | |
| 5:45 | **TBD** | = 60-minute set |
| 6:45 | Changeover | = 15 minutes |
| 7:00 | **VAGABOND GROVE** | = 60-minute set |
| 8:00 | Changeover | = 15 minutes |
| 8:15 | **TOWN HOUSE FIRE** | = 60-minute set |
| 9:15 | Changeover | = 15 minutes |
| 9:30 | **BEN MILLER BAND** | = 60-minute set |
| 10:30 | Changeover | = 5 minutes |
| 10:35 | **All-Star Jam** | = 30-minutes |
| 11:00 | 1st Evening Concludes | |

# *Joplin All-Star **LOCAL LEGENDS** Concert Weekend*

September 8 & 9

The Amphitheater, Landreth Park

**Current as of 062223, subject to change**

## **SATURDAY, SEPTEMBER 9, 2023** (Sunset = 7:35 p.m.)

| | | |
|---|---|---|
| 2:10 | Load-in **SMOOT MAHUTI** | = :30 minutes |
| 2:40 | Soundcheck | = :20 minutes |
| 3:00 | Load-in **SOUTHERN FRIED** | = :30 minutes |
| 3:30 | Soundcheck | = :20 minutes |
| 3:50 | Load-in **ENCORE** | = :20 minutes |
| 4:10 | Soundcheck | = :15 minutes |
| 4:25 | Load-in **LARRY SMITH GROUP** | = :20 minutes |
| 4:45 | Soundcheck | = :15 minutes |
| 5:00 | Stage Set, House Music/Sponsor ads run | |
| 5:45 | **LARRY SMITH GROUP** | = 60-minute set |
| 6:45 | Changeover | = 15 minutes |
| 7:00 | **ENCORE W/ HANK ROTTEN** | = 60-minute set |
| 8:00 | Changeover | = 15 minutes |
| 8:15 | **SOUTHERN FRIED** | = 60-minute set |
| 9:15 | Changeover | = 10 minutes |
| 9:30 | **SMOOT MAHUTI** | = 60-minute set |
| 10:30 | Changeover | = 5 minutes |
| 10:35 | **All-Star Jam** | = 30-minutes |
| 11:00 | Event closes | |