

**TOWN OF CORNELIUS
REQUEST FOR PROPOSAL AND QUALIFICATION**

**CORNELIUS PARKS & RECREATION DEPARTMENT
SPECIAL EVENTS
SOUND, STAGE, LIGHTING
AND BAND SECUREMENT SERVICES**



Issued:

Wednesday, December 22, 2021

Proposals Due

***Friday, January 21, 2022
12:00 p.m.***

**C/O Mike Wolf
Cornelius Parks & Recreation Department
USPS Mail: P. O. Box 399
Ground delivery: 21445 Catawba Avenue
Cornelius, North Carolina 28031
Email: mwolf@cornelius.org**

REQUEST FOR PROPOSAL AND QUALIFICATION FOR CORNELIUS PARKS & RECREATION DEPARTMENT

Introduction:

The Town of Cornelius Parks & Recreation Department, herein referred to as “Town”, is requesting proposals from qualified service providers for the purpose of providing sound services at a variety of annual special events, as well as assisting the Town with securing bands for specific events. Additional jobs not listed below may be requested of the selected provider.

The Town’s needs are outlined in the following **Request for Proposals (“RFP”)**. Multiple providers may be selected in order to best fulfill the Town’s sound requirements. The selected firm(s) will be issued a two-year contract for services. Incomplete or late submittals will not be considered.

Scope of Work:

The selected provider(s) will work closely with The Town of Cornelius Parks & Recreation Department staff to ensure all expectations and standards are met during the event process. The selected provider(s) may be asked to provide updates or timelines. In addition, the selected provider(s) will work with the Town as follows:

- Provide excellent communication with Town staff via email, telephone and in-person meetings on an as-needed basis
- Work with the Town to secure bands (this includes coordinating contracts, performance times, load-in and any additional items related to event)
- All production related materials and plans must be approved by Town staff
- Setup and breakdown of all aspects of production related to performance schedule, sound, lighting, etc.
- Secure all required permits for the production aspects related to the performance schedule, staging and sound

The following list outlines the anticipated schedule and timeframe for the sound, stage, lighting and/or booking services to be provided in 2022. The 2023 event schedule is to be determined.

Hop Into Spring	April 9	Robbins Park
Earth Jam	April 30	Robbins Park
Cornelius Jazz Festival	May 21	Smithville Park
Memorial Day Program	May 30	Cornelius Town Hall
National Night Out	August 2	Bailey Road Park
22nd Annual All American Dog Show	October 1	Robbins Park
10th Annual Laketoberfest	October 15	Bailey Road Park
Veterans Day Celebration	November 11	Cornelius Town Hall
11th Annual Light Up Cornelius	November 26	Cornelius Town Hall

Please note that sound, stage and/or lighting equipment should support simple, medium, and/or complex concert or event set-ups as deemed appropriate to support general event plans identified in Exhibit A.

Additionally, dates, times, locations and event plans are subject to change.

Contract Duration/Renewal Option(s):

- I. The proposed duration of work will be for two years (January 31, 2022 – December 31, 2023)
- II. Town may add or delete services, or cancel the contract at its discretion with a minimum 30 day written notice to the vendor

Submittal Requirements:

All submittals must be complete and submitted no later than 12:00 pm on Friday, January 21, 2022. Incomplete and late submittals will be rejected. Submittals must be delivered in a sealed envelope or package and clearly labeled "Cornelius Parks & Recreation Department Special Events c/o Mike Wolf". Vendor may also email proposal if they choose, but all submittals must be received by the closing date and time.

Additional Information and Questions:

Additional information, questions and the scheduling of park tours may be directed to Mike Wolf at 704-892-6031 x192.

Sound, Stage and Lighting Services Proposal must include the following information:

1. Background information on company/organization
2. References - Vendor must provide at least 3 references that have participated with their organization for at least 2 years with similar sized events
3. Pricing and Budget – Based on the preliminary scope of work included with this document, provide a breakdown of the estimated cost including expenditures for services, production, communication with client and any other costs
4. Contract costs and fees may be negotiated with the finalist(s). Please indicate the type of equipment used
5. Copy of current insurance certificate demonstrating appropriate insurance coverage

Compensation

- I. Payment by the Town of Cornelius for the services will only be made after the services have been performed. Payment to be made within 30 days following service
- II. Invoices for band(s) to be submitted to the Town of Cornelius 30 days in advance for payment to be paid night of performance

TOWN OF CORNELIUS REQUEST FOR PROPOSAL AND QUALIFICATION

CORNELIUS PARC DEPARTMENT SPECIAL EVENTS SOUND SERVICES

EXHIBIT A

Hop Into Spring (Robbins Park)

- Sound coverage across the multi-purpose field at Robbins Park (estimated 2019 attendance 1,200)
- Audio engineer to set-up, operate sound system, play vendor supplied kid-friendly background music, and strike equipment at the end of the event
- Provide access to microphone for P&R staff and officials during event
- Electrical service is available at the shelter adjacent to the multi-purpose field
- Available service includes: four 110 volt, GFCI receptacles PLUS one 50 amp, GFCI receptacle

Earth Jam (Robbins Park)

- Sound coverage across multi-purpose field at Robbins Park (2019 attendance 1000)
- Provide emcee for event
- Provide 12' L x 20' W x 2' H stage (subject to change)
- Audio engineer(s) to set-up, assist band members with sound checks, operate sound system and play vendor supplied family-friendly background music prior to concert and during band change out
- Provide access to microphone for P&R staff, bands or performers, and officials during event
- Collaborate with Town on band selections and secure bands for the Town. This includes providing recommendations, playlists, contract(s) with band(s) for date, time and payment for band(s)
- Electrical service is available at the shelter adjacent to the multi-purpose field.
- Available service includes: four 110 volt, GFCI receptacles PLUS one 50 amp, GFCI receptacle

Cornelius Jazz Festival (Smithville Park)

- Sound coverage across the multi-purpose field at Smithville Park (estimated 2019 attendance 2,500)
- Provide emcee for event
- Provide 12' L x 20' W x 2' H **covered** stage and stage lighting (subject to change)
- Audio engineer(s) to set-up, assist band members with sound checks, operate sound system and play vendor supplied family-friendly background music prior to concert and during band change out
- Provide access to microphone for P&R staff, bands or performers, and officials during event
- Collaborate with Town on band selections and secure bands for the Town. This includes providing recommendations, playlists, contract(s) with band(s) for date, time and payment for band(s)
- Electrical service is available on the side of multi-purpose field, and limited electrical service may be available from the shelter. However, additional power may be necessary and vendor will responsible for supplying generator
- Available service at the multi-purpose field includes: four 110 volt, GFCI receptacles PLUS one 50 amp, GFCI receptacle. Available service at the shelter includes: two 110 volt, GFCI receptacles

National Night Out (Bailey Road Park)

- Sound coverage across two multi-purpose fields at Bailey Road Park (estimated 2019 attendance 550)
- Audio engineer to set-up, operate sound system and play vendor supplied family-friendly background music, and strike equipment at the end of the event
- Provide access to microphone for P&R staff, event emcee and officials during event
- Electrical service is available at the band shell
- Available service includes: twelve 110 volt, GFCI receptacles PLUS one 50 amp, GFCI receptacle

All American Dog Show (Robbins Park)

- Sound coverage across multi-purpose field at Robbins Park (2019 attendance 500)
- Provide 12' L x 20' W x 2' H stage (subject to change)
- Audio engineer to set-up, operate sound system and play vendor supplied family-friendly background music, and strike equipment at the end of the event
- Provide wireless microphone for P&R staff, event emcee and officials during event
- Electrical service is available at the shelter adjacent to the multi-purpose field
- Available service includes: four 110 volt, GFCI receptacles PLUS one 50 amp, GFCI receptacle

Laktoberfest Music & Brew Festival (Bailey Road Park)

- Sound coverage across two multi-purpose fields at Bailey Road Park (2019 attendance 8,500)
- Audio engineer(s) to set-up, assist band members with sound checks, operate sound system and play vendor supplied family-friendly background music prior to concert and during band's change out and strike equipment at the end of event
- Provide access to microphone for P&R staff, event emcee and officials during event
- Collaborate with Town on band selections and secure bands for the Town. This includes providing recommendations, playlists, contract(s) with band(s) for date, time and payment for band(s)
- Electrical service is available at the band shell
- Available service includes: twelve 110 volt, GFCI receptacles PLUS one 50 amp, GFCI receptacle

Veterans Day Celebration (Cornelius Town Hall)

- Sound coverage throughout parking lot of Town Hall (estimated 2019 attendance 600)
- Provide 12' L x 20' W x 2' H covered stage (subject to change)
- Audio engineer to set-up, operate sound system and strike equipment at the end of the event
- Musical performances to include W.A. Hough High School Choir and Rockie Lynne
- Provide access to microphone(s) for P&R staff and officials during event
- Electrical service is available at the Veterans monument
- Available service includes: four 110 volt, GFCI receptacles PLUS one 50 amp, GFCI receptacle

Light Up Cornelius (Cornelius Town Hall)

- Sound coverage for vocal groups, live music, background music, and announcements throughout Town Hall parking area (estimated 2019 attendance 1,000)
- Audio engineer(s) to set-up, operate sound system, play vendor supplied family-friendly holiday background music and strike equipment at the end of event
- Provide access to microphone for P&R staff and officials during event
- Electrical service is available outside of Cornelius Town Hall
- Available service includes: two 110 volt, GFCI receptacles

Electrical Service

- Selected vendor(s) will be responsible for ensuring that available power supply is adequate for the safe operation of specified equipment
- Selected vendor(s) will be responsible for ensuring that all specified equipment, electrical connections, equipment grounding, and operations meet all applicable electrical codes and safety guidelines
- Vendor(s) will also be responsible for providing any extensions cords, surge protection, electrical adapters (*pigtails and dogbones*), and company switches, as well as qualified/licensed personnel to install/connect such devices necessary to operate specified equipment in accordance with all applicable safety guidelines and electrical codes

The above list is suggested equipment that has previously been used for special events. Events may require more or less of the equipment noted above.

Equipment should be state-of-the-art providing premier quality in sound.

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PROPOSAL FORM



BACKGROUND INFORMATION

REFERENCES

1. _____
2. _____
3. _____

CERTIFICATE OF INSURANCE

Attached COI

BID

Hop Into Spring \$ _____

Cornelius Jazz Festival (Sound/Stage/Lights) \$ _____

Earth Jam (Sound & Stage) \$ _____

National Night Out \$ _____

All American Dog Show (Sound & Stage) \$ _____

Laketoberfest Music & Brew Festival \$ _____

Veterans Day Celebration (Sound & Stage) \$ _____

Light Up Cornelius \$ _____

BUNDLE BID

Total Bid Amount: \$ _____

This Submittal is executed by the person signing below, who warrant they have the authority to submit this proposal.

Company: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Authorized Signature: _____ Date: _____