

**CITY OF PORT JERVIS, ORANGE COUNTY, NEW YORK**

**REQUEST FOR PROPOSALS**

**CITY OF PORT JERVIS CYCLING SERIES**

The Mayor and Common Council of the City of Port Jervis, Orange County, New York is soliciting sealed proposals from qualified promoters/contractors interested in promoting Three (3) Large Scale Cycling Events in the City of Port Jervis annually.

1. Objective. The City of Port Jervis is interested in holding Three (3) Large Scale Cycling Events annually, within the City's Watershed Recreational Area and upon the trails that currently exist and may hereafter be constructed within that Area. The City hopes to promote tourism within the City and surrounding area and to hold premiere events which will attract premiere riders and groups within the cycling community.

2. Scope of Services. The City is seeking a promoter/contractor to create, manage and promote each of the premiere events. The promoter/contractor shall be responsible for organizing, managing, supervising, advertising, coordinating each event.

The City of Port Jervis shall permit the use of the Watershed Recreational Area and its trails on event days. The City shall execute a Contract Agreement with the promoter/contractor for all three (3) of the events within the Cycling Series. The City will be listed as a sponsor on all advertising and media coverage for each of the events.

The promoter/contractor shall, together with the responsibilities set forth above, pay/reimburse the City for event insurance; provide its own insurance for each of the events naming the City as an additional insured; pay compensation to the City for use of the Watershed Recreation Area and its trails;

reimburse the City for all required Police and Department of Public Works employee hours used to prepare for, during and after each of the events on matters related to each of the events.

It is expected that the first event in the Cycling Series will occur annually in late March; the second event shall occur in mid-July and the final event in the Series shall occur in October.

The City will enter into a professional services agreement with the promoter/contractor selected.

The term of the Agreement may be between one (1) and five (5) years depending upon the City's review of the proposals and the desire of both the City and the promoter/contractor to enter into an agreement of a particular duration.

The qualifications and expertise of the promoter/contractor shall be considered when the City evaluates proposals received. All proposals will be evaluated on the basis of experience, success, knowledge of the City and of the Watershed Recreation Area and its trails, experience with promoting cycling events elsewhere, and the promoter/contractor's background and understanding of the cycling community and things necessary to promote and run successful cycling events and a successful cycling series. The promoter/contractor must provide a brief history of the principals and of the firm submitting a proposal; qualifications and experience of the individuals and the firm; description of the services to be performed and provided by the individuals and the firm; a list of other similar events promoted and run by the individuals and firm; references; and a list of the specific individuals who will be working on the Port Jervis Cycling Series. The promoter/contractor must also set forth what compensation the City of Port Jervis will receive from the promoter/contractor from each event.

The proposals shall be submitted by the 15<sup>th</sup> day of FEBRUARY, 2017 to the Port Jervis City Clerk-Treasurer, 20 Hammond Street, P.O. Box 1002, Port Jervis, New York, 12771. Only RFP responses received prior to or on the submission date set forth above shall be considered.

The City reserves the right and may, at its sole discretion, exercise the following rights and options with respect this request for proposals:

- a. To exercise at its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals and negotiation and award of any contract;
- b. To make the selection based on the proposals as submitted or, if it chooses, to conduct oral interviews with the highest ranked firms prior to final selection;
- c. To issue additional solicitations for proposals and/or amendments to this RFP;
- d. To waive irregularities in proposals received after notification to candidates affected;
- e. To select any proposal as the basis for negotiations of a contract; and to negotiate with candidates for amendments or other modifications to their proposals;
- f. To conduct investigations with respect to the qualifications of each candidate;
- g. To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals;
- h. To select the proposal that best satisfies the interests of the City, and not necessarily on the basis of price or any other single factor; and
- i. To reject any and all proposals.