

REQUEST FOR PROPOSAL FOR SECURITY SERVICES

I. Contact Information

Event Name: Indiana Black Expo's Summer Celebration
Event Host Organization: Indiana Black Expo, Inc.
Key Contact Person: Shannon L. Joseph
Job Title: Director of Special Events
Mailing Address: 3145 North Meridian Street
Indianapolis, Indiana 46208
Phone: (317) 925 – 2702 x 3112
Fax: (317) 925 – 6624
Email Address: sjoseph@indianablackexpo.com
Web Address: www.indianablackexpo.com

Preferred Method of Communication – EMAIL

II. Event Profile

Event Start Date: 07/17/13
Event End Date: 07/20/13
Event Location: American Legion Mall in Indianapolis, Indiana

About Indiana Black Expo, Inc.

Indiana Black Expo, Inc. was incorporated in 1970 and currently has 12 chapters in the state of Indiana. Indiana Black Expo, Inc.'s annual Summer Celebration in July serves as its signature fundraising event. Summer Celebration showcases African-American achievement, offering a range of business and educational workshops, health screenings and wellness programs, employment opportunities, exhibits, youth activities and concerts.

Mission Statement:

Indiana Black Expo, Inc. has been a pillar of the African-American community since 1971. Its mission is to serve as an effective voice and vehicle for the social and economic advancement of African-Americans.

Attendee Profile

Expected Total Event Attendance: 60,000

III. Requirements

A. Scope of Work

Wednesday, July 17th

- Two (2) ILEA Officers to secure road blocks at the east and west ends of North Street between Pennsylvania and Meridian Streets from 8:00 am until 12:00 am. (32 man hours)

Thursday, July 18th

- Two (2) ILEA Officers to secure road blocks. One(1) ILEA each at the east and west ends of North Street between Pennsylvania and Meridian Streets from 12:00 am. until 12:00 am (48 man hours)

Friday, July 19th

- Two (2) ILEA Officers to secure road block from North Street from one from 12:00 am - 12:00 am (48 man hours)
- Two (3) Traditional Security Officers to secure back stage from 4:00 pm until 12:00 am. (24 man hours)
- One (1) ILEA Officer to secure back stage from 4:00 pm until 12:00 am. (8 man hours)
- One (1) ILEA Officer detailed at VIP entrance gate from 4:00 pm until 12 Midnight (8 man hours)
- Eleven (10) Traditional Security Officers to secure perimeter of VIP area (around fence) from 5:00 pm. until 11:00 pm. (60 man hours)
- Two (2) ILEA Officers to secure the ticket station from 3:30 pm. – 11:00 pm (15 man hours) **Note that you would secure our Staff who need to go the RV to make deposit and at the end of the night to the bank to make a deposit, this would be a complimentary service**
- One (1) ILEA Officer (in uniform) to assist with supervision of vendors from 4:00pm – 12:00am on St. Claire Streets and venue perimeter (8 man hours)

Saturday, July 20th

- One (1) ILEA Officer to secure road block on North Street from 6:00 a.m. until 1:00 p.m. (7 man hours)

B. Insurance Requirements

Commercial General Liability Certificates of Insurance must show the following:

Combined single limit of liability in the amounts of \$1,000,000 per occurrence/\$2,000,000 general aggregate. The Additional Insured's should be listed as Indiana Black Expo, Inc. and the event facility with respect to their vicarious liability.

Chosen provider shall have its carrier provide Indiana Black Expo, Inc. with a certificate evidencing the required insurance coverage prior to commencing services under this Agreement. Also warrants that it will have in full force at all times during the term of this Agreement a policy of workers compensation insurance which meets all federal and state requirements.

C. Worker's Compensation Requirements

Vendor will be required to have Workers Compensation insurance to cover all employees and provide a Certificate of Insurance naming all required entities as additionally insured or proof of

Independent Contractor Certificate of Exemption (for more info in obtaining visit <http://www.in.gov/wcb/2328.htm>).

IV. Proposal Specifications

The RFP issuer expects that all work will be performed in a professional manner.

Questions:

Direct all questions and requests for additional information regarding this RFP to the contact person designated in Section I (Contact Information).

Decision Making Process:

Final Decision Makers (Name & Role):

Shannon L. Joseph, Director of Events

Alice Watson, VP of Administration

Timeline:

- **RFP Published Date:** 1/02/2013
- **RFP Distribution Date:** 3/31/2013
- **Proposal Due Date and Time:** 4/12/2013
- **Decision Date:** 4/26/2013

Decision Notification Method – EMAIL

Rating Factors:

Selection will be based on the on following factors. Quotes will be rated on a scale of 1 – 5, with 1-being the lowest rating and 5 – being the highest rating. Each Decision Factor will be rated independently and the totaled for overall rating score.

(5-Highest Rating, 1-Lowest Rating)

Proposal Decision Factors

- Ability of vendor to provide high level of service
- Age and types of equipment to be provided
- Amount of equipment owned by the vendor
- Availability of required equipment
- Information provided in response to the RFP
- Overall cost of services
- Recommendations from previous and existing clients
- Staff Experience

Instructions for Responding:

- Each proposal responding to this RFP must include the information requested in Section V (Proposal Content) of this RFP (in the order presented).

- Expenses related to the preparation and completion of a response to this RFP are the sole responsibility of the vendor.
- Incomplete and/or late responses will not be considered.
- Proposals can be sent electronically or mailed. If proposals are mailed they must be postmarked on or before April 13, 2013.

V. Proposal Content

Each proposal responding to this RFP must include the following information (in the order presented here).

Company Name:

Mailing Address:

City:

State/Province:

Zip/Postal Code:

Country:

Web Site:

Primary Contact:

Full Name:

Job Title:

Employer:

Mailing Address:

City:

State/Province:

Zip/Postal Code:

Country:

Phone:

Fax:

Mobile Phone:

E-mail Address:

Web Address:

Experience:

For how many events of similar size and scope as the one described in Section II of this RFP has the company provided services in the past three years?

When was the company founded?

What is the company's scope of services?

Describe the company's working relationship with the facility selected for this event (named in Section II – Event Profile)?

Can the company meet the event's specific staffing requirements with its own staff?

References:

Provide three references for events similar in size and scope to the one outlined in Section II (Event Profile) of this RFP.

Attachments:

The following are attached to be included with your proposal:

- Security Matrix Worksheet (Sent Electronically)
- Inventory listing of equipment that will be used