

# REQUEST FOR BID

MARKETING DEPARTMENT

**Community Relations-Social Development  
Commission in Milwaukee County  
1730 W. North Avenue,  
Milwaukee, WI 53205**

**Marketing Department**

**January 27, 2023**

**Bid# 01-2723**

**Live Event Production & Staging for Youth Empowerment Summit Event  
Event Date: March 31, 2023  
Event Location: Hyatt Regency Downtown Milwaukee**

<p align="center"><b>REQUEST FOR BID # 01-1323</b></p> <p>Live Event Production &amp; Staging for Youth Empowerment Summit Event THIS IS NOT AN ORDER</p>	<p align="center"><b>Community Relations-Social Development Commission</b> Marketing Department 1730 W. North Ave Milwaukee, WI 53205</p>								
<p align="center"><b>Bid Due Date</b></p> <p align="center"><b>Friday, February 10, 2023, 2:00pm</b></p>	<p align="center">All questions relating to this Request For Bid shall be submitted in writing to:</p> <p align="center">Scott Scherer, Procurement Coordinator 9004 W. Lincoln Ave. West Allis, WI 53227 414-285-3911 sscherer@cr-sdc.org</p>								
<p align="center"><b>Calendar of Events</b></p> <table border="0"> <tr> <td>27 January 2023 10:00 a.m. CT</td> <td>RFB Issuance</td> </tr> <tr> <td><b>Friday, February 10, 2023 2:00 p.m. CT</b></td> <td><b>Bid Due Date</b></td> </tr> <tr> <td>Friday, February 10, 2023 2:05p.m. CT</td> <td>Bid Opening</td> </tr> </table>				27 January 2023 10:00 a.m. CT	RFB Issuance	<b>Friday, February 10, 2023 2:00 p.m. CT</b>	<b>Bid Due Date</b>	Friday, February 10, 2023 2:05p.m. CT	Bid Opening
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<p><b>Bidder Name and Address (must be completed)</b></p>									
<p><input type="checkbox"/> <b>CERTIFIED MINORITY BUSINESS.</b> Check box at left if the Bidder is a <b>certified</b> minority business (MBE, DBE, WBE).</p>									
<p><b>ACKNOWLEDGEMENT OF ANY ADDENDA and/or REVISIONS and AGREEMENT TO ALL TERMS:</b> In signing this Bid, Bidder acknowledges and affirms that its Bid complies with all terms, conditions and specifications of this RFB and any addenda, appendices or revisions thereto. If awarded a contract, Bidder shall comply with all terms of its Bid and all terms, conditions and specifications of this RFB and any addenda or revisions thereto.</p> <p><b>DEBARMENT AND SUSPENSION:</b> In signing this Bid, Bidder acknowledges it has not been suspended, debarred, declared ineligible or voluntarily excluded from eligibility by any Federal department or agency.</p> <p><b>NON-COLLUSION:</b> In signing this Bid, Bidder certifies it has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a Bid; that this Bid has been independently arrived at without collusion with any other Bidder, competitor or potential competitor; that this Bid has not been knowingly disclosed prior to the opening of Bids to any other Bidder or competitor; that the above statement is accurate under penalty of perjury.</p>									
<p><b>Name of Authorized Company Representative (Type or Print)</b></p>	<p><b>Title</b></p>		<p><b>Date</b></p>						
<p><b>Signature of Authorized Company Representative Named Above</b></p>	<p><b>Phone</b></p>	<p><b>Fax</b></p>	<p><b>Email</b></p>						

Return this page with company bid

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## **Official Sealed Bid #01-2723**

### **1). Bidding Instructions**

Official sealed bids shall be received at Community Relations- Social Development Commission (CR-SDC) offices located at 1730 West North Avenue, Milwaukee, WI 53205 no later than **2:00 p.m. on Friday, February 10, 2023.**

The words **“Sealed Bid”** and **RFB # 01-2723 Live Event Production & Staging for Youth Empowerment Summit Event** shall be clearly marked on your envelope, along with your Company name and address listed in the upper left-hand corner of the envelope.

Make one photocopy of the complete set of original documents. Mark the photocopied set **“Copy.”** Place the original and copied set(s) of documents in a sealed package (envelope or box).

**Only one bid per company will be accepted.**

Bids should be submitted on the bid forms provided in this packet. They should be clearly typed or hand written and signed by an authorized representative. Extra pages and literature may be added to this package.

Bids will be publicly opened @ 2:05 p.m. on Friday, February 10, 2023 at 1730 West North Avenue, Milwaukee, WI. 53205.

Walkthroughs of the Hyatt Regency Downtown Milwaukee will be given upon request. Please call Eileen Devine at 414-906-2768 to arrange to make an appointment.

### **2). Submission on Proposals**

The bidder, in submitting his/her bid, agrees to enter into contract with CR-SDC.

Protests regarding the validity or appropriateness of the invitation for bid will not be considered unless the protest is filed in writing with CR-SDC Purchasing Office, prior to the closing date of the bid.

### **3). Awards**

Community Relations-Social Development Commission (CR-SDC) reserves the right to reject any or all bids if bidder is non-responsive/non-responsible. The CR-SDC reserves the right to reject any or all bids for business reasons.

The CR-SDC strives to work with all competitive vendors whenever possible, and reserves the right not to award the bid to the lowest bidder if the Bid is deemed non-responsive or non-responsible to CR-SDC needs.

Bidders are expected to examine carefully the specifications, terms and conditions. Failure to do so shall be at the bidder's risk.

**4). Discounts**

Cash discount offered for payment within designated period:

\_\_\_\_\_ % \_\_\_\_\_ Days

(Cash discount quoted will be applied determining the final bid price). Cash discounts of less than 10 days will not be considered in the award of this bid. Discounts will be calculated from **a)** the date the material is received; or **b)** the date the invoice is received, whichever is later.

**5). Time for Receiving Bid**

Sealed bids shall be deposited at the address specified in the instruction page no later than the exact time and date indicated, no faxes or e-mails will be accepted. Bids received prior to the time of opening will be placed in a secured file and remain unopened.

**6). General Conditions**

**CR-SDC is a non-profit intergovernmental agency funded by the Federal/State Government and reserves the right to cancel this bid due to lack of funding with a 30 day written notice. CR-SDC is exempt from payment of Wisconsin State taxes.**

CR-SDC strives to work with all competitive vendors whenever possible, and reserves the right not to award the bid to the lowest bidder.

Once a vendor has been selected pursuant to the agency's competitive Bid process, an unsuccessful applicant or bidder may raise any question, challenge or appeal with respect to the selection process in the following manner:

1. Any complaint or challenge to the selection process must be communicated in writing to the individual or program that issued the RFB within five (5) business days of the date that notice of selection/non-selection was received.
2. The individual or program responsible for the RFB shall provide a written response to the complainant within five (5) business days of receipt of the written complaint.
3. If after the review of the response described in step 2, above, the complainant remains unsatisfied with the process, the complainant may file a grievance with the CEO. The grievance must be in writing, must clearly set forth the grounds or basis for the grievance, and must be filed within 10 business days after receipt of the response described in step 2, above. The CEO will review the grievance and may convene the Executive Committee to discuss the complaint. The Committee may consult with persons necessary to determine the following issues:

A. Did the selection process violate any policy or procedure of the agency?

B. Did the selection process violate any Federal, State or local law?

The CEO shall communicate a written decision to the complainant within 30 calendar days of receiving the written grievance. The written decision of the CEO shall be final.

CR-SDC intends to use EBE (Small, Minority and Women) vendors whenever practical, in accordance with the agency's mission. The Purchasing Department will endeavor to bid to EBE whenever and wherever possible Bids can possibly be awarded to these vendors if they come within 5% of the lowest bidder and if the quality of the service or goods supplied is of at least equal quality compared to the other vendors. EBE vendors must be certified with the City of Milwaukee.

**For Informational Purposes Only**

Please circle the following where applicable: My firm is a certified Minority or Women-Owned Business Enterprise. Please list Agency (s) you are currently certified with and its expiration date. Attach a copy of your certification document to this bid.

Agency Of Certification	Exp. Date

**7). CR-SDC Equal Opportunity & LEP Statement**

CR-SDC is committed to the belief that each individual is entitled to equal employment opportunities without regard to race, creed, color, ethnic or national origin, age, sexual preference, non-job-related physical or mental disability, marital or parenthood status, physical characteristics, economic status, genetic information, prior arrest, conviction, incarceration record or violation of Chapter 125 of Wisconsin laws (except where funding guidelines prohibit and/or one's conviction demonstrates a programmatic conflict). The agency pledges itself to apply this commitment to recruiting, hiring, compensation, fringe benefits, staff development and training, promotions, termination and all other conditions of employment.

**It is the policy of CR-SDC to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.**

**8). Bidder's Statement**

Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening. This may be done directly or indirectly to any other bidder or to any competitor.

Each person signing this bid certifies he/she is the person in the bidder organization responsible within that organization for the decision as to the prices being offered.

**REQUEST FOR BID# 01-2723**

Live Event Production & Staging for Youth Empowerment Summit Event

**COMMUNITY RELATIONS – SOCIAL DEVELOPMENT COMMISSION**

**Marketing Department**

**COVER SHEET**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website: \_\_\_\_\_ E-mail: \_\_\_\_\_

Social Security or Federal ID Number: \_\_\_\_\_

Total Proposed Budget if applicable: \_\_\_\_\_

Certified Minority Vendor\* YES \_\_\_\_\_ NO \_\_\_\_\_ Certified EBE YES \_\_\_\_\_ NO \_\_\_\_\_

Certified Woman Vendor\* YES \_\_\_\_\_ NO \_\_\_\_\_ Certified DBE YES \_\_\_\_\_ NO \_\_\_\_\_

Certification documents attached YES \_\_\_\_\_ NO \_\_\_\_\_

\* CR-SDC intends to use EBE/DBE'S (Small, Minority and Women) vendors whenever practical, in accordance with the agency's mission. CR-SDC will endeavor to bid to EBE/DBE's whenever and wherever possible. Bids can possibly be awarded to these vendors if they come within 5% of the lowest bidder and if the quality of the service or goods supplied is of at least equal quality compared to the other vendors. EBE/DBE's vendor must be certified to receive this 5% preference (the State of Wis., City of Mil. EBE. or Wis. Unified Certification Program).

**Certification documentation must be attached to Bid to qualify for points.**

**Statement of Certification**

The proposed activities, qualifications, dates, availability of resources, staff, cost, and all statements made are true and correct.

Authorized Representative Signature and Title:

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Date) (Signature)



Return this page with Bid

## Specifications for RFB#01-2723 Live Event Production & Staging for Youth Empowerment Summit Event

### Schedule:

Thursday, March 30, 2023 – Hyatt Regency Milwaukee – 333 W Kilbourn, Milwaukee, WI

8:00am – 5:00pm - Load-In and Technical Rehearsal

Friday March 31, 2023 - Hyatt Regency Milwaukee – 333 W Kilbourn, Milwaukee, WI

8:00am-2:00pm – Event

2:00pm-8:00pm - Wrap

### Event Specifics:

1 General Session Room  
1 Vendor Area  
10 Break Out Room

### Staging Requirements:

#### General Session (Regency Ballroom) Includes:

- (2) large presentation screens with projectors
- (2) cameras with record, no streaming
- all presentation laptops and clickers
- sound system for entire Hyatt Ballroom
- (8) wireless mics
- stage wash and uplighting
- set design (suggested stage design rendering to be included with RFB)
- confidence monitor
- presentation computer
  
- (4) Operators (audio, video, cameras)

#### (10) Breakout Rooms include:

- screen/projector
- small sound system w/ podium mic, wireless LAV mic, computer audio
- presentation computer
- remote clicker
- camera with record, no streaming
  
- (2) operators to "float" between rooms.

All meeting rooms within the Hyatt will be used for this conference

# EMPLOYMENT

## **Formal Sealed Bid Request for the Marketing Department**

RFB# 01-2723 Live Event Production &  
Staging for Youth Empowerment Summit  
Event

The Community Relations Social  
Development Commission (CR-SDC)  
1730 W. North Avenue, Milwaukee, WI 53205;  
Announces a Formal Request for Bid  
(RFB) for Live Event Production & Staging  
for Youth Empowerment Summit Event  
All qualified vendors are welcome to submit  
qualifications according to the Request for  
Bid.

Copies of the bid specifications are available  
on the CR-SDC website at,

<https://www.cr-sdc.org/procurement>

All Bids must be submitted by 2:00pm (CT)  
Friday, February 10, 2023

Proposals received after this deadline will be  
disqualified. Direct all  
Inquiries to Scott Scherer via email at:  
[sscherer@cr-sdc.org](mailto:sscherer@cr-sdc.org)

EBE, DBE, MBE vendors are encouraged to  
submit a proposal.