**Maintenance Superintendents Association**

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**REQUEST FOR PROPOSAL**

**RFP No. 2013-01**

**2016 Conference and Equipment Show**

**Submittal Deadline: Tuesday, May 31, 2013 before 2:00 P.M.**

Please submit one (1) copy of your written proposal to each individual listed below. FAXED proposals will not be accepted.

|  |  |  |
| --- | --- | --- |
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7. **EVENT NAME AND PURPOSE**

The Maintenance Superintendents Association (MSA) Board of Directors (Board) invites proposals for the four-day Annual Conference to be held in September or October of 2016 and a one-day Board meeting to be held by the MSA Board in January of the same year. The Conference has attracted more than 250 participants representing Local, County and State agencies and the vendors and contractors that provide them service.

MSA conferences have provided extensive workshops, training sessions, panel discussion and presentations to further the professional development of those involved in public service and provide an exhibition of the vendor’s and contractor’s equipment and services.

Some of the goals of the conference and equipment show are to provide:

* Specific, up to date, training workshops to government agency members and vendors and contractors
* Educational and organizational materials to bring back to the agencies and businesses
* Opportunities to meet and interact with leaders in the industry and opportunities to network with other agencies and businesses
* Exhibition of the latest in technology and industry materials and supplies
* Awards to distinguished members

Additionally, a golf tournament, fishing tournament and spousal program will be offered.

1. **EVENT HISTORY**

The Maintenance Superintendents Association is a non-profit organization established in 1966 and is supported by a membership comprised of lead, supervisory, Management, Municipal, County, State and Special District employees who are responsible for, and dedicated to the cost effective maintenance of the Public infrastructure, and the commercial entrepreneurs who supply them with the equipment, materials and technical support to carry out this vital mission. The Association is also dedicated to the ongoing education of its members and the dissemination of available safety procedures.

With this in mind, MSA has hosted annual conferences to support this mission. Conferences are held throughout the western region, including Arizona, California and Nevada. The event is typically held Tuesday through Thursday, with Tuesday being a registration and Golf Tournament day. Typically some type of activity is also planned on Monday for early arrivals. Some of those programs have been fishing trips, additional golfing opportunities and sight-seeing. In addition, a Board and final conference meeting is held on Friday following the conclusion of the conference.

The past two conferences have been held at the following locations:

* 2011: Santa Maria, CA. at the Radisson Airport Hotel, where over 200 members and 49 vendors participated using 560 room nights. The conference held a golf tournament where 108 members participate, with lunches and raffle prizes included. The conference provided a two-day spousal program, which included a trip to the local historical district for shopping and lunch, and a wine tour. The conference also hosted 18 separate education and training session, along with seven different meal venues. The theme of the conference was western and ended with a banquet dinner and award ceremony in western costumes.
* 2012: Indio, CA. at the Fantasy Springs Resort Casino; where over 250 members and 50 vendors participated with an estimated 500 room nights. The conference held 25 training and educational workshops, along with a BMX demonstration by a professional group of riders. A golf tournament was held and over 120 golfers participated. The conference had six meal venues; provided a spousal program, which included a trip to spa and wine tasting. The conference concluded with a banquet dinner and award ceremony featuring a 70’s theme.

**III. ATTENDEES**

Historically the general demographics of the conference attendees is 70% male, 30% female ranging in age from 25-65. The group is comprised of government employees from the operative staff to managers, contractor’s sales staff and owners. In the past few years, the conference attendance is averaging in the low to mid 200s. Most of the attendees participate in the two-day educational opportunities. The spousal program typical averages 20-25 participants. The golf tournament typically sells out and the banquet dinner averages in the 75-100 range. We expect a slight increase in these numbers due to our location and the optimistic outlook for our economic recovery by 2016.

**IV. CONFERENCE DATES**

The conference is typically held during the month of September and occasionally the first week of October. The last two conferences were held October 4-7, 2011 and September 24-28, 2012. The conference days are typically Tuesday through Thursday with Tuesday being registration and golf tournament day and depending on availability a Fishing Trip on Monday

The Board is flexible on dates within this timeframe, and proposers are encouraged to consider alternative days, i.e. Monday through Wednesday.

Additionally, most conferences may have a Monday event and it is typically fishing if near the coast. Further, **the Board of Directors holds a Board meeting on Friday following the conference.** This meeting involves 30 to 40 participants that will need to sit at a U shape table setup, possible AV needs include a projection screen and projector. The meeting usually starts at 8:00 am and continues until 2:00 pm. A continental breakfast will be served and available at 7:00 am. Coffee and juices are to be kept fresh until noon. This meeting will be held in a "Board Room" large enough to accommodate the above mentioned numbers.

**V. ACCOMODATION NEEDS**

The following requirements relating to the hotel, meeting space, exhibition space and related items will be considered as an integral part of the overall proposal package. If any of the requirements below are not able to be met, please indicate in writing why.

1. HOTEL REQUIREMENTS:

The minimum guest room block for the three (3) day conference has typically averaged around 500 room nights. Please provide a sample guest room contract with your proposal.

1. ROOM RATES:

Provide pricing for single, double, double/twin, suites and special rooms. The hotel must guarantee a firm room rate. The hotel/site will not advertise or give other groups or an individual staying at the site over any of the dates of MSA’s conference a more favorable rate unless that rate is extended to MSA attendees as well. The intention of this clause is to avoid the appearance that MSA attendees are paying a higher rate. MSA may agree in writing to waive the group, and the number of rooms at that rate. This excludes existing volume contracted accounts with tour operators and wholesale accounts.

1. ROOM BLOCKS:

The hotel agrees to hold and reserve the guest rooms for the dates and rates specified, for the exclusive use of the MSA and its meeting attendees, guests and related individuals, subject to actual use as well as the reservation and payment procedures or restrictions specified in the agreement. Rates quoted exclude any state and local taxes. These rooms will be known as the MSA Annual Conference “room block.” The hotel shall not unilaterally reduce the room block prior to the cut-off date, or levy any other fees or charges for these rooms, without the Association’s prior written consent. Following the room block cutoff date, reservations will be accepted for MSA guests on an availability basis, at the guaranteed conference rate.

Suites within the MSA room block may only be assigned and reserved by the MSA representative or his/her designee. Any direct requests for suites will be referred to the MSA representative.

Based on availability, the special MSA Hotel rates will be available to all MSA guests’ three days prior and three days following the dates for which rooms are blocked, as long as their stay is contiguous with the MSA event.

If MSA guest reservations are made at least two weeks before the event, individual room confirmations’ will be sent to the guests.

1. STAFF ROOMS:

The hotel will set aside a **block of fifteen (15) rooms** from the room block outlined above for the Association’s use. Staff rates will be **thirty percent (30%) off** the confirmed guest room rate. MSA will advise the hotel by one week prior to the event, who will be assigned the staff rooms and how billing is to be handled.

1. ADDITIONAL ROOM OCCUPANTS:

There will be no additional charge for extra persons sharing rooms.

1. COMPLIMENTARY ACCOMODATIONS:

**One complimentary room night will be provided for every 40 paid room nights on a cumulative basis (1/40).**  The complimentary allotment will be credited to the MSA Master Account based on actual pick-up from the program’s single accommodation contracted rate (plus applicable taxes) following our group’s departure. All rooms, including those reserved after the cut-off and over the block, will be included in the base calculation. All rooms in each suite will be counted as a room night.

Pre- and post-room nights (three (3) days prior to and three (3) days after the original program dates) will be included in the complimentary calculation.

1. ADDITIONAL CONCESSIONS:

* **One (1) complimentary Hospitality Suite per night** from Sunday through Friday, for the MSA hospitality events.
* **Twelve (12) complimentary room upgrades** for length of stay of occupant.
* **A complimentary room will be provided for the MSA Executive Board President** for each night during the event, separate from the one-per-forty **complimentary room policy.**
* The hotel agrees that suites within the MSA block may only be assigned and reserved by the MSA contact or his/her designate. Should the hotel receive any direct request for suites, the caller will be referred to the MSA contact,
* Complementary Wi-Fi will be available “free of charge” in all MSA rooms.

1. CURRENCY / COMMISSION / REBATES:

Specify the rate of commission or rebate on lodging that the hotel will pay MSA. A **minimum rebate of $15 per room** night is requested.

1. HISTORICAL ROOM NIGHT PATTERN:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Sun | Monday | Tuesday | Weds | Thurs |
| Guest Rooms | 30 | 60 | 150 | 150 | 90 |
| Pres. Suite | 1 | 1 | 1 | 1 | 1 |
| TOTALS | 31 | 61 | 151 | 151 | 91 |

1. BEST ESTIMATE:

MSA’s room block is an estimate only based on the history of previous meetings held and not for purposes of a guarantee by MSA. MSA reserves the right to adjust this block.

1. GUEST SERVICES:

MSA will require the following guest services. Please indicate the services your able to provide and those that you’re not able to provide (including why) in writing.

* The hotel will provide complimentary nightly turndown service for all MSA guests.
* The hotel will provide complimentary access to health club facilities for all MSA guests.
* The hotel will provide complimentary morning newspaper delivery to all guests within the MSA block.
* During peak arrival and departure days, staffing at the front desk and bell desk will be increased to meet the demands of the attendees. The hotel will provide the number of employees this includes for each area.
* The hotel will provide, on a complimentary basis, sufficient security to protect MSA property, booths and equipment show display area.
* Based upon availability, the hotel will provide early check-in and late checkout for MSA guests at no additional charge, on an as-requested basis.
* The hotel courtesy vehicle will be available complimentary upon request by the MSA representative for use by MSA VIP's during the event. This vehicle is to be driven exclusively by hotel staff.
* The hotel will provide maximum staffing of telephone operators and will provide message service for hotel guests and message boards for equipment show attendees.
* The hotel will have a professional concierge on duty during normal business hours and key MSA events, as determined with the MSA.
* Additionally, located within eyesight of the front desk, the MSA will install an MSA banner to be in place for the duration of the Conference. The hotel and the MSA will agree upon placement of the banner.
* Room service will be available from at least 6:00 a.m. until midnight - daily.

1. ADDITIONAL CONSIDERATIONS:
2. The hotel agrees to allow the MSA to attire, at a minimum, its front desk, bell desk, and curbside greeters’ staff in MSA products (i.e., logo, golf shirt, jacket, cap, and pin). The MSA will provide these products complimentary.
3. Construction will not be planned at the hotel (other than emergency repairs - of which the MSA representative will be immediately advised) during the MSA event. If renovations occur that significantly hinder the MSA's guests or events, the hotel will credit the MSA master account in the amount of $15,000 for each day the work continues.
4. There shall be no additional cost for parking at the hotel.
5. MEETING AND FUNCTION ROOM REQUIREMENTS:
6. Banquet style seating for two general sessions and a banquet dinner to accommodate 100-150 people. Breakout rooms that will accommodate no less than 150 people classroom style seating. Please indicate whether Presenters can bring in their own audio/visual equipment without additional charge and if the meeting rooms have high speed internet. Please indicate whether you offer day meeting package rates.
7. MSA will require concurrent setups of ten (8-10) rooms seating thirty (20-30) people each in classroom style seating. Please indicate whether you have a permanent boardroom set up and how many people it can accommodate.
8. The public address system used by the speakers must be separate from the regular public address system throughout the hotel. The regular public address system must be locked out so that it will not interfere with speakers during meetings and/or workshops.
9. The hotel shall provide a microphone for each speaker's platform in break out rooms and a floor microphone for questions from the audience for each workshop meeting. This will include breakfast, lunches and banquet.

A typical event schedule and example is below.

*Monday*

Fishing Trip Depart 6:00a

CPRS Class 8:00a 5:00p

Registration 12:00p 5:00p

Exhibition Area Set-up 12:00p 5:00p

*Tuesday*

Golf Tournament 7:00a 2:00p

Registration 8:00a 4:00p

CPRS Class 8:00a 5:00p

Vendor Set-up 9:00a 4:00p

Chapter Hospitality Reception 5:00p 7:00p

*Wednesday*

Registration 7:00a 4:00p

Breakfast and Welcome Speaker 7:00a 8:00a

CPRS Class 8:00a 12:00p

Exhibits 8:30a 4:00p

PAPA Class 8:30a 4:00p

Spousal Program 9:00a 4:00p

MSA Workshops & Training 8:30a 4:30p

President’s Lunch and Keynote Speaker 12:00p 1:30p

Past Presidents’ Meeting 2:00p 3:00p

Vendor Hospitality Reception 5:00p 7:00p

Thursday

Exhibits 8:00a 2:00p

MSA Workshops 8:30a 11:45a

Spousal Program 9:00a 3:30p

Vendor Meeting 11:00a 12:00p

Lunch, General Meeting and E-Board 12:00p 1:30p

MSA Workshops 2:00p 4:30p

Vendor/Exhibition Breakdown 2:00p 6:00p

Annual Dinner Banquet 6:00p 11:30p

Friday

E-Board Meeting 8:00a 1:00p

1. EXHIBITION SPACE REQUIREMENTS:

**MSA requires minimum of between 40,000 and 60,000 square feet of exhibit/equipment show space**. The type of equipment will range from mid-sized construction equipment (motor graders, backhoes, mobile sweepers, boom trucks) to pickup trucks. There will be display booths of all types. Indicate whether the space will be indoor or outdoor, rental cost per square foot per day and if there is any move-in or move-out costs and if there are any setup costs. Please describe the exhibit space.

**VI. FOOD AND BEVERAGE REQUIREMENT:**

1. MSA anticipates five (5) meals will need to be provided for 100-200 guests per sitting, including a semi-formal banquet. In addition, two (2) large cocktail receptions are also anticipated with 100-150 guests each. The typical schedule is listed below:

Day Type Attendees

Tuesday night: Large cocktail reception 100-150

Wednesday: Breakfast – full breakfast 100-200

Lunch – full lunch 100-200

Large cocktail reception 100-150

Thursday: Breakfast – full breakfast 100-200

Lunch – full lunch 100-200

Banquet Dinner 100-150

1. Include in your proposal if your hotel can provide the meal services, listed above, with a cost per-person on a sliding scale along with the date the hotel will guarantee a firm cost.
2. Provide your hotel policy for guaranteeing meal numbers and indicate if meal guarantee numbers can be provided by MSA 24 hours prior to the function and if a 10% plus or minus guarantee is acceptable. What is the hotel service charge and tax percentage on food and beverage?
3. MSA has provided some meal services by contracting with outside vendors or preparing food themselves. Please indicate whether outside catering or food can be brought into the hotel, and if so, what the requirements are.
4. Please indicate whether the hotel will waive corkage on beverages served in hospitability suites, at events or at the equipment show and if glassware, ice or other items are needed what the costs will be.

**VII. AUDIO / VISUAL NEEDS:**

1. Please provide any Discounts, third-party costs, if used, and indicate what equipment can be brought in by the Association at no cost. Please provide costs for using hotel provided a/v equipment.

**VIII. MISCELLANEOUS**

A**.** The hotel shall carry liability, fire, burglary and other insurance in such dollar amounts as are necessary to protect it against any claims arising from any activities conducted in the hotel during the Conference period, per Conference or post Conference MSA meetings.

B. The hotel represents and warrants that it complies with, and shall comply during the term of the Agreement, all local, state and federal fire, safety, building, handicapped access and other codes and regulations. The hotel further represents and warrants that it maintains and shall maintain during the term of the agreement/contract, procedures and policies concerning fire safety and other safety issues. The hotel shall make all such procedures and policies available to the MSA for inspection upon reasonable notice.

C. The hotel will establish a master account for the MSA Conference Committee. The MSA shall advise the hotel of the persons authorized to sign for these charges. Only those charges specified by the MSA and signed for by authorized personnel shall be charged to the master account. Individual attendees are responsible for all costs associated with their rooms, including without limitation room service charges, telephone charges, movie charges, cancellation fees, taxes and the like, and the MSA shall assume no responsibility for them.

D. What major airport is available and the distance from the hotel?

E. Does the hotel provide complimentary shuttle service to and from the major airport?

F. Describe the availability of golf and tennis facilities and the distance from the hotel.

G. List other nearby attractions available for two (2), one (1) day spouse tours.

H. Describe incentives, if any, which the host city’s Visitors and Convention Bureau will provide.

I. What staff resources from within your own city and nearby cities are available to help in organizing and hosting the Conference and Equipment Show?

J. The Association will provide additional insurance up to one (1) million per incident coverage.

K. The hotel shall agree to send the “Sales Manager” in charge of our 2016 conference to the San Diego conference to distribute promotional materials and be available for questions from the Executive Board at the Friday Board meeting and inquires from members in attendance at the San Diego conference.

**IX. HOTEL REFRENCES**

A. Hotel to provide (in writing) from the last three conferences held at the hotel.

We expect to make final decisions after site evaluations and discussions with qualified proposers.

We expect to complete the selection process by January 1, 2014