



REQUEST FOR PROPOSALS

CONCERT PROMOTER/PRODUCER

General Information

The South Padre Island Convention and Visitors Bureau (CVB) is tasked with enhancing the local economy through special event marketing. We are searching for a qualified vendor to provide a one-time event production/performance of musical entertainment at a local venue in conjunction with Sand Castle Days, the evening of October 5, 2013.

Overview

The contract will be with the City of South Padre Island. Proposals are to be directed to the Convention & Visitors Bureau Interim Director, Sylvia Soliz.

Lobbying

All vendors are hereby placed on NOTICE that the City Council, Convention & Visitors Transition Board nor staff wish to be lobbied either individually or collectively about projects regarding this proposal. Firms and their agents are not to contact members of the City Council, Convention & Visitors Transition Board or Convention & Visitors Bureau staff for such purposes as meetings, introductions, luncheons or dinners.

Scope of Work

1. The venue and performers shall be available for the above event on the date indicated, to provide entertainment for the public.
2. Performance content must be family orientated and appropriate for all audiences and compliment the theme of Sand Castle Days. The South Padre Island Convention and Visitors Transition Board will review and approve all performance content, from a list or CD provided by the scheduled performers.
3. Proposer, venue management or entertainment provider may charge an entrance fee or any other fee in connection with this event.
4. The City of South Padre Island will provide matching funds based solely on artist fees in an amount not to exceed \$10,000. The South Padre Island CVB will provide website and Facebook promotion of this performance. Any other promotion fees, in any form, will be the sole responsibility and at the expense of the proposer.

Submission Requirements

The Proposal shall include:

1. Name of proposer, address, telephone number and email address
2. Submit history of concert promotions
3. Names, titles, for staff who will be working directly with this contract
4. Provide name and professional information for entertainers

Proposal Evaluation

The evaluation of proposals will be performed by three members of the Convention and Visitors Transition Board and Convention & Visitors Bureau Interim Director. All proposals will be reviewed for compliance with the mandatory requirements as stipulated within the RFP. Proposals deemed non-responsive will be eliminated from further competition. Remaining proposals will then be reviewed according to their relative merits as measured against the evaluation criteria set forth below.

The proposals will be evaluated in the following areas:

- Location of venue (must be on South Padre Island)
- Proposed entertainment
- Concert promotion history

Contract Award

The City of South Padre Island will review the proposals using these criteria as an overall guideline, but the Convention & Visitors Bureau is under no obligation to select a contract awardee based solely on lowest proposal. All criteria will factor into the overall selection of a winning proposal.

Questions

Please contact Sylvia Soliz, Interim Convention & Visitors Bureau Director, with any questions regarding this RFP at sylvia@sopadre.com. No phone calls please.

Special Conditions

1. South Padre Island Convention & Visitors Bureau is not liable for costs incurred by proposers prior to execution of a contract. All costs incurred as a result of this proposal request are the sole responsibility of the proposer.
2. South Padre Island Convention & Visitors Bureau reserves the right to reject any proposals that do not address all terms and conditions of this proposal request. In addition, South Padre Island Convention & Visitors Bureau, may reject any and all proposals at any time if it is determined it is not in their best interest to award the contract to anyone from among the submitted proposals.
3. In the event it becomes necessary to revise any part of this RFP prior to deadline, addenda will be provided to any prospective proposer who received the initial RFP.
4. The vendor shall be responsible to the City of South Padre Island for reimbursement should they fail to provide the performance(s) covered by the contract documents or related instruction and documents.

5. This RFP does not obligate the City of South Padre Island or the selected vendor until a contract is signed and approved by both parties. If approved, it is effective from the date the contract is signed. The South Padre Island Convention & Visitors Bureau shall not be responsible for work done, even in good faith, prior to the final approval of the proposed contract.
6. Contractor acknowledges that a negotiated percentage of payment will be reserved until South Padre Island Convention & Visitors Bureau designated performances are completed.
7. The City of South Padre Island has the right to use any of the ideas presented in any response to this proposal request. Selection or rejection of the proposal(s) does not affect that right.
8. News releases or the release of information to media pertaining to this proposal request and the service or project to which it relates shall not be made without prior approval of the City of South Padre Island.
9. The South Padre Island Convention & Visitors Bureau acknowledges that information obtained from proposers is subject to the Public Information Act and cannot be withheld or considered confidential.

Deadline

Proposals must be received by 12:00 p.m., Central Daylight Time, Friday, July 19, 2013. Submit proposals in writing to: Sylvia Soliz, South Padre Island Convention & Visitors Bureau, 7355 Padre Blvd., South Padre Island, TX 78597.

- Please mark the sealed envelope with “CONCERT PROPOSAL DOCUMENTS ENCLOSED – DO NOT OPEN”.
- The date and time of the receipt of each proposal will be recorded.
- The Convention & Visitors Bureau will not accept multiple proposals from the same contractor.
- The Convention & Visitors Bureau is not responsible for failure to open a proposal that is not properly addressed and identified.
- A proposal may be corrected or withdrawn by a written request received prior to the date of opening proposals.
- Any proposals received after the deadline will be returned to the proposer unopened and will not be considered for award.
- Review will be completed by July 24, 2013.