



CITY OF ALBANY, OREGON
REQUEST FOR PROPOSALS (RFP)
Booking and Production Services

Proposals Due by 2:00 p.m. (Pacific Time), Wednesday, December 29, 2021

Notice is hereby given that the City of Albany ("City") is requesting proposals for Booking and Production Services for the City's River Rhythms Concert Series and the Northwest Art & Air Festival (NWAAF), consisting of five River Rhythms concerts and one NWAAF concert per year. The requested services are for a proposed contract term of three years, beginning January 2022, with the option to renew for two additional, one-year terms upon agreement by both parties.

The City desires to enter into a personal services agreement with a qualified contractor for the following scope of services:

- Provide booking and production services annually for five River Rhythms concerts and one NWAAF per booking season.
- Consult and develop a talent plan including projections of budget and program considerations regarding audience appeal, potential, and appropriateness to concert series and the NWAAF.
- Coordinate with artists, artists' representatives, sound vendors, production services, and City staff, before, during, and after performances.
- Identify, review, and facilitate all backline and rider requirements.
- Effectively work with artists to meet City needs identified in addendums to performer contracts, i.e., lodging, transportation, radius of performance, and merchandise sales.

The RFP can be downloaded from the City of Albany website at <https://www.cityofalbany.net/bids>. The City will post all addenda on the City website. Prospective proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions or clarifications regarding this RFP contact Diane Murzynski, CPPO, Purchasing Coordinator, at diane.murzynski@cityofalbany.net.

Time is of the essence to acquire a qualified contractor to ensure a contract is in place by January 2022. Proposal responses shall be submitted to procurement@cityofalbany.net, not later than 2:00 p.m., (Pacific Time), Wednesday, December 29, 2021. Submittals will be considered time-stamped and received by the City when received in the procurement email inbox. The email subject line shall include the project name "Booking and Production Services".

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 8TH DAY OF DECEMBER 2021.

Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator

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