



Request for Proposal – Stage and Screen Production 2024

General Information

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

Heights and Lights is Stamford Downtown's Holiday Event. This single day event in Stamford CT attracts over 5000 spectators. This year's date is December 8, 2024

Stamford Downtown Special Services District (DSSD) is requesting proposals of a full-service theatrical production company. The interested parties should be able to address the needs of DSSD in the most efficient manner possible.

Program Objective: To produce Signature Events that contributes significantly to the economic vitality of DSSD.

Scope of Work

Stamford Downtown Height and Lights—Sunday, December 8, 2024

1. Production Management:

1. Attend an inspection as required by fire marshals and city officials.

2. Production Services and equipment:

1. Provide, Install and Remove two large sound systems for Broad St and Latham Stages
2. Digital Sound Board and required Sound Gear for both stages including wireless microphones
3. Provide Install and Remove one keyboard Latham at stage
4. Provide Install and Remove 1 projection screen for Broad St
5. Provide 12K projector, Video Mixer, Mac Laptop for Broad St
6. Provide Install and Remove general lighting packages for both stages

All labor required to install and remove equipment and its associated rigging should be included

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.
6. DSSD reserves the right to accept or reject all or part of a proposal for any reason DSSD deems advisable.

Insurance Requirements

- a) Evidence of a policy of general liability insurance insuring against any property damage **or bodily injury** in an amount not less than \$1,000,000 per occurrence,
- b) \$2,000,000 aggregate for general liability,
- c) \$1,000,000 (CLS automobile) and (hired and non-owned automobile coverage to be included)
- d) \$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 DSSD will be notified not less than 30 days in advance of the cancellation of any such policy.
- e) Liquor liability insurance if applicable \$1,000,000 each common cause, \$1,000,000 aggregate.

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. DSSD reserves the right to accept or reject all or part of a proposal for any reason DSSD deems advisable

All questions regarding the interpretation of this RFP should be addressed to lynne@stamford-downtown.com

Proposals should be submitted to the Stamford Downtown Special Services District via email events@stamford-downtown.com.

Submission deadline: June 21, 2024 at 4pm.

Stamford Downtown reserves the right to cancel this RFP during the process. Any bids received with will be returned.