



**CITY OF COLLEGE PARK, MARYLAND
RFP CP-14-04 – FOURTH OF JULY 2014 ENTERTAINER**

ISSUED BY

DEPARTMENT OF PUBLIC SERVICES

CITY OF COLLEGE PARK, MARYLAND

4601-A CALVERT ROAD

COLLEGE PARK, MD 20740

TELEPHONE: 240-487-3570

FAX: 301-864-7965

CITY OF COLLEGE PARK, MARYLAND **RFP CP-14-04 – FOURTH OF JULY 2014 ENTERTAINER**

The City of College Park, Maryland is seeking proposals from interested and qualified groups or individuals to provide entertainment at its annual Fourth of July fireworks celebration on July 4, 2014 (rain date July 5, 2014) on the University of Maryland campus. Services shall be provided under a contract with the City of College Park. Total contract bid price includes entertainment appropriate for a family audience with bidder to provide all required equipment and personnel, including sound equipment and engineer.

The City of College Park is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, gender identity, disability, or any other legally-protected characteristic.

The City reserves the right to reject any and all proposals in the best interest of the City.

Proposals shall be submitted by email addressed to PublicServices@collegeparkmd.gov no later than 5:00 p.m. Friday, March 28, 2014.

Introduction:

The City of College Park, Maryland sponsors entertainment at the annual Fourth of July fireworks celebration, which takes place on the campus of the University of Maryland in College Park, Maryland on July 4 2014, with a rain date of July 5 2014.

1. Proposals are being sought for entertainment services as follows:

- A. Scope of Services: An Entertainer is sought by the City to present a performance of the following nature: A live performance on July 4, 2014, (rain date July 5, 2014) beginning at 7:00 p.m., and continuing until dark at approximately 9:15 p.m., with one fifteen minute break. At approximately 9:00 p.m., the Entertainer will interrupt the performance and introduce the Mayor of College Park for brief comments and the Pledge of Allegiance. The Entertainer will then provide live patriotic music until the start of the fireworks at dark, approximately 9:15 p.m. The Entertainer shall then provide recorded, instrumental, patriotic music, during the fireworks display, until no later than 10:00 p.m. All music and performances shall be appropriate for family entertainment. An audience of diverse ages and ethnicity is expected. A variety of music to appeal to as many audience members as possible is expected.
- B. Equipment: The Entertainer will provide all of the equipment necessary for the performance, including a sound system and sound engineer and all required personnel. The City will provide an outdoor stage suitable for use by the Entertainer, an electrical power source and free parking. The stage and power source will be available at 3:00 p.m. on the performance date, so that the Entertainer may set up as desired. All equipment furnished by the Entertainer must be removed by 11:00 p.m. on the date of the performance.

- C. Security: Except for Police provided for public safety, the City will not be responsible for providing Entertainer security and will not be responsible for any loss or damage to the Entertainer or any of its property. The City and Police reserve the right to take necessary actions to protect City property and the safety of people attending the concert and fireworks show. Accordingly, the Entertainer shall abide by and follow directions given and actions taken by the City or Police during the event.
 - D. Commercial Use: The City is the sponsor of the program and reserves the right to advertise the performance, and have the benefit of any commercial use of the performance it may arrange, without any notice or further compensation to the Entertainer other than the performance fee. Entertainer is allowed to sell Entertainer's music CDs at the event, but permission to sell any other concessions must be obtained from the University of Maryland
 - E. Copyright: Entertainer shall secure such consents for the use of copyrighted materials as may be required, including such consents as may by law be the ultimate responsibility of the City as a sponsor, all without charge to the City and Entertainer shall hold the City harmless regarding loss or damage in this regard.
- 2. Compliance with Laws: Entertainer shall, without any additional expense to the City, be responsible for complying with any and all applicable laws, codes and regulations in connection with the services provided by the Entertainer, including but not limited to, obtaining any licenses required by Entertainer to perform the services contracted for.
 - 3. Hold Harmless: The Entertainer shall indemnify and save harmless the City and the University of Maryland, their officers, employees and agents, from all suits, actions and damages or costs of every kind and description, including attorneys' fees, arising directly or indirectly out of the performance of the contract, whether caused by the negligent or intentional act or omission on the part of the Entertainer, its agents, servants, and employees or otherwise improper or deficient performance under this Agreement or nonperformance of the terms of the contract.
 - 4. Insurance: The Entertainer will purchase and maintain during the entire term of the agreed upon contract, comprehensive general liability insurance, automobile liability insurance, and workers' compensation insurance with limits of not less than those set forth below. On each policy, Entertainer will name the City of College Park and the University of Maryland as an additional insured with the exception of the workers compensation insurance.
 - A. Comprehensive General Liability Insurance
 - 1. Personal injury liability insurance with a limit of \$1,000,000 each occurrence/aggregate;
 - 2. Property damage liability insurance with limits of \$500,000 each occurrence/aggregate.
- All insurance shall include completed operations and contractual liability coverage.
- B. Automobile Liability Coverage. Automobile fleet insurance \$1,000,000 for each occurrence/aggregate; property damage - \$500,000 for each occurrence/aggregate.
 - C. Workers' Compensation Insurance. Entertainer shall comply with workers' compensation insurance requirements.

Copies of the certificates of insurance for all required coverage shall be furnished to the City prior to beginning work.

5. Proposal Submission:

Proposals in response to this RFP may be submitted in hard copy or electronically, in accordance with the requirements specified in the RFP. Hard copy submissions should be marked **City of College Park, Maryland RFP CP-14-04 – Fourth of July 2014 Entertainer** and delivered to the Finance Department, City of College Park, 4500 Knox Road, College Park, Maryland 20740-3390, no later than **March 28, 2014, at 4:00 p.m., at which time bids will be opened and read publicly.**

Electronic submissions will be accepted via e-mail to publicservices@collegeparkmd.gov with the same deadline.

To be considered for this contract, the bidder must submit the following information with the proposal:

- Letter of interest – include a statement referencing type of entertainment to be provided and identifying key personnel.
- References (minimum of three, of which at least two must be professional).
- Bid Proposal Form
- Non-Collusion Affidavit
- Bribery Affidavit
- False Pretenses Affidavit
- Certificate of Non-Suspension
- Affidavit of Non-Conviction

6. Modification of Request for Proposal:

The right is reserved, as the interests of the City may require, to revise or amend the request for proposal prior to the date set for opening bids and to postpone the date set for opening bids.

7. Contract Requirement:

The successful bidder must execute a Contract with the City within ten business days after the award and submit such other Documents as required by the Contract Documents, including insurance certificates. Failure by the Contractor to execute the Contract and submit such other documents as required by the Contract Documents shall be just cause for annulment of the award.

The City of College Park is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, gender identity, disability, or any other legally protected characteristic.

For further information please contact Robert W. Ryan, bryan@collegeparkmd.gov , or Sharon Fletcher, sfletcher@collegeparkmd.gov. You may contact either by phone at 240-487-3570.

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Bid Proposal Form

CITY OF COLLEGE PARK
Finance Department
4500 Knox Road
College Park, MD 20740

BID DUE: Friday, March 28, 2014
TIME: 4:00 p.m. EST

(Name of Bidder)

hereby submits the following proposal for the City of College Park July 4, 2014 Entertainment as more particularly described in RFP CP-14-04. Having carefully examined the Request for Proposals, related documentation, and having received clarification on all items of conflict or upon which any doubt arose, and understanding that all prices bid will remain in effect throughout the term of the contract, the undersigned proposes to furnish all services required by the documents for the entire work, all in strict accordance with the contract documents, for the stipulated sum of:

Fee for entertainment on July 4, 2014 (rain date July 5, 2014) to include the equipment necessary for the performance, including a sound system and sound engineer, and all required personnel:

_____ Dollars (\$_____)
Amount in words

SPECIAL TERMS AND CONDITIONS

Failure to properly and completely fill in all blanks may be cause for rejection of this proposal.

It is understood that the proposal price will be firm for a period of 90 calendar days from the proposal opening date, and that, if the undersigned is notified of acceptance of this proposal within this time period, the Bidder shall execute a contract for the above stated compensation.

Name of Bidder

Signature

Date

Name and Title of Individual Authorized to Bind Bidder

Where did you learn about this RFQ?

City Staff *FindRFP.com* *eMaryland Marketplace*

Other (please specify): _____

TO BE SUBMITTED WITH BID

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Non-Collusion Affidavit

_____, being duly sworn on oath, deposes and says:

That he/she is the

(Owner, Partner, Title if on behalf of a Corporation)

of _____,
(Name of Business, Corporation or Partnership)

the party submitting the foregoing Bid; that (he has not) (no officer of the said Corporation has) (no partner of the said Partnership has) nor has any person, firm or corporation acting on (his/her) (its) (their) behalf; agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the Bid being submitted herewith; and that (he/she) (the said Corporation) (the said Partnership) has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the Bid Price of the Bidder herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within Bid is submitted; that in making this Affidavit, the affiant represents that he/she has personal knowledge of the matters and facts herein stated. The Affiant hereby declares and affirms under the penalties of perjury that the foregoing is true to the best of his/her knowledge and information.

(SEAL)

To be signed by Bidder, if the Bidder is an Individual; or by a Partner, if the Bidder is a Partnership; or by a duly authorized Officer, if the Bidder is a Corporation.

TO BE SUBMITTED WITH BID

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Bribery Affidavit

I, _____, the undersigned _____

(Office Held)

of _____, being first duly sworn on oath,
(Name of Business Entity)

affirms and says this ____ day of _____, 20____, that I hold the aforementioned office
in _____

(Name of Business Entity)

the said entity submitting a bid or otherwise applying for a contract with the City of College Park, a
municipal corporation in the State of Maryland, for the supply of goods or services, to wit:

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and that to the best of my knowledge, information and belief, no officer, director or partner of:

(Name of Business Entity)

nor any employee thereof directly involved in obtaining contracts with the State of Maryland or any
county or other political subdivision thereof has been convicted of bribery, attempted bribery, or
conspiracy to bribe under the laws of any state or federal government for acts or omissions committed.
I hereby declare and affirm under the penalties of perjury that the foregoing is true to the best of my
knowledge and information.

_____(SEAL)

***To be signed by Bidder, if the Bidder is an Individual; or by a Partner, if the Bidder
is a Partnership; or by a duly authorized Officer, if the Bidder is a Corporation.***

TO BE SUBMITTED WITH BID

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False Pretenses Affidavit

I, _____, the undersigned _____
(Office Held)

of _____, being first duly sworn on oath,
(Name of Business Entity)

affirms and says this _____ day of _____, 2014, that I hold the aforementioned
office _____ in

(Name of Business Entity)

I FURTHER DECLARE AND AFFIRM, under the penalties of perjury, that neither I nor, to the best of my knowledge, information and belief, the above Business Entity nor any officer, director, partner, member or associate thereof; nor any of its employees directly involved in obtaining contracts with the City, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses under the laws of any state or federal government, based upon acts committed after July 1, 1981.

_____(SEAL)

To be signed by Bidder, if the Bidder is an Individual; or by a Partner, if the Bidder is a Partnership; or by a duly authorized Officer, if the Bidder is a Corporation.

TO BE SUBMITTED WITH BID

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Certificate of Non-Suspension

I, _____, do hereby certify

that _____ has not been suspended or
(Name of Bidder)

barred from participation in contract activities with any government.

Signature

Title

Date

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Affidavit of Non-Conviction

I hereby affirm that:

- (1) I am the _____ (Title) and duly authorized representative of _____ (Name of Business Entity) whose address is _____ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.
- (2) Except as described in Paragraph 6 below, neither I nor the above firm nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted, or in an official investigation or other proceeding admitted in writing or under oath, acts or omissions which constitute bribery, attempted bribery or conspiracy to bribe under the provisions of Criminal Law Article of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported); and
- (3) Except as described in Paragraph 6 below, neither I nor the above firm nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted under a State or federal law or statute of any offense enumerated in §16-203 of the State Finance and Procurement Article; and
- (4) Except as described in Paragraph 6 below, neither I nor the above firm nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been found civilly liable under a State or federal antitrust statute as provided in §16-203 of the State Finance and Procurement Article.
- (5) Except as described in Paragraph 6 below, neither I nor the above firm nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees who will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction have debarred or suspended under this subtitle

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- (6) State “none” or, as appropriate, list any conviction, plea or admission described in Paragraph 2 above, with the date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any.

I acknowledge that this affidavit is to be furnished, where appropriate, to the City of College Park, Maryland, under Section 16-311 of the State of Maryland Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the City of College Park may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article of the Annotated Code of Maryland, which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the City.

I do solemnly declare and affirm under the penalties of perjury that the contents of the affidavit are true and correct.

Date

Signature

Printed Name