



THE WORLD GAMES 2022 | BIRMINGHAM, ALABAMA, USA | JULY 7-17, 2022

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# **RFQ - Golf Carts**



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The World Games 2022 Birmingham Organizing Committee seeks Quotes from qualified companies capable of providing Golf Cart rental services for The World Games 2022 Birmingham.

Following are the details related to the project overview, assessment criteria and selection criteria. Selection will be based upon the applicant(s) who best matches the assessment criteria. **You may choose to bid on all of or part of this list of services.**

Contact & Questions, please email: [woo@theworldgames2022.com](mailto:woo@theworldgames2022.com)

Address: The World Games 2022 Birmingham  
950 22nd Street North, Suite 600  
Birmingham, AL 35203 USA

## **SECTION I - OVERVIEW**

### **About the Organization**

The World Games take place every four years in the year following each Olympic Summer Games. More than 25 non-Olympic sports are showcased and the event features 3,600 athletes from more than 100 countries competing for gold in more than 180 medal events. The event owner is the International World Games Association (IWGA), founded in 1980.

The World Games are staged over a period of 11 days, beginning with the traditional pageantry of an Opening Ceremony, and concluding with the Closing Ceremony celebration and passing of the flag to the next Host City.

The World Games 2022 Birmingham Organizing Committee (BOC) will lead the planning efforts, management, and execution of The World Games 2022 Birmingham (TWG 2022). **TWG 2022 is scheduled to take place in Birmingham, Alabama between July 7-17, 2022.**



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## **SECTION II – SCOPE OF SERVICES**

Detailed in Exhibit A

## **SECTION III – HIRING PROCESS**

Supplier(s) are solely responsible for all hired personnel. Supplier's employees are not eligible for TWG 2022 work if an employee has been convicted of, has charges currently pending, or has been granted diversion by any court, for any of the following: 1) any felony offense; 2) any crime involving force or moral turpitude; 3) any offense involving dishonesty or false statements; 4) any crime involving a controlled substance. If you believe your company has cause to hire someone who does not meet these requirements please submit justification within your bid.

**All personnel hired to be positioned to work with TWG 2022 will be required to go through a screening process and complete training at no cost to the BOC.**

## **SECTION IV – EVALUATION CRITERIA**

TWG 2022 Birmingham will review and evaluate all Quotes submitted for consideration based upon the following criteria, without limitation, in no specific order:

1. Responses to all questions and requested materials of the RFQ.
2. Financials – Overall costs and rates / ***If supplier is willing to provide sponsorship revenue, trade services or provide in-kind services, this will also be taken into consideration.***
3. Ability to provide five (3- 5) client references to the scope of TWG 2022 Birmingham.  
Responding supplier(s) to this RFQ should be able to demonstrate a minimum of three (3) years direct experience coordinating for comparable size events.
4. Ability to participate in periodic meetings with BOC.
5. Oral presentation, if required by BOC.

## **SECTION V – COMPLIANCE, DIVERSITY AND INCLUSION**

### **AMERICANS WITH DISABILITIES ACT**

The selected supplier agrees to comply with all of the rules and regulations contained within the American with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 to 12213, inclusive, 47 U.S.C. 225 and 47 U.S.C.611).

### **SUPPLIER DIVERSITY**

### **LOCAL, SMALL & DIVERSE SUPPLIERS AND THE ENVIRONMENT**



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## Small, Diverse and Local Business Commitment

A key initiative for The World Games 2022 Birmingham Organizing Committee (TWG 2022) is the growth and development of our Supplier Diversity program—also known as the World of Opportunity (WOO). It is our goal to make every effort to engage and provide opportunities to the Small, Diverse and Local (SDL) businesses in Birmingham and its greater metropolitan area within a 75-mile radius of the city.

Our commitment to the City of Birmingham and our community is to seek to achieve a minimum of thirty-five percent (35%) of our collective available spend with SDL businesses. In that spirit, we expect our partners to join with us in our best efforts to intentionally plan, at the outset of their contract, to achieve these goals through their direct and tier 2—or sub-contractor—available spend.

The following is an outline of specific strategies we ask our partners to join to help achieve this effort:

- Contractors shall use **reasonable efforts, in partnership with TWG 2022 through the WOO, to source, utilize and pay SDL suppliers**, if applicable to providing their contracted goods and services to TWG 2022, in at least an amount equal to TWG 2022's minimum SDL supplier utilization goal of thirty-five percent (35%) of the total value of available spend.
- TWG 2022 asks that, **within 30 days of contract execution**, our awarded vendors provide a preliminary list of tier 2 and supplier goods and services needed to execute the contract for goods and services that could contribute toward our thirty-five percent (35%) utilization goal.
- **Where possible and applicable**, contractors will utilize our **Customer Vendor Management (CVM) database to search for local suppliers**
- Contractors will **partner with TWG 2022** and its primary vendors **in a job fair** aimed to allow said contractors the ability to recruit and hire employees to staff available opportunities for the duration of the 11-day event.
- Contractors will **participate in TWG 2022's vendor engagement fairs** (a separate initiative from the job fairs noted above) to build relationships with potential SDL suppliers.
- In order for the TWG 2022 to report our ongoing progress to achieve thirty-five percent (35%) SDL goal to the City of Birmingham, vendors must **submit a quarterly SDL spend report** through the CVM system. Vendors will need to attend a training class to obtain user credentials and learn how to submit the information through the CVM system.



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## Supplier Diversity Categories

### TWG 2022 Supplier Diversity categories:

- 1) Minority Business Enterprise (MBE)
- 2) Women Business Enterprise (WBE)
- 3) SBA 8(A)
- 4) Small Disadvantaged Business (SDB)
- 5) Disadvantaged Business Enterprise (DBE)
- 6) Woman-Owned Small Business (WOSB)
- 7) Economically Disadvantaged Woman-Owned Small Business (ED-WOSB)
- 8) HUB Zone (HUBZone)
- 9) Veteran Owned Business (VBE)
- 10) Service Disabled Veteran (DVBE)
- 11) Historically Black Colleges and Universities (HBCU)
- 12) Gay, Lesbian, Bisexual, Transgender (LGBTQ)
- 13) Alaskan Native Disabled
- 14) AbilityOne Program
- 15) Small Business Enterprise (SBE)
- 16) Local Suppliers (within a 75-mile radius of the city of Birmingham)

Information within your Quote demonstrating a commitment to utilizing local, small and diverse suppliers and/or environmentally-friendly practices will be considered during the evaluation process.

### **Sustainability**

The BOC is also interested in knowing the availability and feasibility of sustainability and environmentally-conscious practices of the vendor.

### **SECTION VI – REQUIRED Quote INFORMATION AND SUBMISSION**

#### **Quote Preparation**

The bidder's name must appear on each page of the Quote. Any erasures, cross-outs, alterations or other changes must be initialed by the person signing the Quote. Any exceptions, alterations or changes to the terms of this document must be submitted and initialed by the person signing the Quote. The person signing the Quote must be authorized to commit the bidder and to conduct negotiations or discussions on its behalf if requested or required, or both.

- The BOC reserves the right to reject any or all Quotes, to waive any informality, or minor irregularities, or both, and make a decision and/or award the Supplier(s) who can provide the requested services.



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- The bidder's response to this RFQ will be the primary source of information used in the evaluation process. The BOC may: 1) contact any bidder to clarify any response; 2) contact any current references and/or users of the bidder's services; 3) solicit information from any available source concerning any aspect of the Quote; and 4) seek and review any other information it deems pertinent to the evaluation process.
- The bidder must disclose any information of pending sale, merger, or joint venture their organization is considering that could occur prior to the TWG event within the Quote.
- A Quote that is incomplete, appears unrealistic in terms of technical commitments, demonstrates a lack of technical competence, or is indicative of a failure to comprehend the specific needs, requirements and/or the complexity and risk of the contract may be rejected.
- The BOC assumes no liability for any costs or expenses incurred by the bidder in the preparation and delivery of a response and attendance of any subsequent meetings relative to this request for Quote, including but not limited to any site inspections or route overview and testing.
- Any bidder may modify or withdraw its Quote at any time, upon written notice submitted as required of the original Quote, prior to the closing bid receipt. Any exceptions, alterations or changes received after the submission deadline will not be considered unless postmarked five (5) days preceding the submission deadline and received before award of contract. Facsimile copies of the original response to this request for Quote will not be accepted.

## **Oral Presentation**

Vendors who submit a Quote in response to this RFQ **may be required** to give an oral presentation of their Quote to the BOC. This will provide an opportunity for the Supplier(s) to clarify or elaborate on the Quote, but it will in no way change the original Quote. The BOC will schedule the time and location of these presentations at the expense of the prospective Vendor.

## **SECTION VII - REQUIRED Quote FORMAT**

It is requested that each bidder's response to this request for Quote be prepared and submitted as outlined herein. Each section of the response should contain all information pertinent to its specific topic.

- A. SUPPLIER CONTACT INFORMATION** – The first section of each Quote should indicate the name and address of the Supplier and the name(s), title(s), address(es), telephone number(s), fax number(s) and email address(es) of Supplier personnel who are authorized to represent the supplier.
- B. SUPPLIER EXPERIENCE** – Provide detailed responses to each of the following questions:
1. Describe the variety of services your company is capable of providing.
  2. Describe the expertise of the staffing program, which will assure all personnel assigned to perform under any resultant contract, shall be capable and qualified in the work assigned to them. Please include a detailed staffing plan of how the proposer intends to operate



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before and during the Games (including an organization chart, composition of the proposed team, and respective responsibilities).

3. Indicate all large multi-sport, senior, masters, and other major events proposer has provided services during the past four (2 - 4) years, including:
  - Name of the event
  - Size of the event (# of teams/athletes)
  - Length of the event (number of days)
  - Single location or multiple locations?
  - All services the proposer provided for the event
4. Describe relevant experience the proposer has within Birmingham, Alabama.
5. Describe any unique capabilities or technology you plan to utilize in order to fulfill your obligations.
6. Provide your company's last two years of compiled financial statements as evidence of financial stability.
7. Indicate your company's sustainability policy and implementation strategy.
8. What other large-scale events would your organization be charged with delivering in the state of Alabama from July 1, 2022 to July 31, 2022?

**C. PROJECT PLAN** – Provide a description of the services the Supplier will provide during TWG2022 at all venues and specific locations. The proposed project plan must include a detailed plan of action of each service. **A successful Quote provides answers to the following questions:**

1. Provide a detailed outline of the proposed TWG2022 plan showing how the supplier plans to meet all responsibilities stated under the Scope of Services with a timetable.
2. Describe in detail how your firm will be organized to manage services at multiple venues at different locations with multiple events occurring within the same timeframe. Indicate by position or title the person who will have the overall responsibility for the TWG2022 account, and your overall management strategy for this event.
3. What is the Supplier's payment procedure (e.g., contract, deposit, and signed agreement)? Are there any discounts for particular payment arrangements? Include a proposed payment schedule.
4. Supplier to define storage requirements for the duration of the event including any other venue requirements.



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5. What are the Supplier's current levels of insurance?
6. Describe any additional services that you regularly provide that could enhance the overall experience of TWG2022.

**D. COSTS** - Please provide a comprehensive analysis of the total cost in a budget spreadsheet in the following format (inclusive of all applicable taxes):

The supplier's detailed budget should include a line-by-line breakdown of expenses. Full assumptions and specific costs should be provided to support how the pricing has been structured.

1. Provide unit costs as described in Exhibit A.
2. Provide hourly rates for employees, supervisors and event managers.
3. Provide a projected or range price breakdown of each venue stated in the Quote.

**E. ACCOUNT MANAGEMENT CONTACT** – Who is lead contact if awarded the bid for managing and overseeing the planning and delivery efforts to lead TWG2022 plan? Please provide professional background information.

**F. REFERENCES** – Please provide a minimum of three (3) references for whom you have provided the type of services herein. Including the date(s) the services were furnished, the name of the reference, contact name, address, email, and telephone number of the individual the BOC has permission to contact. These references should only include companies for which the Supplier has provided services similar in scope to the TWG2022.

**G. BIDDER ADDENDUM (Optional)** – The bidding entity may use this section to provide any additional enhancements, comments, identify any special stipulation of the bid, or address any issues not specifically identified in the request for Quote.





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## SECTION IX - BID SUBMISSION

Until Oct 29, 2021	Question phase: Any questions can be sent to <a href="mailto:woo@theworldgames2022.com">woo@theworldgames2022.com</a> . Questions will be answered within 3 business days.
Oct 29, 2021	RFQ Response submitted via email to: <a href="mailto:woo@theworldgames2022.com">woo@theworldgames2022.com</a>
To Be Determined	Interviews and/or presentations as requested by BOC.

The bid selection process has 4 phases:

Phase 1	<ul style="list-style-type: none"><li>- Quote reviews</li><li>- Selection of vendors for an interview or presentation with TWG</li></ul>
Phase 2	<ul style="list-style-type: none"><li>- Host vendor interview and/or presentation</li><li>- Acquire any additional information</li></ul>
Phase 3	<ul style="list-style-type: none"><li>- Evaluate interviews/presentations</li><li>- Award bid (<i>Award will occur within 2-4 weeks of phase 2 completion</i>)</li></ul>
Phase 4	<ul style="list-style-type: none"><li>- Sign contract</li></ul>

All inquiries / questions / meeting reservations must be submitted via email only to [woo@theworldgames2022.com](mailto:woo@theworldgames2022.com)

***Please note BOC reserves the right to accept or reject any and all Quotes and to waive any irregularities or informalities in any Quote or in the Quote process.***



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## Exhibit A

### SCOPE OF SERVICES

The following section details the scope of services interested parties' responsibilities in providing all requested golf cart services for TWG2022. You may choose to bid on all of or part of this list of venues. The successful Supplier(s) are required to develop a plan that demonstrates how all responsibilities, hereunder, will be facilitated. *All items stated in the proposed project plan are subject to the BOC approval and subject to negotiation as a part of the final contract development process.*

Detailed schedule, final exhibit A, and final load in/out dates subject to change and will be finalized once a vendor is selected.

### SUPPLIER(S) RESPONSIBILITIES

- ☒ Enter into a contractual agreement with the BOC stipulating the obligations and responsibilities of each party necessary to administer the project plan.
- ☒ Supplier must comply and maintain through the duration of the resulting agreement, the proper licensing through the state regulatory board.
- ☒ Provide/manage the TWG2022 services that includes, but not limited to:
  - Providing like-new equipment
  - Load in and load out within given time frame
  - Maintenance on provided equipment throughout the event
- ☒ Include a plan of action for each venue listed above (if applicable), plus any other service Supplier(s) company might provide that could be beneficial. These plans should demonstrate how supplier(s) plan to execute services.
- ☒ Provide adequate, mutually agreed upon personnel to run all proposed services. This includes the responsibility to administer background checks, screening, drug tests, and training for all personnel that will be on the proposed TWG2022 team at no cost to the BOC.
- ☒ Develop a comprehensive set of station orders documenting both general procedures as well as site-specific responsibilities to be further discussed in detail if awarded bid.



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- Propose a timeline of requirements (background check, screening, training, etc.) to be completed to ensure preparedness and proper execution of all proposed services.
- Establish reliable and redundant communication channels with BOC.
- Contractor will be required to provide the following information no less than five (5) days prior to each event at each venue:
  - o Roster of employees who will be working at each venue
  - o A Copy of supplier's license/certification card issued by the State of Alabama

## FINANCIALS

- Propose a financial plan that includes estimated costs for equipment based on Exhibit A.
- Provide proof of insurance and coverage limits
- Provide a comprehensive proposed payment procedure including any discounts or sponsorships available.

*All information included herein is for the singular purpose of enabling respondents to prepare Quotes in response thereto and should be treated as confidential. The BOC shall own all Quotes, and materials related thereto, submitted in response to this RFQ. Maps available by request.*

Venue needs:

*If you do not have the exact items requested, please provide the closest substitute in your quote.*

1. Avondale Park
  - a. Load in: June 30, 2022 - July 6, 2022
  - b. Load out: July 18, 2022 - July 22, 2022
  - c. Event days: July 10, 2022 - July 17, 2022

4 seater with flip seat or flatbed	4
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2. Barber Motorsports Park (Lot, A, Lot B, and Lot C)
  - a. Load in: July 1, 2022 - July 7, 2022
  - b. Load out: July 13, 2022 - July 18, 2022
  - c. Event days: July 9, 2022 - July 12, 2022

4 seater with flip seat or flatbed	4
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### 3. Birmingham Crossplex

- a. Load in: June 30, 2022 - July 6, 2022
- b. Load out: July 18, 2022 - July 22, 2022
- c. Event days: July 8, 2022 - July 17, 2022

4 seater with flip seat or flatbed	2
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### 4. Birmingham Southern College

- a. Load in: June 30, 2022 - July 6, 2022
- b. Load out: July 17, 2022 - July 22, 2022
- c. Event days: July 8, 2022 - July 16, 2022

4 seater with flip seat or flatbed	4
6 Seaters	10

### 5. Oak Mountain (Lake and Nature)

- a. Load in: June 30, 2022 - July 10, 2022
- b. Load out: July 19, 2022 - July 24, 2022
- c. Event days: July 11, 2022 - July 17, 2022

4 seater with flip seat or flatbed	4
6 Seaters	4

### 6. Sloss Furnaces (Wall Area x2, Wall, Beach)

- a. Load in: June 25, 2022 - July 9, 2022
- b. Load out: July 17, 2022 - July 23, 2022
- c. Event days: July 9, 2022 - July 16, 2022

4 seater with flip seat or flatbed	4
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- 7. UAB - Bessie Estelle Park, T&F, & BBVA,
  - a. Load in: June 30, 2022 - July 6, 2022
  - b. Load out: July 17, 2022 - July 23, 2022
  - c. Event days: July 8, 2022 - July 16, 2022

4 seater with flip seat or flatbed	2
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- 8. John Carroll High School
  - a. Load in: July 4, 2022 - July 10, 2022
  - b. Load out: July 17, 2022 - July 23, 2022
  - c. Event days: July 12, 2022 - July 16, 2022

4 seater with flip seat or flatbed	2
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