



REQUEST FOR QUOTES For CRA EVENT BOOKING AGENT RFQ 2019 01-14

January 14, 2019

1.0 INTRODUCTION / SUMMARY

The City of Fort Walton Beach is seeking a person(s) to provide event booking services for organized events in the CRA District (downtown Fort Walton Beach, FL). Each year, the City provides entertainment to its residents and visitors, with typical attendance of 600 to 1,200, and over 1,500 for the Fourth of July Celebration.

- 1.1 Events are typically held at the Fort Walton Landing, in downtown Fort Walton Beach, Florida.

2.0 SCOPE OF WORK – The City requires someone who is dependable, experienced and can perform the following services:

- 2.1 Booking of music entertainment for the CRA District.
- 2.2 Booking of sound for the CRA District events
- 2.3 Marketing on social media platforms for events, in coordination with City’s CIO.
- 2.4 Coordination of park layout & scheduling with the City’s Recreation Supervisor.
- 2.5 Collaboration with City staff on audio for Movies at the Landing

3.0 SCHEDULE - Tentative schedule for 2019 events include*:

- 3.1 Concerts at the Landing
 - Spring Concert Series – 6 weeks – Late April/Early May
 - Fall Concert Series - 4 weeks – Mid-October
- 3.2 City Fourth of July Celebration

* The list of events may expand or be reduced, depending on available funding.

4.0 CONTRACT TERM: Initial term shall be one year, with three (3) additional one (1) year options, at the mutual agreement of both parties.

5.0 BUDGET: Overall budget allocated in FY 2018-19 FY is \$35,000.

6.0 CONTRACT: A written agreement will be required for these services, after award is made.

7.0 SUBMITTALS

7.1 The deadline for providing this submittal is January 29, 2019 at 3:00 PM local time.

7.2 Responses should be limited to no more than ten (10) pages. Please use the format below, in order to provide for easy comparison among competing bids:

7.2.1 Cover sheet – should contain at a minimum:

- Bidder’s Name & Address
- Phone & Fax Numbers
- Email Address
- Contact Person – name & title
- A brief description of the Bidder’s work and/or company history and experience.

7.2.2 References - List of current or past clients – Include:

- Project dates & locations.
- Contact Names with phone numbers and email addresses

7.2.3 Fees/Pricing of Services shall include the following:

- % of booking fee for the bidder,
- audio/sound subcontractor (sound manager)
- Entertainment costs
- Marketing costs

7.2.4 Additional Information – Bidders are encouraged to provide any additional information which they feel will assist the City in making the best selection for these services. The City will award the contract to the responsive and responsible bidder providing the best value offered.

8.0 THE CITY WILL PROVIDE THE FOLLOWING ITEMS:

- Special Events Permits will be handled internally by City staff.
- Entertainment budget will be set by the City.

9.0 INQUIRIES & QUESTIONS - Please direct all questions & inquiries regarding this Request for Quotes to:

Giuliana Scott, Purchasing Agent 850-833-9523 – direct
City of Fort Walton Beach 850-833-9643 – fax
105 Miracle Strip Pkwy SW gScott@fwb.org
Fort Walton Beach, FL 32548

10.0 DEADLINE FOR QUOTES

Bids shall be received at the Purchasing Department no later than Friday, January 29, 2019 at 3:00PM local time.

PRICING SHEET – ITB 19-004				
You are invited to bid on the following:				
Item No.	Qty	Unit	Description	Total Price
1	1	Fee	Agent Booking fee (percent)	%
			1 audio/sound subcontractor (sound manager)	
			• Entertainment costs	
			• Marketing costs	
<u>NOTE 1:</u>				
ALL ITEMS QUOTED MUST BE IN COMPLIANCE WITH THE SCOPE OF WORK. IF YOU ARE TAKING EXCEPTION, INDICATE THOSE EXCEPTIONS ON COMPANY LETTERHEAD AND ATTACH TO THIS INVITATION TO BID.				