

CITY OF ROMULUS REQUEST FOR PROPOSALS

RFP 16/17-22 2017 DDA EVENT/CONCERT PRODUCTION FIRM FOR "SOUNDS IN DOWNTOWN" AND PUMPKIN FESTIVAL

The City of Romulus, Michigan on behalf of the Romulus Downtown Development Authority, is seeking proposals from qualified event and concert production firms to manage, produce and to provide all the sound engineering, sound and lighting equipment needed for and all personnel required for its operation and to contract with all musical entertainment for the "Sounds in Downtown" free summer concert series and for the three day annual Romulus DDA Pumpkin Festival.

- (1) Qualified firms wishing to submit proposals must use the forms provided by the City. RFP forms and specifications may be obtained by visiting the MITN system @ www.mitn.info.
- (2) Three (3) copies of the proposal must be submitted in sealed envelopes and delivered to the ***City Clerk's Office*** no later than 2:30 P.M., local time, Tuesday, March 21, 2017. Proposals should be submitted in a sealed envelope and addressed using the proposal label provided herein
- (3) At approximately 2:45, local time all timely received proposals are to be publicly opened and read.
- (4) The City reserves the right to reject all proposals and to waive irregularities.
- (5) The City reserves the right to postpone the opening without notification and also reserves the right to reject all bids and proposals and to waive irregularities.
- (6) Proposals may not be withdrawn for a period of sixty (60) calendar days after the published date for submitting proposals.
- (7) The successful Company will be required to submit proof of all insurance required by the RFP documents and all required endorsements.
- (8) For additional information contact Lynn A, Conway, City of Romulus, Purchasing Director, by calling (734) 955-4568 or by emailing lconway@ci.romulus.mi.us.

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