



# ORLAND PARK

RFP #24-029

Centennial Park West Lighting, Sound, Truss, Rigging & Other Rental Equipment

## PROJECT DETAILS

### Scope of Work

The Village of Orland Park is requesting quotes from qualified parties for lights, rigging, truss sound and all labor to set-up, test, tear-down and successfully operate sound and light systems for three concerts at Centennial Park West, 15609 Park Station Blvd., Orland Park, IL 60462. Projected event dates expected to be one weekend date (Friday, Saturday or Sunday) during June, July and/or August. Exact dates are dependent upon securing Artists and may vary each year.

Potential 2024 Dates include: June 8, 22 or 29; July 13, 20 or 27.  
The August concert is scheduled for August 17, 2024.

Set-up may begin the day prior to the show, or the day of show as mutually agreed upon and as needed to be successfully ready for day-of-show sound checks and concerts. Day of show sound check schedule will be determined as mutually agreed upon with the Artist(s). Gates open to the public at 3:30pm; Performance are expected to be 4p – 5:30p, 6p – 7:30p and 8p – 10p, however are subject to change as deemed necessary by the Village.

Services and Equipment to be Provided- Equivalent or better than list provided below. Exact equipment used for each concert and Artist will be dependent upon rider requirements as mutually agreed upon between the Village and Artist.

### LOCATION OF WORK AND SPECIFICATIONS:

Event: Centennial Park West Concert Series      Address: 15609 Park Station Blvd.

The Proposal Specifications for this RFP #24-029 are attached as *Exhibits A, B, C, and D*.

Exhibit A - Centennial Park West Grounds Map (a preliminary color coded diagram of the event grounds)

Exhibit B - Centennial Park West June Equipment List

Exhibit C - Centennial Park West July Equipment List

Exhibit D - Centennial Park West August Equipment List

### Equipment List

Equipment requirements will vary per artist/concert but shall be the sole responsibility of the vendor to provide necessary equipment in which the quality of the equipment is equal to or better than the equipment as listed in Exhibit B, C and D.

The actual quantities, and specific equipment will vary each year and will be determined prior to each event date consistent with the Artist's rider and agreed upon by the Village. The estimated quantities of sound, lighting, rigging, etc. are identified on the Exhibit B, C and D Equipment List.



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#### Provision of Labor and Equipment by Vendor

The Vendor shall furnish all labor, equipment and supplies, to provide all services to successfully produce concerts in accordance with each Artist's rider. The Vendor shall provide a crew of experienced operators to deliver, set up, execute services and remove all equipment including Front of House Engineer, Lighting Engineer and Monitors Engineer in addition to all other labor necessary to set-up, perform stage turn-overs, sound checks, run system and tear-down.

The Vendor shall not allow any employee to perform work who is intoxicated or under the influence of a controlled substance.

#### Cleanup of Area

The Vendor must clean up the sound, lighting, and other equipment to the satisfaction of the Village within an agreed upon time frame.

#### PROPOSAL SUBMISSION

Each proposal submitted to the Village of Orland Park shall include, without limitation, the following information:

**Experience:** Provide a summary of concert productions of similar size and scope. Include the names of at least three (3) references and provide address and telephone information for each reference. The vendors grant the Village permission to contact said references and ask questions regarding prior work performance.

**Operating History:** Provide background information on your company, including, but not limited to, the age of the business, the number of employees and pertinent financial data that will permit the Village to determine the capability of the vendor to meet all contractual requirements.

**Qualifications:** List the abilities, qualifications, licenses and experience of the main contact person that will work with the Village pre-show and day-of-show. Additionally, outline the qualifications of key personnel assigned to work day-of-show production highlighting each's experience relative to concert production.

List equipment resources/vendors which proposer will contract with for lights, sound, truss and rigging equipment.

**Proposed Fees:** State the proposed fee for each year of proposal. The Village is exempt from all Federal and State tax; proposals must quote prices which do not include such tax.

#### Evaluation Criteria

Proposals will be evaluated on the following criteria:

- Cost
- Quality, of equipment and ability to meet production needs.
- List of vendors the proposer intends to utilize to provide required equipment
- Experience of project supervisor(s) and crew
- Ability to meet event deadlines (projected timeline)
- Proposer's references
- Projects of similar size and scope



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It is expressly understood and agreed to by both Parties that in no event shall the total amount to be paid by the Village for the complete and satisfactory performance of services, exceed the proposed amount. Said price shall be the total compensation for Consultant's performance hereunder including, but not limited to, all work, deliverables, materials, supplies, equipment, sub-Consultant's fees, and all reimbursable travel and miscellaneous or incidental expenses to be incurred by Consultant. In the event the Consultant incurs cost in excess of the sum authorized for service, the Consultant shall pay such excess from its own funds, and the Village shall not be required to pay any part of such excess, and the Consultant shall have no claim against the Village on account thereof. For the avoidance of doubt, in no event shall Consultant be entitled to receive more than the proposed amount and this amount includes all costs incurred by Consultant in connection with the work and services authorized hereby, including, but not limited to: (i) any known or unknown and/or unexpected condition(s); (ii) any and all unforeseen difficulties; (iii) any unanticipated rises in the cost of labor, materials or equipment, changes in market or negotiating conditions, and errors or omissions made by others; (iv) the character of the work and/or services to be performed; and (v) any overrun in the time or cost necessary for the Consultant to complete the work due to any causes, within or beyond its control. Under no circumstances shall the Village be liable for any additional charges if Consultant's actual costs and reimbursable expenses for such work, service or deliverable exceed the proposed amount. Accordingly, Consultant represents, warrants and covenants to the Village that it will not, nor will Consultant have anyone on its behalf, attempt to collect an amount in excess of the proposed amount agreed to by the Consultant.