

Tulsa County Public Facilities Authority

Request for Proposal

June Events - Auto Auction Inquiries

RFP Circulation Date:

November 9, 2020

Proposal Submission Deadline:

Wednesday, December 2, 2020, by Noon CST

1. SUMMARY

Tulsa County Public Facilities Authority (“TCPFA”) dba Expo Square is seeking proposals from qualified firms / organizations to provide a professional Auto Auction in the month of June.

2. PROPOSAL GUIDELINES AND SUBMISSION DEADLINE

The purpose of this RFP is to provide the candidates with the evaluation criteria against which they will be judged. This is an open and competitive process.

Final proposals submitted are to be received by TCPFA no later than Noon on December 2, 2020. The package shall be marked clearly as “June Events RFP,” including an original signed proposal and four (4) additional copies. Proposals received after the time and date specified will be returned to the sender unopened. TCPFA reserves the right to accept or reject any or all proposals submitted.

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

Please refer to pages 4 & 5 for specific proposal submission format.

3. CONTRACT TERMS

TCPFA will negotiate contract terms upon selection and utilize the standard Facility Lease Agreement. All contracts are subject to review by legal counsel.

- A. TCPFA reserves the right to reject any and all RFP responses, and to waive minor irregularities in any response.
- B. TCPFA reserves the right to request clarification of information submitted and to request additional information from any firm / organization.
- C. TCPFA reserves the right to award any contract to the next most qualified firm / organization, if the successful firm / organization does not execute a contract within thirty (30) days after the selection of the firm / organization.
- D. Any response may be withdrawn up until the date and time set above for opening of the RFP responses. Any response not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to provide to TCPFA the services described in the attached specifications, or until one or more of the responses have been approved by TCPFA.
- E. TCPFA shall not be responsible for any costs incurred by the firm / organization in preparing, submitting or presenting its response to the RFP.

4. EVENT REVENUE / SCOPE

Please provide an event revenue proposals to accomplish the scope outlined below. The RFP must encompass all facility utilization and tentative support services / resources. Participating

firm / organization must provide a detailed event specifications; illustrating overall event summary, anticipated attendance and schedule; any requested modifications to standard Facility Lease Agreement. TCPFA reserves the right to sell tickets; and is required to provide all food and beverage operations / catering.

Description	Revenue to TCPFA Estimate
Number of Event Days and Specific Dates (provide 2021 at this time, multi-year will be considered and negotiated with Agreement):	
Number of Move-In/Out Days and Specific Dates (provide 2021 at this time, multi-year will be considered and negotiated with Agreement):	
Summary of Support Service Resources (provide detailed excel of list; available options can be found in Event Manager’s Guide):	
Additional Revenue Not Mentioned Above (provide detail):	

If the intention is to not rent the entire facility, firm / organization is required to provide this information for consideration. At this time, the intent of this RFP is for the entire River Spirit Expo Rental.

5. TIMELINE

The below timeline is approximate and may change at any time according to the needs of the TCPFA.

- Questions & Intent to Submit Deadline: Friday, November 20, 2020; via email only.
- Responses to questions distributed: Monday, November 23, 2020
- Proposals due: Wednesday, December 2, 2020, by Noon, CST
- Interviews, if deemed necessary: Week of December 7, 2020
- Notification to proposal candidates: Friday, December 18, 2020

Proposals will be evaluated as quickly as possible. During this time, we may require interviews or presentations with our evaluation team. You will be notified if this if requested.

6. EXPECTATIONS

TCPFA reserves the right to decide, on a case-by-case basis, whether to reject a proposal as non-responsive.

Respondents are cautioned that any oral statements made that materially change any portion of this solicitation are not valid unless subsequently ratified by a formal written amendment to this RFP.

Applicable laws shall apply. The contract awarded shall be governed in all respect by the laws of the State of Oklahoma and any litigation with respect thereto shall be brought in the courts of the State of Oklahoma. The company awarded the contract shall comply with applicable federal, state, and local laws and regulations.

Nonconforming terms and conditions. Any proposal that includes terms and conditions that do not conform to the terms and conditions in this RFP are subject to rejection as non-responsive. TCPFA reserves the right to permit the respondent to withdraw non-conforming terms and conditions from its proposal prior to awarding the contract.

7. ORGANIZATION PROFILE, QUALIFICATIONS, EVENT MANAGEMENT

A. Provide a firm / organization profile, including number of years in business and demonstrated financial stability.

B. List at least five comparable events your firm / organization has produced with in the past calendar year with the most relevancy to this RFP. Include the website address, location, facility contact (phone and email), event attendance, ticket sales and additional applicable data available.

C. Briefly describe your firm / organization capabilities (e.g. staff, office location, etc.). We are especially interested in the staff who will be assigned to this event.

D. Briefly describe your firm / organization event management process.

8. EVALUATION CRITERIA

Proposals that meet the mandatory requirements, as stated above, will be evaluated with the following criteria:

1. Experience managing and producing similar events. (based on proposal and reference checking). 30 points
2. The firm / organization's proposed revenue to TCPFA / event rental. 40 points
3. Suitability – the proposed event corresponds with the overall facility calendar / turnover schedule, and the proposed event structure is beneficial to Expo Square. 30 points

9. FORMAT FOR PROPOSAL SUBMISSIONS

An electronic copy of your proposal must be included with your submission. Your proposal must include the above requirements detailed in this RFP.

Address and deliver proposals via mail or delivery to:

TCPFA
Attn: Jessica Booth
4145 East 21st Street
Tulsa, OK 74114

- Questions regarding this solicitation shall be submitted by email to Jessica Booth, Purchasing Agent, jbooth@exposquare.com by Friday, November 20, 2020. No other questions will be answered after that date.
- All questions asked will be answered on Monday, November 23, 2020, and be emailed to those who supplied an “intent to submit”.

Timely submission of the proposal is the responsibility of the respondent. Any extension, if granted, shall apply to all recipients of this Request for Proposal. The proposal shall be prepared and submitted at the respondent’s sole expense.

Please use the following as a guideline to format your proposal:

Length and Font Size: Please use fonts no smaller than 12 point. Maximum proposal length including title page, cover letter, proposal, qualifications and budget should not exceed 20 pages. Appendices can be up to 10 additional pages.

Title Page: TCPFA, June Event Request for Proposal, your company name, address, website address, telephone number, email address and primary contact person.

Cover Letter: Signed by the person or persons authorized to sign on behalf of the company.

Proposal: Content applicable to description included in Request for Proposal.

Qualifications: Provide the information requested in Section 7.

Appendix:

Screen Shots: please provide screen shots and / or documents of:

- Event Plat(s)
- Tickets previously utilized
- Website
- Any additional relevant data