



General Information

Stamford Downtown produces signature events that greatly contribute to the economic vitality of Stamford Downtown.

Heights and Lights is Stamford Downtown's signature holiday event. Santa rappels 22 stories from the Landmark Building and then we light the Christmas Tree in Latham Park. The date is December 8, 2019.

Scope of Work:

1. (2) Stages (16'X12' and 8'X8')
2. (1) Sound System able to reach 3000 people for both stages on Bedford St and Broad Street
3. (2) RF handheld microphones
4. (30) radios with repeater
5. 3 Video Projection Systems and scaffolding
6. All labor to accomplish the above

The proposal must contain the following items of information:

1. Background and description of the firm
2. A description of the services and equipment that the firm will provide
3. Description of staffing plan
4. Description of the equipment that will be used.
5. A portfolio of large outdoor production and at least three references

Insurance Requirements:

Evidence of a policy of general liability insurance insuring against any property damage in an amount not less than \$1,000,000 per occurrence,

1. \$2,000,000 aggregate for general liability,
2. \$1,000,000 CLS automobile) and (hired and non-owned automobile coverage to be included)
3. \$500,000/500,000/500,000 Employers liability (workers' compensation), \$10,000,000 umbrella. The owner of the venue, the City of Stamford and the DSSD its agents, employees and representatives should be listed as additional insured for general liability with a waiver of subrogation for general liability and workers' compensation and contain a provision stating that the District will be notified not less than 30 days in advance of the cancellation of any such policy.

Proposals should be submitted to the Stamford Downtown Special Services District by email to lynne@stamford-downtown.com The submission deadline is 4:00 p.m. on Friday, February 15, 2019. All questions regarding the interpretation of this RFP should be addressed to: Lynne Colatrella lynne@stamford-downtown.com

Terms, Conditions & Limitations

This Request for Proposals is subject to the specific conditions, terms and limitations stated below:

1. No applicant will be selected if it is in default upon any debt, contract or obligation to the Stamford Downtown Special Services District, or City of Stamford.
2. The Stamford Downtown Special Services District shall not pay any costs or losses incurred by any applicant at any time, including but not limited to, the cost of responding to this RFP.
3. This RFP does not represent any obligation or agreement whatsoever on the part of the Stamford Downtown Special Services District to vendor applying.
4. An invitation to respond to the RFP does not create any rights on the part of the applicant.
5. Any documents provided to the applicant represent the best available information at the disposal of the Stamford Downtown Special Services District, and are provided in good faith without warranty of accuracy or applicability. Respondents are encouraged to undertake their own investigations.
6. The District reserves the right to accept or reject all or part of a proposal for any reason the District deems advisable