REQUEST FOR PROPOSALS

FOR

EVENT VENUE

Issued by the St. Louis Center for International Relations
d/b/a World Trade Center-St. Louis

Proposals Due By:

Friday, July 29th, 2022, at 3:00 PM CST

World Trade Center-St. Louis
c/o St. Louis Economic Development Partnership
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Introduction

The St. Louis Center for International Relations d/b/a World Trade Center-St. Louis (the "WTC") is a non-profit charitable organization established for the purpose, among others, to promote international cooperation through job creation, new investment, exchanges, and development in the areas of economics, commerce, education, technology, and culture, and the advancement of international business growth and economic development opportunities.

In furtherance of its mission, the WTC has, since 1998, presented an annual event known as "Growing Global," which provides a regional forum to address timely international issues that affect globally-growing companies. Since its inception, Growing Global has become the St. Louis region's largest and most publicized international business-focused event. Each year, more than 650 international business leaders and professionals, representing more than 200 organizations throughout the St. Louis region, attend this dynamic forum.

The WTC issues this Request for Proposals ("RFP") for qualified service providers with banquet facilities to host the 2022 Growing Global event (the "Event").

Scope of Services

The "Services" shall consist of, and the successful service provider shall provide, all facilities, services, products, and equipment to host the Event. The provider may use separate subcontracted vendors to provide the Services. However, the provider or its subcontracted vendors are responsible for set-up, installation, clean-up, and removal of all products, equipment, refuse, and recyclable materials for the Event. Pursuant to this RFP, the Services must include facilities, services, products, and equipment to meet the following minimum criteria:

Event Date and Schedule

Facilities proposed to host the Event must be available for at least one of the following dates:

Wednesday, September 28, 2022;
Thursday, September 29, 2022; or
Friday, September 30, 2022.

Proposals should confirm the provider's availability for both dates, if possible. The desired schedule for the Event is:

7:00 AM to 11:00 AM	Set-up
11:00 AM to 11:30 AM	Networking (reception area and VIP room)
11:30 AM to 1:30 PM	Luncheon
1:30 PM to 2:30 PM	Conclusion and clean-up

Event Space

Facilities proposed to host the Event must include:

1. A banquet room to accommodate up to 700 attendees for a luncheon;

2. A reception area for all attendees; and

3. A private reception area for a smaller number of VIPs, which is separate from, but easily accessible from, the banquet room.

Food and Beverages

For the Event, the successful service provider shall, at a minimum:

1. Provide and serve beverages for both reception areas, prior to the luncheon, to include: regular and decaffeinated coffee, hot tea, cream, sugar, and water (cold bottles or pitchers with glasses and ice);

2. Provide and serve food and beverages for the banquet room, to include: a three-course plated luncheon, regular and decaffeinated coffee, hot tea, iced tea, and water;

3. Provide and serve food and beverages for Event volunteers, to include: a light breakfast selection with beverages (coffee, tea, water, and juice), which can be served in reception area; and

4. Provide personnel to perform all set-up, serving, and clean-up for the Event.

Audio-Visual Capabilities

For the Event, the successful service provider shall, at a minimum:

1. Provide video monitors for a PowerPoint rolling scroll in the reception area;

2. Provide a stage with podium, piping, drapes, and rigging for a large banner (banner to be provided by WTC) in the banquet room;

3. Provide microphones, audio equipment, teleprompter, lighting, video presentation screen(s), and monitors for the banquet room;

4. Provide equipment that allows access and capability for audio-video recording;

5. Provide Wi-Fi accessibility for staff and guests; and

6. Provide personnel to install and operate the stage and audio-visual equipment described above.

Proposal Content

Proposals must include, at a minimum, the following information:

1. Facilities, Services, Products, and Equipment. Proposals shall clearly state and describe the facilities, services, products, and equipment to be provided for the Event, as well as identify any subcontracted vendors who would provide the Services. Please indicate willingness to coordinate with WTC staff.

2. Availability. Provide a statement as to availability for the preferred Event dates identified in this RFP.

3. Proposed Fees/Expenses. Proposals shall clearly state all fees and expenses to be charged for performance of the Services:

    a. Prices shall be itemized and identify the Services to be provided by any specific subcontracted vendor.

    b. A five percent (5%) proposal discount shall be applied to MBE firms during the evaluation process. The proposal discount shall lower the eligible MBE firm's price proposal but shall not reduce the contract award amount. In order to qualify for the proposal discount, the eligible MBE firm shall include with its proposal a copy of a current MBE certification approval letter issued by a federal, state, or local governmental entity.

    c. It is anticipated that a maximum not to exceed amount will be established for the Services.

Selection Criteria

Proposals submitted will be reviewed by the WTC's staff for completeness and qualifications. Selection of a firm will be made on the basis of the following criteria:

1. Perceived quality of facilities and amenities offered;

2. Venue availability, location, and accessibility;

3. Cost, after application of any applicable MBE discount, as described above;

4. Willingness and ability to work in a coordinated, cooperative manner with WTC staff; and

5. Responsiveness to the RFP categories.

The World Trade Center-St. Louis actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The WTC does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award. Equal Opportunity Employer.

Terms and Conditions

The following terms and conditions apply to all proposals:

1. The WTC reserves the right to reject any and all proposals submitted; to select one or more responding parties; to void this RFP and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; and to select a final party/parties from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. The WTC also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.

2. This RFP does not commit the WTC to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of the WTC as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.

3. By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold the WTC, the St. Louis Economic Development Partnership and its affiliated entities, St. Louis County, the City of St. Louis, and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.

4. By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.

5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFP.

Submission of Proposals

To be considered, proposals must be received no later than Friday, July 29, 2022, at 3:00 PM CST. Proposals received after the deadline may not be considered.

Schedule

RFP Published	Thursday, July 7, 2022
Questions Submitted by	Wednesday, July 20, 2022
Questions Answered by	Friday, July 22, 2022
Submission of Proposals by	Friday, July 29, 2022

Questions about this RFP should be sent by email to hbean@stlpartnership.com. Any answers to questions will be provided to all interested parties and will be released as an addendum to this RFP on the Partnership's website, https://stlpartnership.com/rfp-rfq/, after the date indicated above.

Electronic proposals should be sent by email to hbean@stlpartnership.com.

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