



CITY OF ALBANY, OREGON
PARKS & RECREATION DEPARTMENT

REQUEST FOR SPONSORSHIP PROPOSALS

MSP Western National Softball Tournament Host Hotel Sponsorship

Issue Date: October 21, 2019

Due Date: November 5, 2019, 2:00 p.m. (Local Time)

Parks & Recreation Director..... Kim Lyddane
Resource Development CoordinatorNicole Markel
Purchasing Coordinator..... Diane M. Murzynski, CPPO, CPPB

**For more information regarding this Request for Sponsorship Proposals,
contact Nicole Markel (541) 917-7774 or nicole.markel@cityofalbany.net**

Request for Sponsorship Proposals

Purpose

The City of Albany, Parks & Recreation Department, hereafter referred to as City, is seeking sponsorship proposals from qualified vendors for two opportunities: 1) **Host Hotel** (Part A), furnishing lodging and meeting space services for the MSP Western National Softball Tournament, and 2) **Player Hotel Properties** (Part B).

The tournament will be held September 3-6, 2020 at Bryant and Timber Linn Memorial Parks in Albany, Oregon. The City is expecting approximately 45+ men's softball teams from around the nation to participate in the tournament. Each team is estimated to need 10 rooms creating additional opportunities for multiple vendors to serve as Player Hotel Properties to the participating teams.

General Information and Schedule

This Request for Sponsorship Proposals is issued on October 21, 2019. Questions and requests for clarifications must be directed to Nicole Markel at nicole.markel@cityofalbany.net by 2:00 p.m., October 30, 2019.

Proposals must be received by 2:00 p.m., November 5, 2019. Proposals shall be submitted to the City of Albany, Parks & Recreation Department, 333 Broadalbin Street SW, Albany, Oregon, 97321 by mail or in person, or by email to nicole.markel@cityofalbany.net.

Sponsorship Benefits

1. Field signage at each complex
2. Gate entry signage
3. Provide name, logo, and link on Parks & Recreation tournament website
4. Inclusion on social media advertising
5. Opportunity to include item in player welcome bag

Part A. Requirements - Lodging & Meeting Space

Host Hotel (In-kind or reduced room rates)

- Rooms for Umpires and Administration Staff (need 18 rooms for 4 nights Thursday – Monday)
- Meeting Spaces:
 - Thursday, September 3 (evening): Administration Meeting / 20-30 ppl Set-up Boardroom Style
 - Thursday, September 3 (evening): Team Captains Meeting / 150 ppl Set-up Round Style
 - Thursday, September 3 (all-day): Team Welcome and Check-in (space/setup to be agreed upon)
 - Thursday, September 3 (evening): Umpire Welcome Reception / 40 ppl Set-up Reception Style
 - Friday – Monday (preference to have the same room available for Umpires to use for Umpire meetings and general hospitality)

Host Hotel - Additional Considerations and Requirements

- Are you able to supply food or snacks for the meeting spaces?
- Are you able to supply a logo bag to use as the Player Swag Bag?
- Are you able to offer transportation for umpires to fields?
- Do you have an on-site laundry facility available for umpires? (Required)

Part B. Requirements - Player Hotel Properties

Provide the following:

- Provide your best room rates for team rooms (Thursday, September 3 – Monday, September 7)
- Number of rooms available for this tournament
- Reservation and cancellation deadlines

Submittal Requirements

Interested Vendors, please respond by completing Part A, Part B, or Both (see above).

The Response should include the following items in the order listed below. Unless otherwise specified, no particular form is required.

1. Proposal Cover Sheet: Complete all sections of the Proposal Cover Sheet ([Attachment A](#)) including signature from the authorized representative. This page should be included as the top page of the Proposal Response.
2. Organizational Capacity: Describe Proposer's experience and capacity to perform the services described in this Request for Sponsorship Proposals, including, the previous events hosted, size and duration of the event(s).
3. Sponsorship Requirements: Describe any expectations your organization requires from the City and the minimum sponsorship proposed to the City.

Evaluation Criteria and Award of Sponsorship Agreement

A Sponsorship Agreement will be awarded to one or more Vendor(s) whose proposal(s) are deemed the most advantageous to the City based on the following evaluation criteria:

1. Ability to provide the Required Lodging and/or Meeting Space
2. Ability to provide the Additional Considerations and Requirements
3. City savings as directly related to in-kind or reduced room rates
4. Proximity of hotel to softball fields

If selected, a Sponsorship Agreement will be executed between the City and the selected Vendor(s) as provided in Attachment B.

Reservation of Rights

The City reserves all rights regarding this Request for Sponsorship Proposals, including, without limitation to:

1. Amend or cancel this Request for Proposals without liability if it is in the best interest of the City;
2. Reject any and all Proposals received by reason of this Request for Sponsorship upon a finding that it is in the best interest of the City to do so;
3. Waive any minor informalities;
4. Seek clarification of each Proposal Response; and
5. Negotiate a Statement of Work in the Agreement within the scope of work described in this Request for Sponsorship Proposals.

PROPOSAL COVER SHEET

Attachment A

Albany Parks & Recreation Department
MSP Western National Softball Tournament Sponsorship Proposal

Proposer Name: _____

Primary Contact Person: _____ Title: _____

Address: _____ City, State, Zip: _____

Telephone: _____ Fax: _____

Email: _____

Signature: _____ **Date:** _____
(Authorized Representative)

SPONSORSHIP AGREEMENT

Attachment B

The Proposer certifies that the following statements are true:

1. No attempt has been made or will be made by the Proposer to induce any other person or vendor to submit or not submit a Proposal.
2. Proposer does not discriminate in its employment practices with regard to creed, religion, race, color, sex, age, marital status, sexual orientation, political ideology, ancestry, national origin, or the presence of any sensory, mental or physical handicap.
3. Information and costs included in this Proposal shall remain valid for 90 days after the Proposal due date or until an Agreement is approved, whichever comes first.
4. The statements contained in this Proposal are true and complete to the best of the Proposer's knowledge and Proposer accepts as a condition of the Agreement, the obligation to comply with the applicable local, state, and federal requirements, policies, standards, and regulations. The undersigned recognizes that this is a public document and open to public inspection.

The Proposer agrees to the following contract requirements:

1. **Force Majeure:** Neither the City nor the Sponsor shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's employees and agents.
2. **Insurance:** Sponsor shall furnish the City a Certificate of Insurance for general liability insurance coverage in the amount of \$2,000,000 per occurrence and \$3,000,000 aggregate prior to the contract and for the duration of the contract. The Certificate must state that any insurance coverage shown cannot be suspended, voided, canceled by either party, or reduced in coverage or limits without 30 days prior written notice to the City. Sponsor must carry workers' compensation insurance as required by Oregon Revised Statutes and including Employers Liability Insurance.
3. **Indemnification:** Sponsor agrees to indemnify, defend, and hold harmless the City, its agents, officers and employees, from and against any and all liability, claims, suits, loss, damages, costs, and expenses arising out of or resulting from the negligent or intentional acts, errors, or omissions of the Sponsor, its officers, employees, or agents.

The undersigned is authorized to represent the firm stated below, and empowered to submit this proposal and if selected, agrees to furnish all services in accordance with the Proposal.

SPONSOR:

CITY OF ALBANY, OREGON:

Date: _____

Date: _____

By: _____

By: _____

Vendor Name

Kim Lyddane, Parks & Recreation Director

By: _____

Title: _____

Address

City, State, Zip

Tax Identification Number