

Bellevue Convention Center Authority
Meydenbauer Center
Bellevue, Washington

REQUEST for PROPOSALS (RFP):

Stage Lighting Equipment

January 21, 2016

PROPOSAL DEADLINE:

Friday, February 12, 2016, 4:00 p.m. local time in Bellevue, Washington

PROPOSAL DELIVERY ADDRESS:

Bellevue Convention Center Authority - Meydenbauer Center
Level 3 Administrative Offices
11100 NE 6th Street
Bellevue, WA 98004

EXPECTED PERFORMANCE PERIOD:

The period of performance for any Contract resulting from this solicitation is expected to begin on or about March 1 2016 and end on March 31, 2016. The BCCA reserves the right at its discretion to extend the contract for a period of time to be specified, in accordance with the Contract.

CONTRACTOR ELIGIBILITY:

This procurement is open to all service providers who satisfy the minimum qualifications stated herein and that are available for work in Washington State.

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1. INTRODUCTION

1.1 PURPOSE & BACKGROUND

The Bellevue Convention Center Authority (BCCA), a public corporation chartered by the City of Bellevue (the "City") and has been duly constituted pursuant to RCW 35.21.730 et seq. and Ordinance No. 4092 of the City, has issued this Request for Proposals (RFP) to solicit responses from linen service companies interested in and qualified to provide services for Meydenbauer Center, located at 11100 Northeast Sixth Street, Bellevue, Washington, which is an existing, working public assembly facility.

1.2 MINIMUM QUALIFICATIONS

The Contractor must have no less than five (5) years' experience providing stage lighting equipment, and must be licensed to do business in the State of Washington, as applicable.

1.3 PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about March 1, 2016, and to end no later than March 31, 2016.

1.4 DEFINITIONS

Definitions for the purposes of this RFP include:

Contractor – Individual or company whose Proposal has been accepted by the BCCA and is awarded a fully executed, written contract.

Proposal – A formal offer submitted in response to this solicitation.

Proposer – Individual or company submitting a proposal in order to attain a contract with the BCCA.

RCW and **WAC** – The "Revised Code of Washington" and the "Washington Administrative Code", respectively, which together provide the statutory and regulatory framework for BCCA procurements.

BCCA – The Bellevue Convention Center Authority is the governmental entity issuing this RFP.

2. GENERAL INFORMATION

2.1 RFP COORDINATOR

All communication between potential Proposers and the BCCA shall be with the RFP Coordinator, as follows:

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Name	Stephen Elliott, Theatre Manager
Address	11100 NE 6 th Street Bellevue, WA 98004
Phone Number	425-450-3810
Fax Number	425-637-0166
E-mail Address	<u>selliott@meydenbauer.com</u>

Proposers are to rely on written statements issued by the RFP Coordinator; any other information will be considered unofficial and non-binding on the BCCA. The BCCA reserves the right to appoint an alternate RFP Coordinator during the solicitation process, as may be necessary and convenient.

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	<u>January 21, 2016</u>
Last date for questions regarding RFP	<u>February 1, 2016</u>
Issue addendum to RFP (if applicable)	<u>February 3, 2016</u>
Proposals due	<u>February 12, 2016</u>
Evaluate Proposals	<u>Feb. 15-16, 2016</u>
Conduct oral interviews with finalists, if required	<u>Feb 17 - 18, 2016</u>
Announce apparent successful Contractor(s) and send notification via fax or e-mail to unsuccessful Proposers	<u>February 19, 2016</u>
Negotiate contract(s)	<u>February 22, 2016</u>
Begin contract work	<u>March 1, 2016</u>

The BCCA reserves the right to revise the above schedule.

2.3 QUESTIONS REGARDING THE SOLICITATION

No pre-proposal conference for this solicitation will be conducted. Written questions may be submitted to the RFP Coordinator no later than the close of business, Monday, February 1, 2016. A statement of any questions received and the BCCA response(s) in the form of an addendum to the RFP will be issued no later than the close of business, Wednesday, February 3, 2016.

2.4 REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, one or more addenda to the solicitation will be issued. The BCCA also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

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2.5 PROPRIETARY INFORMATION & PUBLIC DISCLOSURE

All proposals received under this RFP shall remain confidential until the contract, if any, resulting from this solicitation is executed by the BCCA and the apparent successful Contractor; thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 RCW.

Any information in the proposal that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.56 must be clearly designated. The page must be identified, as must the particular exception from disclosure upon which the Proposer is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right hand corner of the page. The Proposer must be reasonable in designating information as confidential; marking the entire proposal as exempt from disclosure will not be honored.

The BCCA will consider a Proposer's request for exemption from disclosure; however, the BCCA will make a decision predicated upon Chapter 42.56 RCW and Chapter 143-06 WAC. If any information is marked as proprietary in the proposal, such information will not be made available until the affected Proposer has been given an opportunity to seek a court injunction against the requested disclosure.

All requests for public records should be directed to the BCCA Administrative Services at the address on the face page of this RFP. A charge is made to the requestor for copying and shipping of disclosed public documents, as outlined in RCW 42.56.120. No fee shall be charged for inspection of contract files.

2.6 EQUAL OPPORTUNITY REQUIREMENTS

The successful vendor must comply with BCCA equal opportunity requirements. The BCCA is an Equal Opportunity Employer. It does not discriminate and does not do business with others who discriminate on the basis of race, color, creed, sex, age, nationality or disability.

2.7 COMPLIANCE WITH LAWS AND REGULATIONS

In addition to nondiscrimination and affirmative action compliance requirements previously listed, the vendor awarded the contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

2.8 INDEMNIFICATION

The vendor shall hold harmless, defend, and indemnify the BCCA and the BCCA's officers, agents, and employees against any liability that may be imposed upon them by reason of the vendor's failure to provide compensation coverage or liability coverage.

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2.9 SUBMISSION OF PROPOSALS

Proposals may be submitted in hardcopy or electronically, but may not be transmitted via facsimile.

If submitting the Proposal in hard copy, the following information is applicable. Proposers are required to submit three (3) copies of their Proposal. One (1) copy must have original signatures and the additional copies may have photocopied signatures. The Proposal, whether mailed or hand-delivered, must be received by the BCCA no later than 4:00 p.m. local time in Bellevue on Friday, February 12, 2016. The Proposal is to be sent to the RFP Coordinator at the address noted in Section 2.1, above. The submittal package should be clearly marked to the attention of the RFP Coordinator, and should include the notation "RFP Submittal for Stage Lighting Equipment".

Consultants mailing Proposals should allow for normal mail delivery schedules to ensure timely receipt of their Proposals by the RFP Coordinator. Hand-delivered Proposals will only be accepted at the reception desk, BCCA Level 3 Administrative Offices, 11100 NE 6th Street, Bellevue. Proposers assume all risk for the method of delivery chosen; the BCCA will accept no responsibility for delays caused by any delivery service or external circumstance, e.g. traffic congestion.

If submitting the Proposal electronically, the following information is applicable. Proposals being submitted electronically must be sent as an attachment to an e-mail, addressed to the RFP Coordinator as noted in Section 2.1, above, and must include the notation "RFP Submittal for Stage Lighting Equipment" in the e-mail subject line. Proposals must arrive at the BCCA by 4:00 p.m. local time in Bellevue on Friday, February 12, 2016. Attachments to the e-mail shall be in Microsoft Word[®] and Excel[®] software, and/or in .pdf file form. Proposers submitting Proposals via e-mail must also send hardcopies of the cover submittal letter and the Certifications and Assurances form (Attachment A) with original signatures to the RFP Coordinator. The BCCA will accept no responsibility for problems encountered in the e-mail transmittal process.

Proposers are specifically advised that as to Proposal submittal:

1. Late Proposals will not be accepted and will be automatically disqualified from further consideration.
2. The Proposal must respond to the procurement requirements set forth herein.
3. The Proposal must be complete, must stand on its own merits, and should not respond by referring to material presented elsewhere.

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4. A concise and well thought-out Proposal is more advantageous to the Proposer than a voluminous one.
5. All Proposals and any accompanying documentation submitted in response to this procurement shall become the property of the BCCA and will not be returned.

2.10 ACCEPTANCE PERIOD

Proposals must provide sixty (60) days for acceptance by BCCA from the due date for receipt of proposals.

2.11 RESPONSIVENESS

All Proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in the RFP. Proposers are hereby specifically notified that failure to comply with any part of the RFP may result in rejection of the Proposal as non-responsive. The BCCA reserves the right, however, at its sole discretion to waive minor administrative irregularities in the Proposals received.

2.12 REJECTION OF PROPOSALS

The BCCA reserves the right at its sole discretion to reject any and all Proposals received without penalty.

2.13 MOST FAVORABLE TERMS

The BCCA reserves the right to make an award without further discussion of any Proposal submitted. Therefore, the Proposal should be submitted on the most favorable terms that can be offered. The BCCA does reserve the right to contact a Proposer for clarification of its Proposal during the evaluation process. In addition, the BCCA reserves the right to enter into contract negotiations with the apparent successful Proposer, which may include discussions regarding the terms of the proposal. Contract negotiations may result in incorporation of some or all of the subject proposal. The Proposer should be prepared to accept this RFP document for incorporation into a contract resulting from this solicitation. It is also understood that the Proposal will become part of the BCCA's official procurement file.

2.14 CONTRACT AWARD AND EXECUTION

The BCCA shall not be bound or in any way obligated until both parties have executed a vendor contract. The general conditions and specification of the RFP and the successful vendor's response, as amended by contract between the BCCA and the successful vendor, including e-mail or written correspondence relative to the RFP, will become part of the contract documents. Additionally, the BCCA will verify vendor representations that appear in the proposal. Failure of a vendor to perform services as represented may result in elimination of the vendor from further competition or in contract cancellation or termination.

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The vendor selected as the apparently successful vendor will be expected to enter into a contract with the BCCA. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during negotiations of the final contract. If the selected vendor fails to sign the contract within five (5) business days of delivery of the final contract, the BCCA may elect to cancel the award and award the contract to the next-highest ranked vendor. All parties may incur no cost chargeable to the proposed contract before the date of execution of the contract.

2.15 COSTS TO PROPOSE

The BCCA will not be liable for any costs incurred by the Proposer in preparation of a submittal in response to this RFP, in conduct of a presentation, or any other activities related to responding to the RFP.

2.16 NO OBLIGATION TO CONTRACT

Issuance of this RFP does not obligate the BCCA to contract in whole or in part for services specified herein.

3. PROPOSAL FORM & CONTENTS

Written proposals must be prepared on letter-size (8-1/2 x 11 inch) paper with tabs separating the major sections of the Proposal; electronically-submitted Proposals are to be formatted analogously. Proposals are not to exceed twenty (20) pages. The major sections of the Proposal are to be in the order noted below:

1. Signed Letter of Submittal, including signed Certifications and Assurances
2. Cost Proposal

3.1 LETTER OF SUBMITTAL & AFFIDAVIT CONCERNING CONFLICTS OF INTEREST

The Letter of Submittal must be signed and dated by a person authorized to legally bind the Proposer to a contractual relationship, e.g., the President or Executive Director if a corporation, the Managing Partner if a partnership, or the proprietor if a sole proprietorship. This introductory letter should convey the Proposer's interest in the project, and highlight particular strengths of the proposed service provider. In addition, it is to include by attachment the following information about the Proposer and any proposed subcontractors:

1. Name, address, principal place of business, telephone/fax number, and e-mail address of legal entity or individual with whom contract would be written.
2. Name, address, and telephone number of the principal officer(s) (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.).

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3. Legal status of the Proposer (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as it now substantially exists.
4. Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number as issued by the Washington State Department of Revenue.
5. Location of the facility from which the Contractor would operate.
6. Identification of any current or former BCCA employees on the firm's governing board or in a management position as of the date of the proposal. Include their position and responsibilities within the Proposer's organization. If following a review of this information, it is determined by the BCCA that a conflict of interest exists, the Proposer may be disqualified from further consideration for the award of a contract.

The Affidavit Concerning Conflicts of Interest form (Attachment A to this RFP) must be signed and dated by a person authorized to legally bind the Proposer to a contractual relationship, and is to be included with the Letter of Submittal in the proposal

3.2 COST PROPOSAL

The evaluation process is designed to award this procurement not necessarily to the least cost proposal, but rather to the proposal(s) which represent the best overall value in meeting the requirements of this RFP. However, Proposers are encouraged to submit proposals that are consistent with BCCA efforts to conserve public resources.

Identification of Costs – Using their own cost proposal form/format, Proposers are to identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. Submit a fully detailed budget including staff costs, subcontractor costs, administrative costs, travel costs, and any other expenses necessary to accomplish the tasks and to produce the deliverables under the contract.

4. EVALUATION & CONTRACT AWARD

Responsive Proposals will be evaluated in accordance with the requirements stated in the solicitation and any addenda issued. Only those Proposals meeting all mandatory submittal requirements will be evaluated for possible contract award. The evaluation of Proposals shall be accomplished by an evaluation team to be designated by the BCCA, which will determine the ranking of the Proposals.

4.1 PROPOSAL SCREENING

Proposals received by the published deadline will be administratively screened for "responsiveness", i.e., meeting all the material requirements of the solicitation, and for proposer "re-

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sponsibility", i.e., being a service provider in good standing in the State of Washington, eligible for receiving public contracts.

4.2 CLARIFICATION OF PROPOSAL

The RFP Coordinator may contact a Proposer for clarification of any portion of the respective Proposal.

4.3 EVALUATION WEIGHTING & SCORING

For all Proposals determined to be responsive to the requirements of the solicitation and determined to have been submitted by responsible Proposers, the following weighting and points will be assigned for evaluation purposes:

Cost Proposal	100 points
Total	<hr/> 100 points

4.4 ORAL PRESENTATIONS

The BCCA, at its sole discretion, may select the top scoring finalist(s) from the written evaluation for an oral presentation and final determination of contract award. Should the BCCA elect to hold oral presentations, it will contact the top-scoring firm(s) to schedule a date, time and location. Commitments made by a Proposer at the oral interview, if any, will be considered binding.

4.5 NOTIFICATION TO PROPOSERS

Firms whose Proposals have not been selected for further negotiation or award will be notified via fax or by e-mail.

4.6 PROTEST PROCEDURE

Proposers protesting this procurement shall follow the procedures described below; protests that do not follow these procedures will not be considered. This procedure constitutes the sole administrative remedy available regarding this procurement, and is available only to those Proposers who submitted a response to this solicitation document.

Upon completing the debriefing conference, the Proposer is allowed three (3) business days to file a protest with the RFP Coordinator. Protests may be submitted by facsimile or e-mail. All protests must be in writing and signed by the protesting party or an authorized agent, e.g., legal counsel. The protest must state the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the RFP Coordinator.

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Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of an evaluator.
- Errors in computing the score.
- Non-compliance with procedures described in the procurement document or with BCCA policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's judgment on the quality of a proposal, or 2) BCCA's assessment of its own needs or requirements.

Upon receipt of a protest, a protest review will be held by the BCCA. The BCCA Executive Director or an employee delegated by the Executive Director who was not involved in the procurement will consider the record and all available facts and issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Proposer under the RFP, such Proposer will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the BCCA's action; or
- Find only technical or harmless errors in the BCCA's acquisition process and determine the BCCA to be in substantial compliance, and therefore reject the protest; or
- Find merit in the protest and provide the BCCA options which may include:
 - Correct the errors and re-evaluate all proposals, and/or
 - Reissue the solicitation document and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.

If the BCCA determines that the protest is without merit, the BCCA will enter into a contract with the apparently successful Proposer. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

5. RFP ATTACHMENTS

Attachment A – Affidavit Concerning Conflicts of Interest

6. RFP EXHIBITS

Exhibit A – Scope of Services Request

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EXHIBIT A: Scope of Services Request

RFP Exhibits

Exhibit A – Scope of Services Request

Stage Lighting Equipment items (quantity in **bold** type):

1. **3** Martin Viper Profiles (Moving Head/lighting Fixture)
 - a. Including **6** Mega Claws by Light Source

2. **30** ETC ColorSource PARs
 - a. **26** count with 15' Powercon through cables
 - b. **4** count with powercon to Edison cables