



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

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Office Trailer

RFQ



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The World Games 2022 Birmingham Organizing Committee seeks proposals from qualified companies capable of providing office trailer 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

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 proposals 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 RFP should be able to demonstrate a minimum of three (3) years direct experience coordinating office trailers 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

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

Suppliers will illustrate their supply chain vendors on all purchasing to itemize all Tier 1 and Tier 2 spend. Tier 1 is defined as the entity who is directly awarded the bid/work from TWG and Tier 2 are the secondary suppliers and providers to Tier 1. The supplier will be required to submit company information in regard to diversity through the TWG CVM vendor management tool.

Sustainability

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

SECTION VI – AFTER-ACTION PLAN

Along with providing BOC with a daily report from each venue and competition area, the Supplier(s) will be required to provide BOC with a post-Games report listing in detail all incidents.

SECTION VII – REQUIRED PROPOSAL INFORMATION AND SUBMISSION

Proposal Preparation

The bidder's name must appear on each page of the proposal. Any erasures, cross-outs, alterations or other changes must be initialed by the person signing the proposal. Any exceptions, alterations or



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changes to the terms of this document must be submitted and initialled by the person signing the proposal. The person signing the proposal 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 proposals, 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.
- The bidder's response to this RFP 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 proposal; and 4) seek and review any other information it deems pertinent to the evaluation process.
- A proposal 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 proposal, including but not limited to any site inspections or route overview and testing.
- Any bidder may modify or withdraw its proposal at any time, upon written notice submitted as required of the original proposal, prior to the closing of 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 proposal will not be accepted.

Oral Presentation

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

SECTION VIII - REQUIRED PROPOSAL FORMAT

It is requested that each bidder's response to this request for proposal 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 proposal 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:



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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 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 office trailer services during the past four (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 office trailer 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 proposal provides answers to the following questions:

1. Provide a detailed outline of the proposed TWG 2022 office trailer 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 staff 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 TWG 2022 account, and your overall management strategy for this event.



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3. Describe in detail the screening process in place to support this project.
4. Describe in detail the training programs in place to support this project.
5. 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.
6. What are the Supplier's plans for the implementation and use of information technology?
7. Supplier to define storage requirements for the duration of the event including any other venue requirements.
8. What are the Supplier's current levels of insurance?
9. Describe any additional services that you regularly provide that could enhance the overall experience of TWG 2022.

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 service stated in the proposal.

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

F. REFERENCES – Please provide a minimum of five (5) 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 office trailer services similar in scope to the TWG 2022.



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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 proposal.

SECTION IX - BID SUBMISSION

August 24 - September 11	Question phase: Any questions can be sent to woo@theworldgames2022.com . Questions will be answered within 3 business days.
September 18	RFP Response submitted via email to: woo@theworldgames2022.com
Week of September 21 - October 9	Interviews and/or presentations as requested by BOC.

The bid selection process has 4 phases:

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

All inquiries / questions / meeting reservations must be submitted via email only to woo@theworldgames2022.com

Please note BOC reserves the right to accept or reject any and all proposals and to waive any irregularities or informalities in any proposal or in the proposal 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 office trailer equipment for TWG 2022. **You may choose to bid on all of or part of this list of services.** The successful Supplier(s) are required to develop a TWG 2022 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 are subject to change and will be finalized at a later date after a vendor is selected.

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

Unit Pricing

Please provide unit pricing based on the provided information.

10' x 32'	
10' x 40'	
12' x 56'	
Any Specialty Trailers Offered	
Additional Costs	Labor, delivery, install, tear down, removal, etc.

Sizes listed include trailer tongue. **If you do not have the exact size requested, please provide pricing for your closest equivalent.**

Unit summary

10' x 40' TWG OPS	6
10' x 40' Officials Locker Room	10
10' x 40' Medical	6
12' x 56' Athlete Locker Room	12
12' x 56' International Federations	8
10' x 32' Swiss-Timing	7
12' x 56' ISB	10
12' x 56' Media	1



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Venue needs

If you do not have the exact dimensions requested please provide the closest substitute in your proposal.

1. Venue A

- a. Load in: June 30, 2022 - July 9, 2022
- b. Load out: July 18, 2022 - July 22, 2022
- c. Event days: July 10, 2022 - July 17, 2022, assume a 12 hour day each day
- d. Estimated attendance per event: 600

Description	Size	Quantity
International Federations	12' x 56'	1
Officials Locker Room	10' x 40'	1
Medical	10' x 40'	1
Swiss-Timing	10' x 32'	1
ISB	12' x 56'	1
TWG OPS	10' x 40'	1

2. Venue B

- a. Load in: June 30, 2022 - July 6, 2022
- b. Load out: July 13, 2022 - July 19, 2022
- c. Event days: July 9, 2022 - July 12, 2022, assume a 12 hour day each day
- d. Estimated attendance per event: 1,000

Description	Size	Quantity
Medical	10'x40'	1
Athlete Locker Room	12'x56'	2
Officials Locker Room	10'x40'	2
Swiss-Timing	10'x32'	2
International Federations	12'x56'	1
TWG OPS	10'x40'	1
ISB	12'x56'	1

3. Venue C

- a. Load in: July 2, 2022 - July 9, 2022
- b. Load out: July 18, 2022 - July 24, 2022
- c. Event days: July 10, 2022 - July 17, 2022, assume a 12 hour day each day
- d. Estimated attendance per event: 1,000



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Description	Size	Quantity
Medical	10'x40'	1
International Federations	12'x56'	1
TWG OPS	10'x40'	1
ISB	12'x56'	1
Media	12'x56'	1

4. Venue D

- Load in: June 30, 2022 - July 7, 2022
- Load out: July 18, 2022 - July 24, 2022
- Event days: July 8, 2022 - July 17, 2022, assume a 12 hour day each day
- Estimated attendance per event: 1,000

Description	Size	Quantity
Medical	10'x40'	1
Athlete Locker Room	12'x56'	2
Officials Locker Room	10'x40'	2
Swiss-Timing	10'x32'	1
ISB	12'x56'	1
International Federations	12'x56'	1
TWG OPS	10'x40'	1

5. Venue E

- Load in: June 25, 2022 - July 8, 2022
- Load out: July 17, 2022 - July 23, 2022
- Event days: July 9, 2022 - July 16, 2022, assume a 12 hour day each day
- Estimated attendance per event: 1,500

Description	Size	Quantity
Athlete Locker Room	12' x 56'	4
Officials Locker Room	10' x 40'	3
Medical	10' x 40'	1
Swiss-Timing	10' x 32'	1
ISB	12' x 56'	1
International Federations	12' x 56'	1
TWG OPS	10' x 40'	1

6. Venue F

- Load in: June 30, 2022 - July 7, 2022
- Load out: July 18, 2022 - July 24, 2022
- Event days: July 8, 2022 - July 17, 2022, assume a 12 hour day each day
- Estimated attendance per event: 6,500



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Description	Size	Quantity
ISB	12' x 56'	1

7. Venue G

- Load in: June 30, 2022 - July 7, 2022
- Load out: July 17, 2022 - July 23, 2022
- Event days: July 8, 2022 - July 16, 2022, assume a 12 hour day each day
- Estimated attendance per event: 5,000

Description	Size	Quantity
Athlete Locker Room	12' x 56'	4
Officials Locker Room	10' x 40'	2
ISB	12' x 56'	1
Medical	10' x 40'	1
Swiss-Timing (Tug of War)	10' x 32'	1
Swiss-Timing (Boules)	10' x 32'	1

8. Venue H

- Load in: July 4, 2022 - July 11, 2022
- Load out: July 17, 2022 - July 23, 2022
- Event days: July 12, 2022 - July 16, 2022, assume a 12 hour day each day
- Estimated attendance per event: 1,000

Description	Size	Quantity
ISB	12' x 56'	1
International Federations	12' x 32'	1

9. Venue I

- Load in: July 1, 2022 - July 8, 2022
- Load out: July 14, 2022 - July 20, 2022
- Event days: July 9, 2022 - July 13, 2022, assume a 12 hour day each day
- Estimated attendance per event: 10,800

Description	Size	Quantity
ISB	12' x 56'	1
TWG OPS	10' x 40'	1
International Federations	12' x 56'	1

10. Venue J

- Load in: July 2, 2022 - July 9, 2022



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- b. Load out: July 18, 2022 - July 24, 2022
- c. Event days: July 10, 2022 - July 17, 2022, assume a 12 hour day each day
- d. Estimated attendance per event: 300

Description	Size	Quantity
ISB	12' x 56'	1
International Federations	12' x 56'	1