

WILLINGBORO TOWNSHIP

RFP # 2-2024R

**REQUEST FOR PROPOSAL FOR THEATER MANAGEMENT SERVICES FOR THE
WILLINGBORO TOWNSHIP PERFORMING ARTS CENTER**

SUBMISSION DEADLINE

May 14, 2024 at (10:00) A.M

ADDRESS ALL PROPOSALS TO:

PURCHASING DEPARTMENT

1 Rev. Dr. Martin Luther King Jr. Drive
Willingboro, NJ 08046

Attn:

**Mr. George Brown
Qualified Purchasing Agent**

RFP # 2-2024R
PUBLIC NOTICE

Notice is hereby given that on May 14, 2024 at (10:00) A.M (Prevailing time), sealed proposals will be opened and read in The Willingboro Township Municipal Building (Clerk's Office), 1 Rev. Dr. Martin Luther King Jr. Drive, Willingboro, NJ 08046, at which time and place the sealed proposals will be opened publicly and read for the following. RFP # 2-2024R RFP Name: Theater Management Services for The Willingboro Township Performing Arts Center

Proposals shall be delivered in sealed envelopes and addressed to the Township of Willingboro, Purchasing Dept., 1 Rev. Dr. Martin Luther King Jr. Drive, Willingboro, NJ 08046.

Express and overnight mail shall be delivered to the Purchasing Dept, 1 Rev. Dr. Martin Luther King Jr. Drive, Willingboro, NJ 08046, no later than the time of bid opening.

NOTE: It is the contractor's responsibility to ensure that the proposal package is delivered by the proposal opening date and time. Any proposal document received after the deadline established by the Purchasing Dept. will not be accepted, regardless of the method of delivery.

Submission of Proposals: All proposals must be submitted on the proposal forms approved and provided for by the RFP specifications in order to be considered. Contractors are to provide one (1) clearly sealed envelope containing 3 copies of the bid proposal; (1) clearly marked ORIGINAL, one (1) clearly marked COPY and one electronic copy on USB drive. Please have each item on the checklist color tabbed and numbered in your bid packet for a more time efficient packet review.

If indicated, proposals must be accompanied by a certified check, cashier's check, or bid bond in the amount of ten per centum (10%) of the total amount of the bid, but not in excess of twenty thousand (\$20,000) dollars and made payable to the Township of Willingboro. (N.J.S.A. 17:27)

Proposal documents may be obtained only from the Township website [RFP/RFO/Proposals| Willingboro Township, NJ \(willingboronj.gov\)](https://www.willingboronj.gov/RFP/RFO/Proposals) and the Clerk's Office: Latoya Cooper-McBride, Deputy Clerk Office: 609-877-2200 Ext 1029, Lcooper-mcbride@willingboronj.gov

The Township of Willingboro does not release the project estimates or contractors' lists.

Contractors are required to comply with the requirements of N.J.S.A. 17:27 et seq. and N.J.A.C. 17:27.

Schedule: Release Specifications: April 21, 2024 Pre-Bid Meeting: (N/A)

Deadline for All Questions: Tuesday April 30, 2024, 5 P.M)

Addenda if Issued: April 7, 2024

Bid Opening: May 14, 2024, at (10:00) A.M

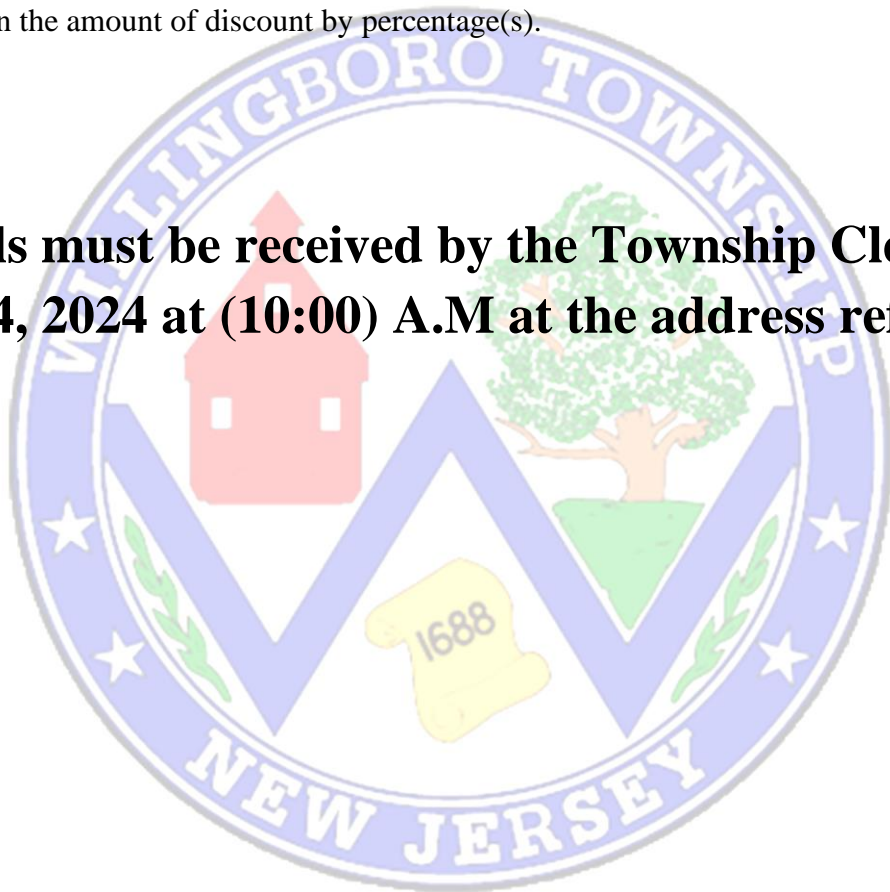
General Inquiries To: Mr. George M. Brown Jr., QPA Voice: 609-877-2200 ext.: 1061 Email: gmbrown@willingboronj.gov

This RFP has been advertised in accordance with the “Fair and Open Basis” and nothing further shall be required under the Pay-to-Play Legislation (N.J.S.A. 19:44A-20.7).

Proposals must contain the following minimum requirements and same must be included at the time of submission:

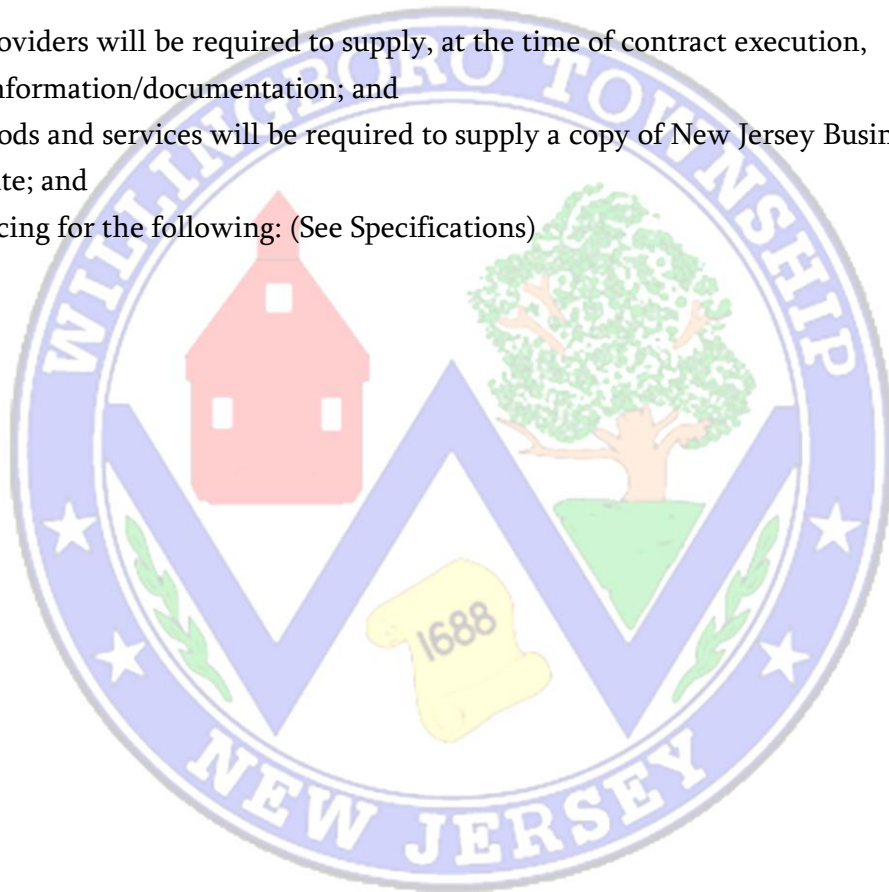
1. List of names and roles of individuals proposed to perform the task(s) along with a description of experiences with projects similar in nature. In the case of retail suppliers, the A sales representative and management person must be identified.
2. Description of ability to provide services in a timely fashion; including staffing, familiarity and location/business address.
3. Cost details including hourly rates of each individual proposed to perform the service(s) or a total cost (“not to exceed”), plus any other charges. In the case of retail purchases, the Proposal must contain the amount of discount by percentage(s).

All proposals must be received by the Township Clerk no later than May 14, 2024 at (10:00) A.M at the address referenced above.



ALL PROPOSALS SHALL INCLUDE, AT A MINIMUM, THE FOLLOWING INFORMATION and/or DOCUMENTATION

1. Retail providers must identify the name and address of sales representative(s) and manager(s); and
2. Proposal must contain a specific amount of discount (%), over retail value. Discount(s) are to be stated in percentages (i.e. retail minus % discount); and
3. Contracts will be awarded on the basis of ability to provide products in a timely manner, qualifications, experience, and the cost of goods and services. The cost of goods and services will be a consideration, however, the ability to provide products and qualification to perform and/or supply the required goods and services will carry substantial weight in the decision making process; and
4. Service/product providers will be required to supply, at the time of contract execution, Affirmative Action information/documentation; and
5. All providers of goods and services will be required to supply a copy of New Jersey Business Registration Certificate; and
6. Provide quotes/pricing for the following: (See Specifications)



PROPOSAL CHECKLIST

THE PROPOSER WILL PROVIDE THE FOLLOWING CHECKLIST WHICH SHALL BE PROPERLY COMPLETED WITH THE PROPOSAL AND SUBMITTED TO THE TOWNSHIP AS PART OF THE PROPOSAL.

	Initials
REVIEWED ALL RFP DOCUMENTS, LAWS, REGULATIONS, AND POLICIES THAT COULD AFFECT COST, PROGRESS, AND/OR PERFORMANCE	
FULLY COMPLETED EACH PROPOSAL SECTION AND ADHERED TO THE PROPOSAL FORMAT PROVIDED WITHIN THIS RFP	
FULLY COMPLETED ALL "PROJECT QUALIFICATION CRITERIA" REQUIRED TO RESPOND TO THIS RFP (LISTED BELOW):	
<i>Certificate of Insurance</i>	
<i>State of New Jersey Business Registration Certificate and W9</i>	
<i>State of New Jersey Department of Treasury Notice of Classifications (if required)</i>	
• <i>Non-Collusion Affidavit</i>	
• <i>Ownership Disclosure Certification</i>	
• <i>Certificate of Equal Opportunity</i>	
• <i>Affirmative Action Questionnaire</i>	
• <i>Affidavit Regarding List of Debarred, Suspended, or Disqualified Contractors</i>	
• <i>Proposer Certification of Qualification and Credentials</i>	
• <i>Proposer Signature Form/Acknowledgement of Receipt of Changes</i>	
• <i>Political Contribution Disclosure Form (if required)</i>	
• <i>Disclosure of Investment Activities in Iran</i>	
• <i>RFP Proposal Form</i>	

NOTE: FAILURE TO COMPLY WITH THE PRESCRIBED RFP PROCEDURES, INCLUDING COMPLETION AND SUBMITTAL OF ALL THE ABOVE DOCUMENTS IN THE FORM PROVIDED, WILL RESULT IN A REJECTION OF YOUR PROPOSAL.

By placing my initials in the boxes provided above, I acknowledge that I have read, fully understand, and fulfilled all the requirements and obligations outlined in each of the referenced documents.

PROPOSER (SIGNATURE): _____

DATED: _____

PROPOSER (PRINT NAME): _____

EXHIBIT 1

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

Goods, Professional Services, and General Service Contracts (Mandatory Affirmative Action Language)

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, or sex. Except concerning affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable Township employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate based on age, creed, color, national origin, ancestry, marital

status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey, and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading, and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but before execution of a goods and services contract, one of the following three documents:

- ◆ Letter of Federal Affirmative Action Plan Approval
- ◆ Certificate of Employee Information Report
- ◆ Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

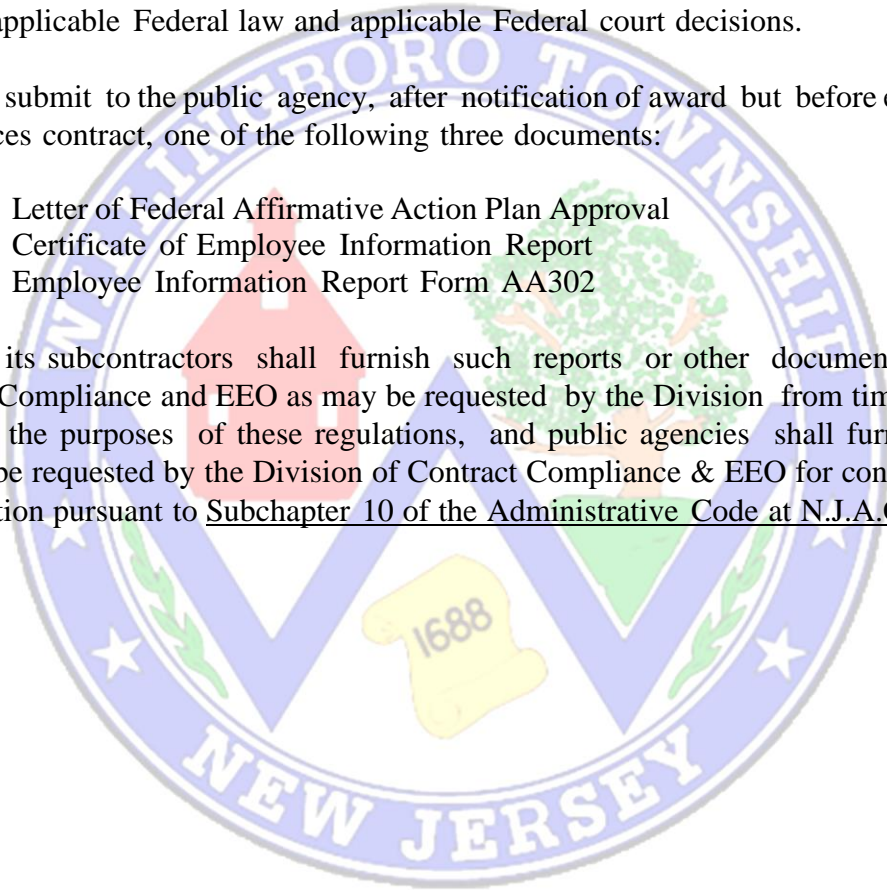


EXHIBIT A:

NON-COLLUSION AFFIDAVIT

TO: Township of Willingboro

DATE: _____

FROM:

TELEPHONE: _____ E-MAIL: _____ FACSIMILE: _____

In signing this proposal, we certify that we have not, either directly or indirectly, entered into any agreement or otherwise colluded in any manner with any other person, or otherwise taken any action that would restrain or impede open and free competition and competitive bidding for this Project; that no attempt has been made to induce any other person or Firm to submit, or not to submit, a proposal; that this proposal has been independently arrived at without Agreement or collusion with any other Proposer, competitor, potential competitor or another person; and that this proposal has not been knowingly disclosed before the opening of proposals to any other Proposer, competitor or person not affiliated with Proposer.

We further certify that no requirement or commitment, direct or indirect, was made to any person, or elected official and that no undisclosed benefit of any kind was promised to anyone connected with this Project.

We further certify that no person or selling agent has been employed or retained to solicit or secure the contract that is the subject of this RFP upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee.

We certify that the foregoing statements are true and accurate under penalty of perjury.

The undersigned, by submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the Township in this Request for Proposal and declares that the attached proposal and pricing conform therewith.

SIGNATURE: _____ DATE: _____

TYPE OR PRINT NAME: _____ TITLE: _____

FEIN or TAX ID NUMBER: _____

ADDENDA ACKNOWLEDGED: _____

DATE: _____



OWNERSHIP DISCLOSURE FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND
PROPERTY 33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW
JERSEY 08625-0230

VENDOR NAME: _____

PURSUANT TO N.J.S.A. 52:25-24.2, ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO PROVIDE A STATEMENT OF OWNERSHIP.

Please answer all questions and complete the information requested.

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. The vendor is a Non-Profit Entity ; and therefore, no disclosure is necessary. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The vendor is a Sole Proprietor ; and therefore, no other disclosure is necessary.
A Sole Proprietor is a person who owns an unincorporated business by himself or herself.
A limited liability company with a single member is not a Sole Proprietor. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The vendor is a corporation, partnership, or limited liability company with individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest; therefore, disclosure is necessary. | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered **YES** to Question 3, you must disclose the information requested in the space below: *

- (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class;
- (b) all individual partners in the partnership who own a 10% or greater interest therein; or,
- (c) all members in the limited liability company who own a 10% or greater interest therein.

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

- | | YES | NO |
|---|--------------------------|--------------------------|
| 4. For each of the corporations, partnerships, or limited liability companies identified in response to Question #3 above, are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest of those listed business entities? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered **YES** to Question 4, you must disclose the information requested in the space below: *

- (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class;
- (b) all individual partners in the partnership who own a 10% or greater interest therein; or,
- (c) all members in the limited liability company who own a 10% or greater interest therein. The disclosure(s) shall be continued until the names and addresses of every non-corporate stockholder, individual partner, and/or member with a 10% or greater interest have been identified.

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

5. As an alternative to completing this form, a Vendor with any direct or indirect parent entity which is publicly traded, may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10% or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10% or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10% or greater beneficial interest. *

* Attach additional sheets if necessary

EXHIBIT C:

CERTIFICATE OF EQUAL OPPORTUNITY

INSTRUCTIONS

This Certification is required pursuant to Executive Order 11246, Part II, 203(B), (30 CFR 12319-25). Each Proposer is required to state in its proposal whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable filing requirements.

PROPOSER'S CERTIFICATE

Proposer's Name: _____

Address: _____

1. Proposer has participated in a previous contract or subcontract subject to the equal opportunity clause. Yes _____ No _____

2. Compliance reports were required to be filed in connection with such contract or subcontract. Yes _____ No _____

If yes, state what reports were filed and with what agency.

3. Proposer has filed all compliance reports due under applicable instructions. Yes _____ No _____

3. If the answer to Item 3 is "No", please explain in detail on the reverse side of this certification.

Certification: The information above is true and complete to the best of my knowledge and belief. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment. (17 U.S. Code, Section 1001.)

(Name and Title of Signer - Please Type)

Date: _____

(Signature)

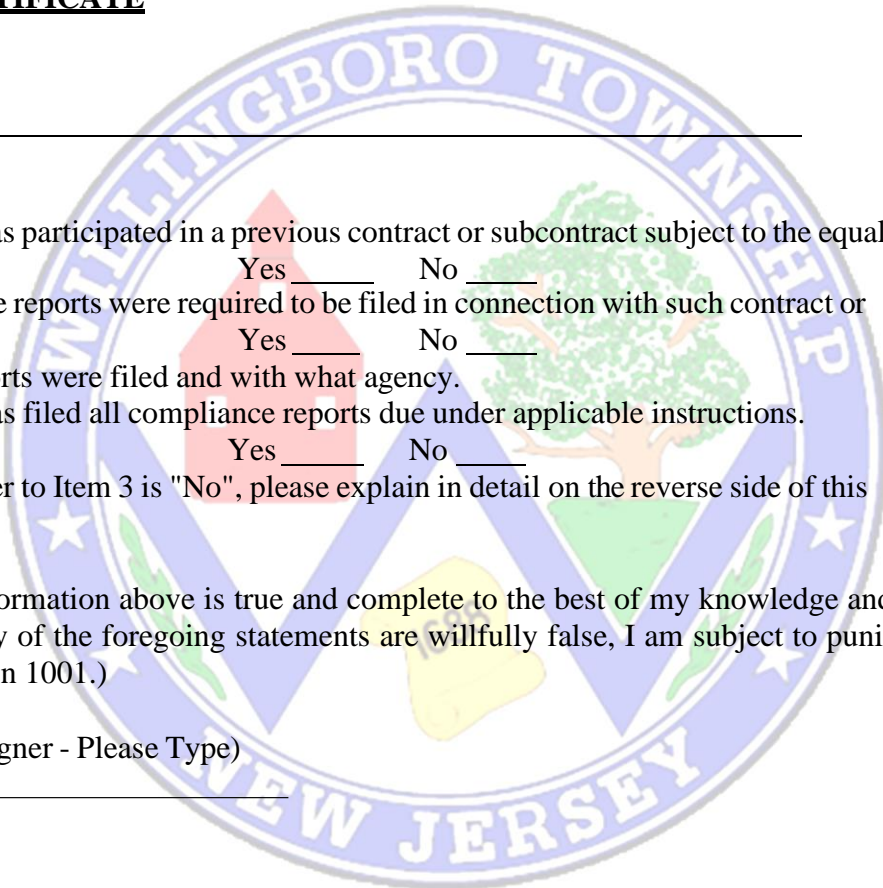


EXHIBIT D:

AFFIRMATIVE ACTION QUESTIONNAIRE

The following question shall be answered by all Proposers.

Do you have a Federal Letter of Affirmative Action Plan Approval from the US Department of Labor's Office of Federal Contract Compliance Programs (OFCCP)?

YES _____ NO _____

If yes, please submit a true and complete copy of such approval. This letter cannot be more than one year old from the date of issuance.

If no, the Proposer may still submit a Proposal for the Project if the question is answered.

PROPOSER (Signature)

PROPOSER (Print Name)

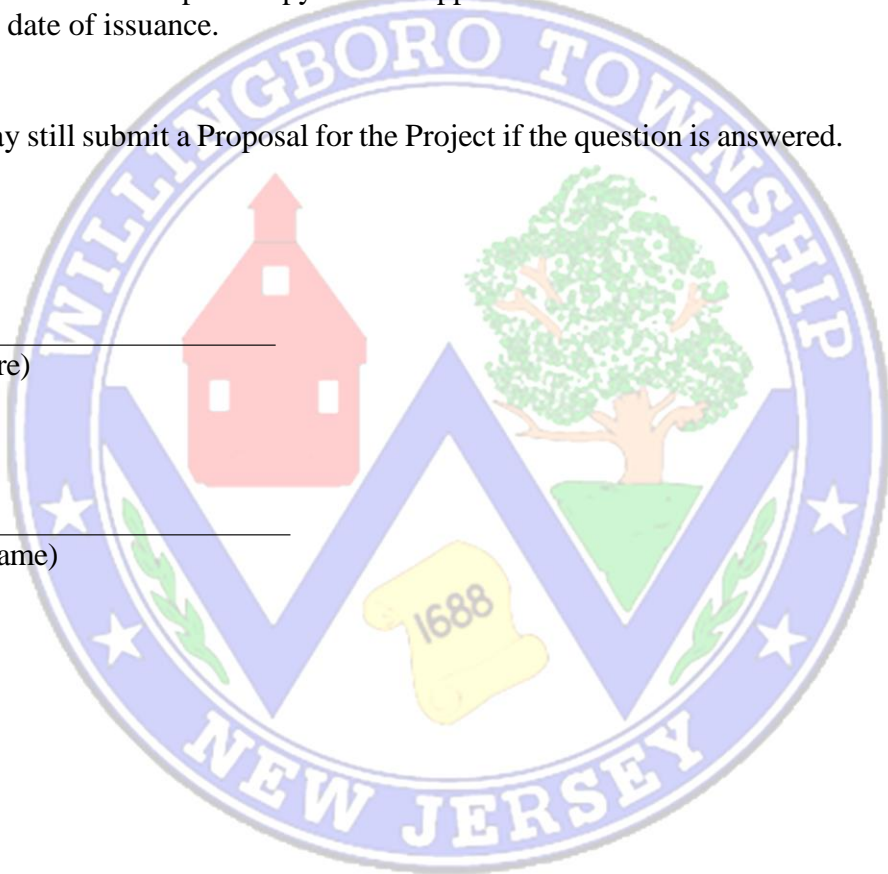


EXHIBIT E:

AFFIDAVIT REGARDING LIST OF DEBARRED, SUSPENDED OR DISQUALIFIED CONTRACTORS

STATE OF NEW JERSEY

COUNTY OF _____

_____, of full age, being duly sworn according to law, on my oath, deposes and says:

I am _____ of the Firm of, _____ the Proposer submitting the Proposal for this Project. I affirm that I executed the said proposal on behalf of the Proposer with full authority to do so; that the Proposer is not at the time of the making of this RFP included on any List of Debarred, Suspended, or Disqualified Contractors, as maintained by the Treasurer of the State of New Jersey, or any other State or the Federal Government.

Name of Proposer: _____

By: _____

(Signature of Authorized Representative)

Subscribed and sworn to before me this ___ day of _____, 20__.

(Seal) Notary Public of New Jersey/ Specify Other State

My Commission Expires _____ 20__.

THIS FORM SHALL BE COMPLETED, SIGNED, AND NOTARIZED

EXHIBIT F:

PROPOSER CERTIFICATION OF QUALIFICATIONS AND CREDENTIALS

STATE OF NEW JERSEY

COUNTY OF _____

_____, of full age, being duly sworn according to law, on my oath, deposes and says:

I am _____ of the Firm of the Proposer submitting the proposal for this Project and have been duly authorized by Proposer to execute this Certification on Proposer's behalf. I hereby certify that the Proposer possesses the qualifications and credentials to fully and completely perform all proposed contractual obligations and commitments outlined in the Request for Proposal.

Name of Proposer

By: _____

(Signature of Authorized Representative)

Subscribed and sworn to before
me this ___ day of, 20.

(Seal) Notary Public of New
Jersey/ Specify Other State

My Commission Expires _____ 20__.

THIS FORM SHALL BE COMPLETED, SIGNED, AND NOTARIZED

EXHIBIT G:

PROPOSER SIGNATURE FORM/Acknowledgement of Receipt of Changes

The undersigned duly authorized representative of Proposer, having examined the documents that are a part of this Request for Proposal, and having full knowledge of the conditions in which the products and services described herein will be performed, hereby represents that Proposer will fulfill all obligations set forth herein in accordance with the stated terms, conditions, specifications, and proposal criteria and that Proposer will furnish all required products and services and payments in strict conformity with these documents for the stated process as payment in full.

ADDENDA FORM:

The undersigned hereby acknowledges receipt of the following applicable addenda:

- 1. LIST OF ADDENDA AND DATE WHEN RECEIVED BY PROPOSER
- 2. OTHER

SUBMITTING FIRM:

Company Name _____
Authorized Signature _____
Company _____
Address _____
Printed Name _____
Title _____
Telephone _____

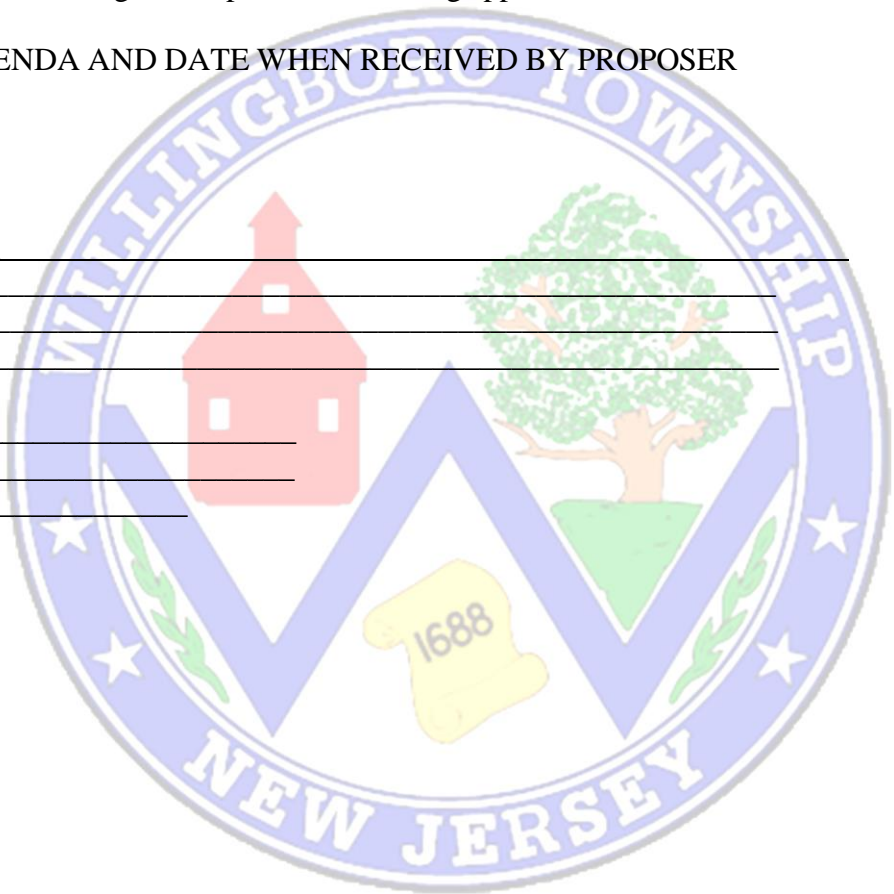


Exhibit H:



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY 33 WEST
STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

RFP SOLICITATION # AND TITLE: _____

VENDOR NAME: _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities	_____
Relationship to Vendor/ Bidder	_____
Description of Activities	_____

Duration of Engagement	_____
Anticipated Cessation Date	_____

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title

RFP PROPOSAL FORM

(Contract Title and RFP Number, if applicable)

(Description of goods/services being RFP)

The undersigned, being authorized, proposes to furnish, and deliver the above goods/services pursuant to the RFP specification and made a part hereof:

Amount in words

\$ _____

Amount in numbers

Company Name

Address

Signature of Authorized Agent Type or Print Name

Title: _____

Telephone Number Date

Fax Number Email address:



SPECIFICATIONS

Theater Management for the Willingboro Township Performing Arts Center

Scope of Work:

Programming & Special Events:

The vendor will work with the township's point person to create and budget a diverse, multi-genre calendar of programming. This programming will include musical acts, theatrical productions, culturally themed events, and speaker engagements.

Booking of Events: The vendor will oversee issuing all offers and contracts. The vendor and the Township will agree to the wording of the offer sheet and the contract. Contracts will be issued under the vendor on behalf of the Township.

Overseeing All Outside Rentals: The vendor will interact with all outside renters, and issue contracts, and rental guidelines.

Advancing all Production Needs: The vendor and its production staff will advance all events, including production scheduling, load-in-out times, and production/show schedule.

Sponsorship and Community Relations:

The vendor will work with the Township to identify and solicit sponsorship opportunities. The vendor will create levels of sponsorship associated with the theater and seek sponsorship for targeted programs/series.

The vendor will work with the Township to connect with community organizations to ensure we develop programming that is inclusive and diverse.

The vendor will create a tiered membership program to engage the community and raise funds for the theater.

Front of House Operations:

Ticket Sales: The Vendor will set up ticket sales through a ticketing service company (TicketMaster...). The account will be managed by the vendor, with the Township having access to the account to review ticket sales and account balances. Tickets will be sold online and at the Township Auditorium on specific days and times. The vendor will provide the Township with a settlement sheet after every event.

Ticketing (ticket takers/ushers): The Vendor will oversee the hiring of Front of House staff. These positions will include box office, ticket takers, and ushers.

Security: The vendor will hire a security company to provide security for all our events

Concessions (bar servers, liquor sales...): The Vendor will oversee the sales of liquor, food, and light snacks at all events. The vendor will secure the Concession license /permit needed to sell alcohol. The Township will be responsible for the initial purchase of liquor, and light snacks. The vendor will manage all inventory and provide a safe secured locked area approved by all parties. The vendor will use revenue received from sales for future replenishment of inventory, and to pay bartenders. In return, the vendor will receive ___% of all sales after expenses. The vendor will create a pre and post-event cost sheet for the purchase of alcohol, beer, wine, mixers, soft drinks, water, and snacks (chips, nuts, candies...)

The Township may provide private office space at the Theater for the vendor.

The vendor will be on site for all events.

House Mgr. (Required): The house manager will oversee the management of the front-of house staff, assist our patrons, and handle all customer service issues.

Production/Back of House Operations:

Production Staff: The vendor will hire production staff to advance each event, oversee our production equipment, and operate our equipment at events on an as needed basis. If needed the production staff will be the main point of contact with artists, management, production team, and associated vendors. The positions to hire include the different positions listed below.

Audio/Production Lead: This position will be the head of our production department and be our lead audio engineer at the FOH (Front of House) console. He/she will be the lead technician, reviewing riders, and interacting with incoming show's technical teams. They will schedule our production staff, load-in-outs, run of show times. Will be hired on a per-event schedule.

Audio 2 (monitors): This position will run monitors and audio on the stage. They will also support the FOH engineer and stage manager. Will be hired on a per-event schedule.

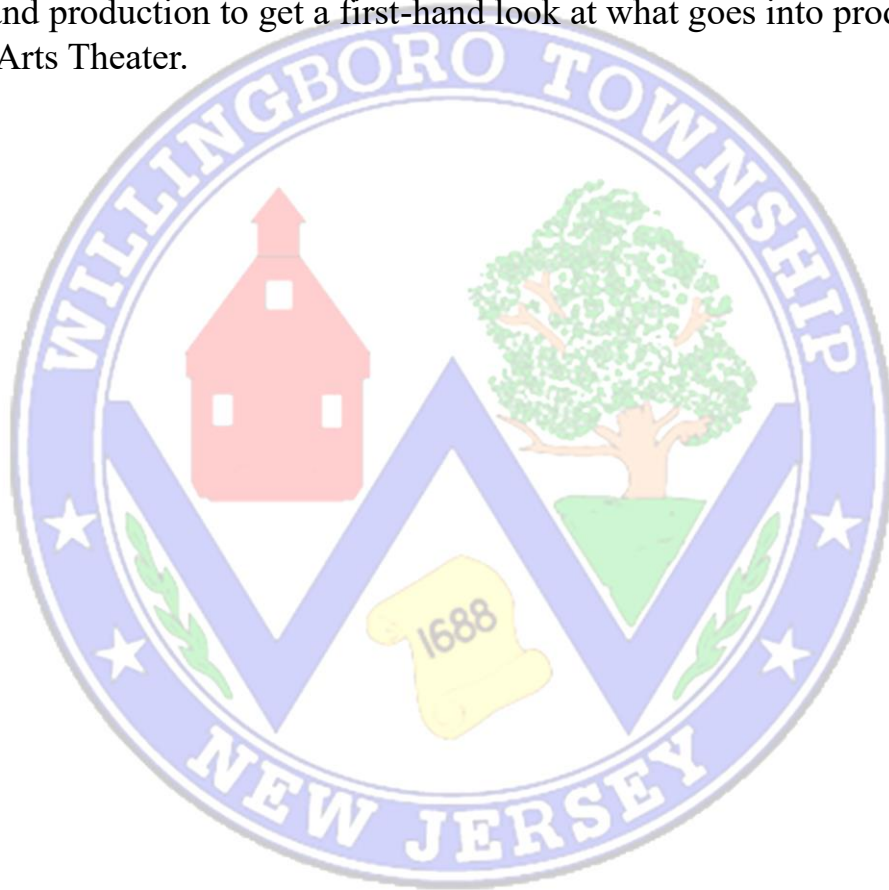
Lighting Dir: The LD will oversee and operate our lighting system. His/her duties will also include general maintenance. Will be hired on a per event schedule.

Stage Mgr.: This position will oversee the set-up of all equipment including risers, instrumentation, props, and set pieces. The stage mgr. will oversee all stagehands needed to produce an event and support the audio and lighting departments.

Stagehands: The vendor will hire additional stagehands as needed based on each event.

Apprenticeships & Mentoring Programs

The township council desires the vendor to seek to build relationships with local colleges, and Universities in the area to develop training programs for students to learn Theater Management and Production. The vendor will also extend the same to the local high school, to get students who are interested in the arts, and production to get a first-hand look at what goes into producing an event and running a Performing Arts Theater.



Proposed Budget 2024

Staff:

Programming Dir	\$	
Office Ass't / Ticketing	\$	
Expenses	\$	
Total	\$	

Per Show Operating Cost

Front of House:

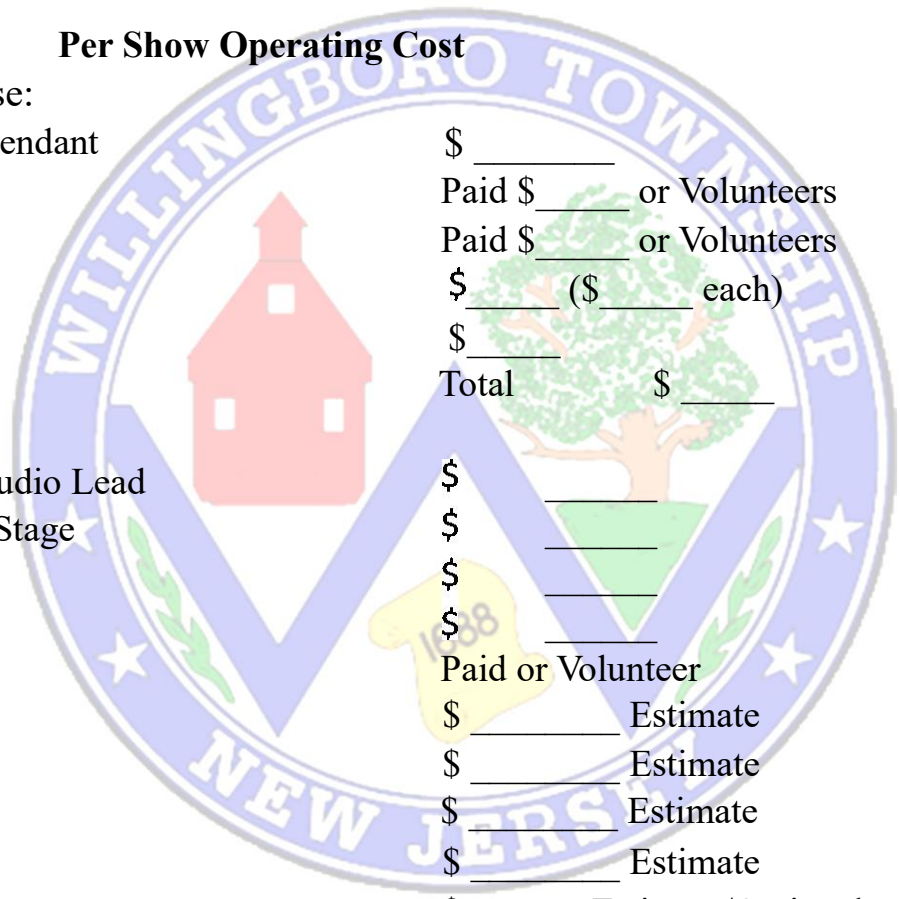
Box Office Attendant	\$	
Ticket Takers 2	Paid \$	or Volunteers
Ushers 2	Paid \$	or Volunteers
Bartenders 2	\$	(\$ each)
Security	\$	
Total	\$	

Production:

Prod. Mgr. / Audio Lead	\$	
Monitor Eng/ Stage	\$	
Lighting Dir.	\$	
Stage Mgr.	\$	
Hospitality	Paid or Volunteer	
Catering	\$	Estimate
Backline	\$	Estimate
Hotel	\$	Estimate
Ground	\$	Estimate
Host/Comedian	\$	Estimate/Optional
Total	\$	

Marketing / Advertising

Event Design	\$	Estimate
Flyers/Posters	\$	Estimate
Social Media/Photographer	\$	Estimate
Other	\$	Estimate
Total	\$	Estimate
Total Cost for Event	\$	



One Time Start — Up Cost:

Website	\$ _____
Creation of Tech Pack	\$ _____
Business Card	\$ _____
Computers & Printers	\$ _____ (Estimate)
Initial FOH Concession Purchase	\$ _____
Liquor License/Permit	\$ _____
Staff Shirts (FOH, Hospitality, Prod)	\$ _____ (Optional)
Industry Organization Memberships	\$ _____ (Estim/optional)
Total	\$ _____



Programming Specifications (Continued)

For

Willingboro Township

Performing Arts Center

The vendor will work with the Township to create diversified programming that reflects the makeup of the community. The Township desires to provide a wide range of musical shows including Jazz, R&B, Latin, Christian/Gospel, and other genres that reflect the citizens of the township. The township desires to also include comedy, stage plays, orchestras, and programs designed for young people, and kids, that bring the arts to life.

The vendor will work with civic and business leaders to create a program that recognizes local businesses, Community leaders, teachers, advocates, and extraordinary citizens that reflect "The Best of Willingboro". The township desires to produce this event in late 2024 or early 2025.

In addition, the theater will be available to other government agencies for meetings, and ceremonies such as the Annual State of Willingboro Address. Civic and community organizations will also have access to the facility for use on an approved rental basis.

Desired Programming 2024 (September - December)

The vendor is expected to produce 6/8 shows/events, in 2024 including the following:

- 2 Jazz Shows (Oct & Dec.)
- 1 R&B Shows (Oct) (Fall)
- 1 Latin Show (Nov.)
- Theater Grand Opening Event (Nov.)
- 1 Holiday Show (Dec.)

Desired Programming 2025

The vendor is expected to produce 25-30 events in 2025. This does not include an Awards show, rentals, and governmental use.

- 6 Jazz Shows (Series)
- 4 R&B Shows (once a quarter)
- Theatrical Play (March/ Oct)
- 1 Holiday Show/Presentation (Nov-Dec) Annually

Shows of the following variety throughout the calendar year

Comedy 2/3 times a year

Christian/Gospel (2/3 shows)

Youth Programs (2/3 events)

2/3 Latin Shows

2/3 Other Shows

2 Performances (NJ Symphony)



Willingboro Performing Arts Center

Proposed Ticket Scaling

Shows will be scaled based on Artist/Performer Fees. Each ticket sold will have a \$ ____ (service charge) attached to the cost. The average cost is our median cost. Some tickets in the front row may go for more, and some tickets in the back row may go for less giving us the median price.

Please provide a proposed costs/profit analysis using the scenario below:

\$25,000.00 Act

Show Cost:

Talent \$25,000.00

Building Cost \$ _____

Advertising Est. \$ _____

Total Cost \$ _____

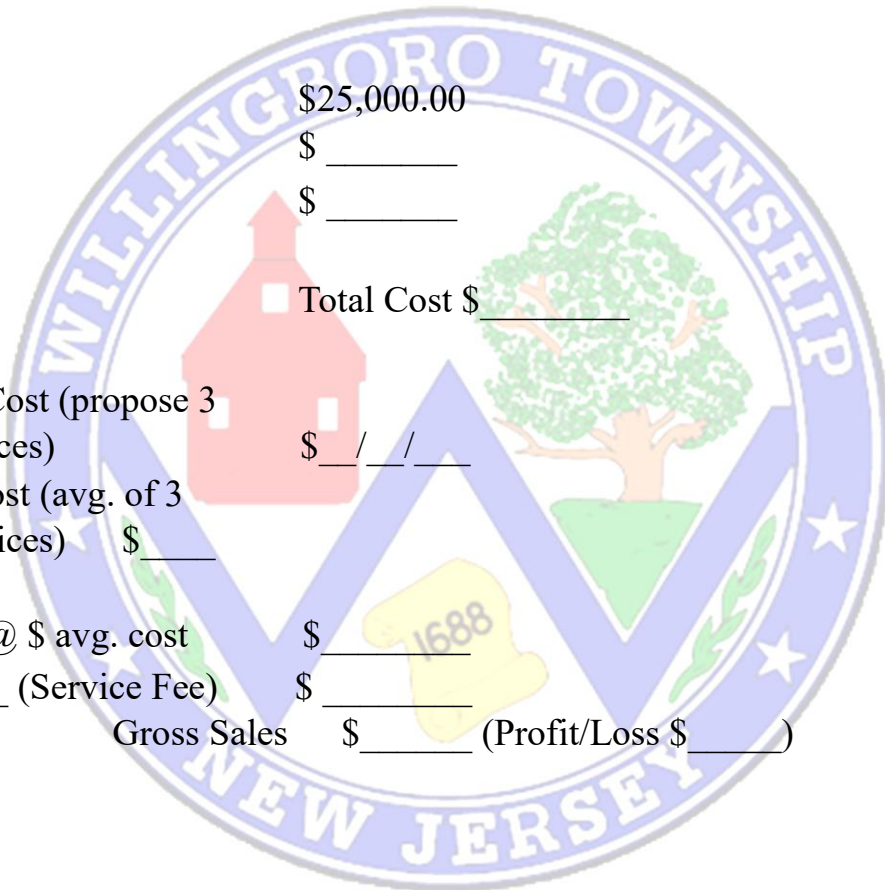
Proposed Ticket Cost (propose 3 possible ticket prices) \$ ____ / ____ / ____

Average Ticket Cost (avg. of 3 proposed ticket prices) \$ _____

450 Tickets Sold @ \$ avg. cost \$ _____

450 Tickets x \$ ____ (Service Fee) \$ _____

Gross Sales \$ _____ (Profit/Loss \$ _____)



Operating and Programming Proposal Sheet

Willingboro Township's Performing Arts Center

Terms, Compensation, and Conditions

Terms & Compensation:

The contract's duration will be a 3-year contract (1 year guaranteed, with 2 one-year options) to perform the duties of Director of Programming/General Manager. The vendor will be paid \$ _____ per year, for business and hiring expenses as needed.

The Director of Programming/General Mgr. will be on-site for all events and will have access to the assigned office space a minimum of 3 days a week to meet with Township staff, and others.

The vendor will receive a ____% share of all sponsorship funds secured by the vendor.

The vendor will receive ____% of all concession sales.

The vendor and The Township will agree on all ticket scaling and pricing.

The Township will receive 100% of all ticket sales and facility rentals, and the \$ _____ per ticket service/facility fee.

The township and the vendor will work together to create a diverse schedule of events for the theater. The vendor proposes producing up to 10 events in 2024 September through December. The vendor will expand programming in 2025 to approximately 20 -25 events and grow to 30-35 in 2026.

The vendor will provide a budget 6 months prior based on a mutually agreed upon schedule. The Township will be responsible for all costs associated with each event including talent fees, production costs, front-of-house, hospitality, hotel, ground, rider requirements, marketing, and advertising. After a review of the budget, the Township will deposit those funds into a specified account for distribution.

The Township will provide office space at the facility for the vendor to operate and sell tickets.

The vendor will agree on a ticketing agency. The ticketing account will be under the mutual control of the Township and the vendor. The vendor will submit a settlement sheet 3 days after each event, and a monthly "Profit/Loss" statement monthly. At this time the vendor will transfer funds to a designated account from the ticketing service account.

Please provide list of 5-10 Possible Artists and their prospective cost to perform at the Willingboro Performing Arts Theater

Artist

Cost

- | | | |
|-----|-------|----------|
| 1. | _____ | \$ _____ |
| 2. | _____ | \$ _____ |
| 3. | _____ | \$ _____ |
| 4. | _____ | \$ _____ |
| 5. | _____ | \$ _____ |
| 6. | _____ | \$ _____ |
| 7. | _____ | \$ _____ |
| 8. | _____ | \$ _____ |
| 9. | _____ | \$ _____ |
| 10. | _____ | \$ _____ |



RFP PROPOSAL FORM

(Contract Title and RFP Number, if applicable)

(Description of goods/services being RFP)

The undersigned, being authorized, proposes to furnish, and deliver the above goods/services pursuant to the RFP specification and made a part hereof:

Amount in words

\$ _____

Amount in numbers

Company Name

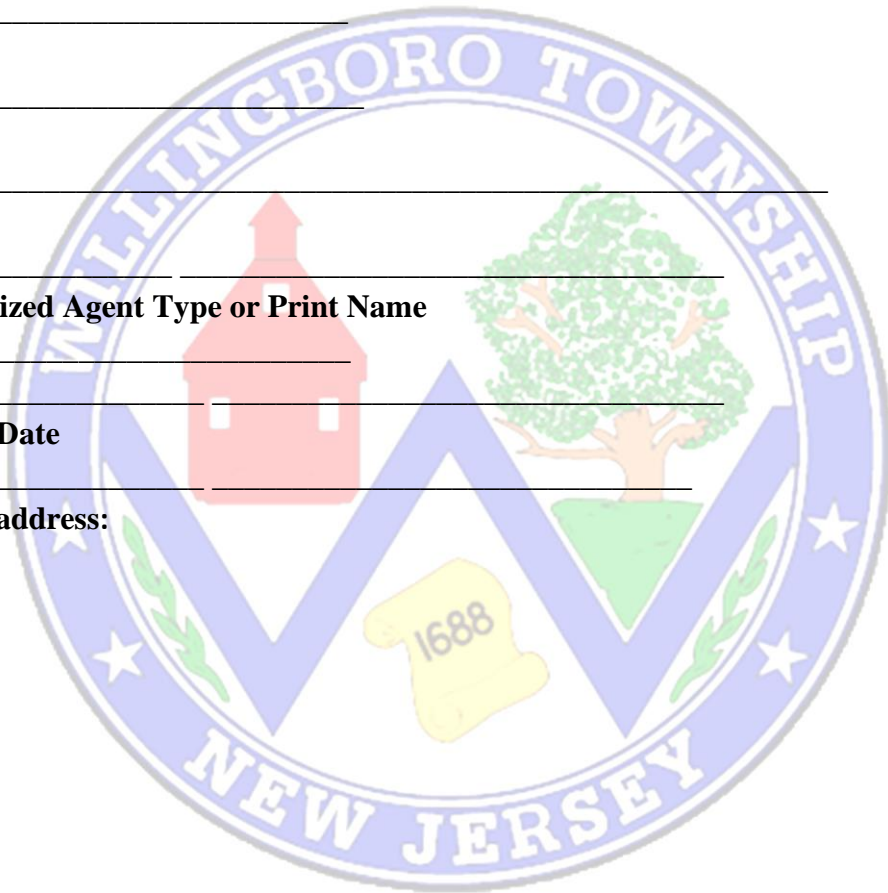
Address

Signature of Authorized Agent Type or Print Name

Title: _____

Telephone Number Date

Fax Number Email address:



Thank you for your submission
To the Township of Willingboro



Purchasing Department