



REQUEST FOR PROPOSAL 2012

IS USBC BA OPEN CHAMPIONSHIP TOURNAMENT BID

Thank you for your interest in bidding on the **2012** Indiana State USBC BA Open Championship Tournament. The selection will be made as a package to award the winning bidder the opportunity to host the Indiana State USBC BA Open Championship Tournament for the year **2012**. As in the past, only **local USBC merged and BA associations are able to bid** and host the IS USBC BA Open Championship Tournament. All bids submitted by non-local USBC associations (including hotel properties, CVB's and Chamber of Commerce's, etc.) will be discarded without exception. As effective bidding is one of the most important skills that can be developed in the bowling industry, we will expect each bid to follow the requirements exactly as they are set forth. All incorrect or incomplete responses will be discarded without further consideration.

The Indiana State USBC BA Board of Directors, excluding any members who are finalists for hosting the annual meeting, will have the final vote, without any oral presentations, gifts or expectations by the bid organization, for the **2012** host city. The selected city will be posted on **www.indianausbc.org**.

and announced during the Indiana State USBC BA Annual Delegates Meeting.

Please note: The Indiana State USBC BA does not have a formal policy relating to a geographical rotation of the IS USBC BA Open Tournaments. **The final selection is made based upon the quality of bids submitted for the year in question.** A contractual agreement between the IS USBC BA and all parties will finalize acceptance.

BIDDING PROCEDURES

You may only submit a bid to be selected as the host city for the year of **2012** as specified. The host organization should understand that any bid packages submitted for future Tournament dates would be discarded without exception.

Bid documents must be bound using a three-ring binder, or coil or comb binding. If odd shaped items must be included, (brochures, pamphlets, etc.) insert them into sheet proctors then bind together with the remaining documents. Bids must address each requirement, in order, as listed in Requirement to Bid and Two (2) original copies of your bid must be sent to the IS USBC BA Association Manager.

The IS USBC BA Association Manager must receive a bid postmarked no later than May 25, 2010 Any bid not postmarked by this date will be in violation of the bid procedures and will be discarded unopened.

Questions regarding bid procedures should be directed to Dan Cappa, Association Manager, at (765) 939-8641 or associationmanager@indianausbc.org

REQUIREMENTS TO BID

Listed below are the **minimum** requirements to host the Indiana State USBC BA Open Championship Tournament. **These requirements are not negotiable. Do not submit a bid unless you are able to meet all of the requirements outlined below.**

A. Letters of Commitment

The host organization, Headquarters hotel and additional hotel (if applicable) must review, print on company letterhead and sign their designated Letter of Commitment (Attachment A1-A3). These letters bind the signers and his/her organization/hotel to the requirements outlined in the bid. The current president, and association manager or authorized representative must sign the letter for the host organization and the general manager must sign on behalf of the hotel(s). Should the person endorsing the bid leave the host organization prior to the end of the period selected; notification must be submitted to the Indiana State USBC BA binding the organization to their commitment.

B. Active Participation in the Indiana State USBC BA

Only ACTIVE participants of the Indiana State USBC BA, showing at a minimum three (3) years of concurrent participation at the annual meeting or participation in any of the IS USBC BA tournaments at the time of bid submission, may submit a bid. Those not meeting this requirement are not eligible to submit a bid, **under any circumstances**.

Bids will include the year(s) the organization has hosted other events of the Indiana State USBC BA showing a commitment to the Indiana State USBC BA (State Championships, State Jamboree, etc.).

C. Annual Tournament Dates

The dates for the **2012** IS USBC BA Open Championship Tournament are each weekend starting on the third Saturday in February through the third Sunday in May excluding Easter weekend. **These dates ARE NOT flexible**. Bid will include a brief statement indicating committing to the required dates.

D. Headquarters Hotel

One (1) full service hotel will be proposed as the Headquarters hotel with the option of including Three (3) additional hotel's to meet the room block requirement (see Section F, Room Requirements). The additional hotels should be in close proximity to the proposed host hotel. The Headquarters hotel and/or adjacent convention center property must be able to meet all meeting space needs (see Section I, Meeting Space).

The Indiana State USBC BA will promote only the Headquarters hotel and three (3) additional hotels. A room rebate is required for the IS USBC BA to promote the hotels.

Bid will include information on the hotel(s) including: number of guest rooms, number/size of meeting rooms, restaurant(s) on site, check in/check out times, amenities offered to guests (pool, fitness facilities, and high speed internet), parking information, etc.

E. Recommended Room Rates

The IS USBC BA is proposing a range of room rates to meet the economic requirements of the participants in the tournament. The rates at the host hotel and additional hotels do not have to be the same.

The IS USBC BA will require a room rebate to offset monetary requirements. The IS USBC BA requires that all rebates must be paid to the IS USBC BA. If a rebate is included in the room rate, it must be clearly stated, along with the rebate amount and a statement confirming understanding of the policy. **The room rebate is payable to the IS USBC BA Monthly.**

Bid will include a brief statement listing and guaranteeing the rate to be in effect during the year of the Tournament, current State, County and City room tax and other standard room charges if applicable.

F. Room Requirements

The IS USBC BA requires that 300 room nights be available from the selected Headquarters and additional hotels per scheduled tournament weekend. The bid requires that room block(s) be held as of the time of bid submission. Bid will include a statement by the hotel(s) General manager(s) confirming the required room block(s) for the appropriate year are currently being held. Note: Finalist will be announced in June 2009 at which time room blocks of non-selected cities can be released.

G. Attrition Clause

Attrition Clauses will not be accepted as part of room block(s) commitment(s). Bid will include statement(s) to this effect from Hotel(s).

H. Complimentary Rooms Nights

The following complimentary room nights will be provided at the Headquarters hotel and additional hotels.

One (1) complimentary room night from the Headquarters hotel for staff site evaluation visit.

One (1) complimentary room night for event planning if required.

Nine (9) complimentary rooms distributed among the Headquarters and additional hotels for each Friday and Saturday for the duration of the tournament to be used for out-of-city staff. Requirements are a total of eighteen (18) complimentary room nights. Nine (9) for Friday and (9) for Saturday per scheduled tournament weekend.

I. Site Visits

Two Site visits will be scheduled to aid in the selection of, and planning for the event.

Pre-Selection Visit

A one-day pre-selection site visit to the finalist hotel(s)/cities will be performed by the IS USBC BA Headquarters facility will be notified if they are a finalist. The site visit will take place in **June 2010**. With the exact date to be determined. Headquarters hotel is required to provide 1 complimentary room night for pre-selection site visit (**see Section H, Complimentary room Nights**).

Planning Visit (If Required)

If selected, one (1) IS USBC BA staff member will perform a one-day planning site visit approximately six months prior to the event. Host hotel is required to provide complimentary room night for the staff member during site visit (**see Section H, Complimentary Room Nights**).

J. Additional Incentives

As a non-profit association, the IS USBC BA is proactive in looking for discounts and cost saving advantages for the event and its attendees. Bid should include a complete description of all incentives or discounts available to the IS USBC BA and its attendees that will set your city apart from other bidding cities. Examples include complimentary shuttle, free high speed Internet, rental discounts, unused comp room credits, etc.

K. Local Area Information

Many attendees enjoy the amenities of the host city before, during and after the event. Bid should include additional information on the area including, but not limited to, information on area attractions, ground transportation options, a guide to restaurants/bars, shopping areas and other general tourist information. Ease of travel to and around the host city will be a factor in the selection process.

Bid should include information specific to the IS USBC BA event and not be limited to generic tourism brochures and literature provided by a CVB.

L. The Role of the IS USBC BA

The IS USBC BA Staff, along with the Events Committee, will handle all budgeting, marketing, registration, planning and execution of the event. Therefore, the IS USBC BA must sign all contracts pay all invoices and receive all fees and room rebates. Bid should include a statement of understanding of the IS USBC BA's role in managing the event.

M. Marquee's and Signage

There is a requirement that the Host Hotel, Additional Hotels, Convention Center and Bowling Centers display "**Welcome Indiana State Open Championship Tournament**" on Marquee's and signage for every weekend the tournament is scheduled. Meeting room location and Hall of Fame banquet location signage is required for Opening Weekend activities. If the hotel's, convention center or bowling centers have any restrictions regarding Marquee and signage display include a copy of the policy(ies) in the bid.

N. Shipping Destination

Host association will arrange for a free shipping destination for the Indiana State USBC BA. Destination may be the host association office or another location, however shipment to a bowling center is not permitted. Items received at this location will include giveaway items, merchandise to sell, merchandise to raffle, merchandise display equipment, office equipment/materials and registration equipment/materials. This does not include exhibitor shipments. If the shipping destination is different than the host association office, the host association will arrange for transportation of items to location prior to the start of the tournament. Bid will include commitment to arrange shipping destination and mailing address where items are to be sent. If location/ mailing address changes, The Indiana State USBC BA must be notified promptly.

O. Staff/Volunteers

Host association will supply **12-18** volunteers/staffing for the tournament tasks each scheduled tournament day. Bid will include commitment to provide staff/volunteers for each of the tasks but not limited to the tasks listed below. Compensation for these volunteer/staff is the responsibility of the host association. Volunteers must attend IS USBC BA training session when scheduled.

Merchandise Sales Promotion

Brackets/Pot GM

Raffles

Check-in/Change duties. **(Does not include lane monitors and scorers)**

P. Bowling Center information

The Host Association will contact bowling centers in their area and complete the Bowling Center Information sheet **(3 pages attachment D)**. **The Indiana State USBC BA shall select the centers to be used based upon the information provided and a site evaluation. The information must be completed.**

Only lanes certified to be in compliance with USBC specifications will be considered. The selected centers must be capable of providing lanes in the time periods designated by the IS USBC BA.

Q. Specification Compliance

The Host Association must run zero line tapes and post these tapes in tournament headquarters prior to the start of each day tournament schedule. **Tournament Pins** - The bowling pins used for the annual tournament must at all times bear only the name and trademark of the original manufacturer or distributor thereof, and must be marked "USBC APPROVED". Pins that have been turned down, trimmed and then refinished, may not be relabeled or used in the tournament. The pins in use by the establishment(s) holding the tournament shall not be changed during the entire tournament, except for replacement of broken pins.

R. Bid Submission Guidelines

Bid documents must be bound using a three-ring binder or coil or comb binding with no loose items. Bid must include a completed Bid Submission Checklist (Attachment E). By completing the form you are committing to providing the requirements as explained in the RFP. **If you cannot meet all of the requirements, do not submit a bid, as it will not be considered.** In addition, any bid received without a completed checklist will be in violation of the bid procedures and will not be considered.

Host Association Letter of Commitment
Attachment AI

May 25, 2010

Dan Cappa
Association Manager
Indiana State USBC BA
3520 Wynfield Drive
Richmond, IN 47374

Dear Dan:

In response to the **2012** year Indiana State USBC BA Request for Proposal we are submitting this letter of commitment to serve as the Host Association. We understand by initialing the items listed below, and signing at the conclusion of this document, we are assuring the Indiana State USBC BA I/we have read, clearly understand and are committed to meeting all of the minimum requirements listed in the indicated section of the RFP for the **Indiana State Open Championship Tournament**.

As representatives of the host Association, I/we agree to the following requirements as outlined in the RFP and my bid packet:

- | | |
|--|---|
| <input type="checkbox"/> RFP Package | |
| <input type="checkbox"/> Bidding Procedures | |
| <input type="checkbox"/> Requirement to Bid | |
| <input type="checkbox"/> Letter Of Commitment | |
| <input type="checkbox"/> Active Participation | <input type="checkbox"/> Site Visits |
| <input type="checkbox"/> Annual Tournament Dates | <input type="checkbox"/> Additional Incentives |
| <input type="checkbox"/> Host Hotel | <input type="checkbox"/> Local Area Information |
| <input type="checkbox"/> Additional Hotels | <input type="checkbox"/> IS USBC BA Role |
| <input type="checkbox"/> Room Rates | <input type="checkbox"/> Marquee's and Signage |
| <input type="checkbox"/> Room Requirements | <input type="checkbox"/> Shipping Destination |
| <input type="checkbox"/> Attrition Clause | <input type="checkbox"/> Staff/Volunteers |
| <input type="checkbox"/> Complimentary Room Nights | <input type="checkbox"/> Bowling Center Information |
| <input type="checkbox"/> Bid Submission Guidelines | <input type="checkbox"/> Specification Compliance |

Should I/we no longer be officers of the host Association, notification will be submitted to the Indiana State USBC BA binding the organization to this commitment.

Host Association President

Host Association Manager

Print Name

Print Name

May 25, 2010

Dan Cappa
Association Manager
Indiana State USBC BA
3520 Wynfield Drive
Richmond, IN 47374

Dear Dan:

In response to the **2012** Indiana State USBC BA Request for Proposal we are submitting this letter of commitment to serve as the host hotel. We understand by initialing the items listed below, and signing at the conclusion of this document, we are assuring the Indiana State USBC BA we have read, clearly understand and are committed to meeting all of the minimum requirements listed in that section of the RFP for the **Indiana State Open Championship Tournament** .

As representatives of the host hotel, we agree to the following requirements as outlined in the RFP and bid packet:

- Annual Tournament Dates
- Host Hotel
- Room Rates
- Room Requirements
- Attrition Clause
- Complimentary Room Nights
- Marquee's and Signage
- Site Visits
- Additional Incentives
- IS USBC BA Role

Should I/we no longer be officers of the host Association, notification will be submitted to the Indiana State USBC BA binding the organization to this commitment.

_____ Signature, General Manager	_____ Signature, Sales Manager	_____ Signature, Host Association
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Print Name	Print Name	Print Name
_____	_____	_____

Additional Hotel letter of Commitment

Attachment A3

May 25, 2010

Dan Cappa
Association Manager
Indiana State USBC BA
3520 Wynfield Drive
Richmond, IN 47374

Dear Dan:

In response to the **2012** Indiana State USBC BA Request for Proposal we are submitting this letter of commitment. We understand by initialing the items listed below, and signing at the conclusion of this document, we are assuring the Indiana State USBC BA we have read, clearly understand and are committed to meeting all of the minimum requirements listed in that section of the RFP for the **Indiana State Open Championship Tournament** .

As representatives of the host hotel, we agree to the following requirements as outlined in the RFP and bid packet:

____ Annual Tournament Dates	____ Host hotel
____ Room Rates	
____ Room Requirements	____ Attrition Clause
____ Complimentary Room Nights	
____ Marquee's and Signage	____ IS USBC BA Role

Should I/we no longer be officers of the host Association, notification will be submitted to the Indiana State USBC BA binding the organization to this commitment.

Signature, General Manager

Signature, Sales Manager

Signature, Host Association

Print Name

Print Name

Print Name

Specification Compliance:

USBC Lane Certification Number: _____

Manufacturer and Name of Bowling Pins: _____

Bowling Pin Weight: _____

Thank you for sharing information with the Committee. All information provided is considered confidential and will only be shared with the IS USBC BA Board for site selection evaluation.

Required: Digital Photos of the Bowling Center Parking Areas, Concourse, Lanes, Lounge/Restaurant, and Staff Space etc. Will aid in the selection of a site.

Required: High Speed Internet Connection for both centers. The IS USBC BA utilizes technology that networks the Team and Minors centers.

Required: The selected centers must be capable of providing lanes in the time periods designated by the IS USBC BA.

Name of Individual Completing this form:
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Comments/Clarifications:



Indiana State USBC BA Annual Championship Tournament

Lane Maintenance Checklist

In order for the Indiana State USBC BA Annual Championship Tournament to be conducted in the most fair and competitive manner, this lane maintenance checklist must be completed and signed by the host center and a member of the tournament committee prior to competition.

This checklist will ensure that the tournament lane conditioning procedure will be fair from lane to lane, squad to squad, day to day, and weekend to weekend.

The Indiana State USBCBA appreciates your adherence to these guidelines so that every bowler will have a fair and equal opportunity to compete.

1. ____ The same type of oil is being used on this squad as compared to others
2. ____ The same type and mixture ratio of cleaner is being used on this squad as compared to others
3. ____ The same pattern is correctly being used on this squad as compared to others
4. ____ No significant changes to the buffing brush, transfer roller, and/or cleaning systems have been made
5. ____ If this is the first squad of the day, lanes should be started no earlier than two hours prior to start time
6. ____ If this is the second squad of the day, lanes should be run immediately before the start time
7. ____ If this is the second squad of the day, all lanes used on that squad must be conditioned again
8. ____ The cord must not drag on any part of the lane and should move only in the gutters
9. ____ The "lane burning procedure" (see below) has been thoroughly followed
10. ____ The lane cleaner volume is re-filled every 12 lanes
11. ____ The lane conditioner volume is re-filled every 12 lanes
12. ____ The lane cleaning squeegee is cleaned every 12 lanes
13. ____ Tapes have been taken and approved

****LANE BURNING PROCEDURE****

When beginning to clean and condition lanes prior to each squad, the host center must "burn" four (4) lanes. The most common way to do this is to run lanes 1-4 and then go back to lane 1 and officially start the lane maintenance process. If the center is not using all of the lanes, the "burn pairs" may be those which are not used in competition. This process is extremely important for all squads, but especially the morning squads after which the house pattern was run the night before. Ideally, the house would burn lanes 1-4 and then start the tournament on 5-6.

CENTER NAME: _____ EVENT: _____
DATE: _____ TIME: _____

INDIANA STATE USBC SIGNATURE _____
HOST CENTER SIGNATURE: _____

ATTACHMENT E
BID SUBMISSION CHECKLIST

Please complete the contact information below and check off each bid requirement. By checking off each item, you are assuring the Indiana State USBC BA you are committing to the minimum bid requirements as listed in the indicated section of the RFP. If you cannot meet **all** of the requirements, please do not submit a bid, as it will not be considered. In addition, any bid received without a completed checklist will not be considered. Each of these points should be **highlighted** and responded to separately within the bid.

Host Association Information:

Association National ID# _____ Name _____

Address _____

City _____ Zip _____

Phone Number _____ Email Address _____

Point of Contact _____

Bid Year: ____ **2012**

MINIMUM REQUIREMENTS TO HOST CHECKLIST

By initialing by each item below, you are assuring the Indiana State USBC BA you have read, clearly understand and are committed to meeting all of the minimum requirements listed in that section of the RFP for the Indiana State USBC BA Open Championship tournament.

- | | |
|--|---|
| <input type="checkbox"/> RFP Package | <input type="checkbox"/> Site Visits |
| <input type="checkbox"/> Bidding Procedures | <input type="checkbox"/> Additional Incentives |
| <input type="checkbox"/> Requirement to Bid | <input type="checkbox"/> Local Area Information |
| <input type="checkbox"/> Letter Of Commitment | <input type="checkbox"/> IS USBC BA Role |
| <input type="checkbox"/> Active Participation | <input type="checkbox"/> Marquee's and Signage |
| <input type="checkbox"/> Annual Tournament Dates | <input type="checkbox"/> Shipping Destination |
| <input type="checkbox"/> Host Hotel | <input type="checkbox"/> Staff/Volunteers |
| <input type="checkbox"/> Additional Hotels | <input type="checkbox"/> Bowling Center Information |
| <input type="checkbox"/> Room Rates | <input type="checkbox"/> Specification Compliance |
| <input type="checkbox"/> Room Requirements | |
| <input type="checkbox"/> Attrition Clause | |
| <input type="checkbox"/> Complimentary Room Nights | |
| <input type="checkbox"/> Bid Submission Guidelines | |