

The City of West Hollywood, hereinafter referred to as "City," is soliciting proposals from qualified vendors for full event production services for its annual Russian Arts and Culture Festival. The required services and qualifications are described in the Scope of Services.

Proposals will be accepted up to the hour of 12:00 PM on Monday, December 5, 2016.

Proposals must be submitted addressed as follows:

City Clerk
City of West Hollywood
8300 Santa Monica Boulevard
West Hollywood, CA 90069

Proposals must be submitted in envelopes plainly marked with:

Proposal: Russian Arts and Culture Festival

Or to russianfestproposals@weho.org in pdf format with the subject line:

Proposal: Russian Arts and Culture Festival

Electronic submissions received after the stated date and time will not be accepted or considered by the City.

PROJECT INFORMATION

Russian Arts and Culture Festival Overview

The City of West Hollywood sponsors an Annual Russian Cultural Week, which celebrated its 15th anniversary in 2016. Individual community sponsors also contribute to funding the event. Russian Arts and Culture Festival in West Hollywood demonstrates a successful community partnership, which gives an opportunity for the community at large to experience, enjoy and share the cultural heritage of its members. Russian Cultural Week attracts over 3,000 participants to a family-friendly week of events and special performances which celebrate Russian-American arts, crafts, music, food, and entertainment with the West Hollywood and greater Los Angeles communities. The Russian Arts and Culture Week usually culminates with the Russian Arts and Culture Festival that takes place annually in May in Plummer Park in the City of West Hollywood. The Russian Advisory Board of the City of West Hollywood selects the date for the event.

The Festival usually features two (2) stages, kid's town, food court, sports corner, as well as a number of vendors introducing their businesses and selling their products, which reflect and introduce cultural flavor to the event.

Time is a critical element in the preparation, execution and striking of this event.

EVENT DATE: Sunday, May 21, 2017 (from 11 a.m. to 7 p.m.)

EVENT ADDRESS: Plummer Park (7737 Santa Monica Blvd., West Hollywood, CA 90046)

SET- UP: Saturday, May 20, 2017 (10:00 a.m. to 8:00 p.m.)

STRIKE: All strike must be completed by 10 p.m. on Sunday, May 21, 2017

Set up is done the day before the event, which allows 8 hours (12:00 p.m. – 8:00 p.m.) to begin and complete set-up.

The Proposer is expected to strike the event and all structures immediately following the event, and is expected to be completed by 10 p.m. on the day of the event.

Scope of Services: the City is soliciting proposals to provide professional event production services for its annual Russian Arts and Culture Festival. The selected Proposer will possess extensive experience in all areas related to event planning, production and execution.

Interested Proposers should demonstrate expertise in the following areas:

- Logistical Planning
- Production Management and Execution
- Entertainment Acquisitions and Artist Management
- Creative Design and Graphic Services
- Staging and Rigging
- Sound and Audio Engineering
- Video and Video Projection
- Lighting
- Power Distribution
- Tenting
- Permitting
- Food Vendor Solicitation and Management
- Sponsorship Recruitment
- Rentals (Portable Restrooms, Heavy Equipment, Barricades, etc.)
- Collaboration with City Staff and City Leadership

The selected Proposer should expect to provide all of the above listed goods and services related to the production of the Russian Arts and Culture Festival and as such, should factor all elements into the proposed cost of \$40,000.00 dollars. Cost for permits specifically and exclusively required for the event will be covered by the City; any permits/licenses legally required for the Proposer to practice his/her profession are the responsibility of the Proposer and should not be factored into the proposed cost.

All communication with respect to questions, qualifications or the proposal must be submitted electronically at the following address: russianfestproposals@weho.org with the subject line: **Proposal: Russian Arts and Culture Festival**

Proposer understands and agrees that nothing contained in this RFP or in any communication related thereto constitutes a representation or promise by the City to hire or execute a contract with the Proposer.

All information and materials contained in this document or furnished by or on behalf of the City, are provided without representation or warranty as to the accuracy, completeness or otherwise of such information, and are provided to potential Proposer without any recourse whatsoever. Each Proposer is responsible for independently verifying all information to its own satisfaction.

Proposals shall be submitted in person or by mail as follows: Two (2) sealed copies [one (1) original and one (1) photocopy] of the completed proposals. Alternatively, proposals can be submitted electronically to russianfestproposals@weho.org in pdf format with the subject line: **Proposal: Russian Arts and Culture Festival**

- No oral, telephonic or telegraphic proposal or modification of proposal will be considered.

Insurance Requirements

For the duration of the contract Vendor shall procure and maintain insurance against claims for injuries to persons or damages to property which may arise from or in connection with products and materials supplied to City. The cost of such insurance shall be borne by the Vendor. Specific insurance provisions will be delineated in the contract between Vendor and City.

General Liability Coverage. The CONTRACTOR shall maintain commercial general liability insurance in an amount of not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general

aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.

Automobile Liability Coverage. The CONTRACTOR shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the CONTRACTOR arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence. If CONTRACTOR or CONTRACTOR's employees will use personal autos in any way on this project, CONTRACTOR shall obtain evidence of personal auto liability coverage for each such person.

AFFIDAVIT OF POSTING

State of California)
County of Los Angeles)
City of West Hollywood)

I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk and that I posted this agenda on:

Date: November 17, 2016

Signature: Alyssa T. Pollack