

BID APPLICATION

FOR THE YEARS 2013 THRU 2016



USA Volleyball®

OPEN CHAMPIONSHIPS

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REVISED APRIL 2011

**BID APPLICATION - General Information
USA Volleyball Championships**

This **Bid Application** has been designed for your response in order for USA Volleyball to determine your capability to host and assist with the conduct of the **USA Volleyball Championships (Adult)**. The queries contained herein are specific to the information in the Bid Manual. If you have any questions, or are unsure of the requirements detailed in the Manual, you may direct your inquiries to the USAV Convention Coordinator or Event Director. Contact information is listed below.

It is important you respond to **all of the questions** in the application form. If a question does not apply, place a "N/A" on the appropriate line so we know it is not an oversight. In order to make a well informed decision we need as much information pertinent to the conduct of this Event as you can provide us.

Attachments/Supplemental Information

Important: We request you submit supplemental information as attachments. You may elect to include additional information to enhance your bid, which we welcome. The *required attachments* include;

- (1) *The Venue:* A detailed floor plan with dimensions and other specifics as requested.
- (2) *Meeting Space:* A detailed floor plan with dimensions of the meeting room facilities in both the Headquarters Hotel and the venue.
- (3) *All Hotels:* Specific proposals from all hotels in the proposed hotel block.
- (4) *All Hotels:* Flyers and printed information from all hotels in the proposed hotel block.

The Bid Application is divided into four sections, i.e.; (1) contact information*, (2) venue information, (3) LOC information, and (4) hotel information. With the attachments, this will constitute the essential components of the Bid Application.

*Contact information is primarily designed to establish with whom USAV will be communicating *during the bid process*. This should not be confused with the names of contact persons should the bid be in favor of your city.

Bid Submittal Schedule

Year	Notice of Bid Proposal	Final Decision Date
2013	Letter of Intent submitted no later than August, 2011	Winter, 2011 or sooner
2014	Letter of Intent submitted no later than August, 2012	Winter, 2012 or sooner
2015	Letter of Intent submitted no later than August, 2013	Winter, 2013 or sooner
2016	Letter of Intent submitted no later than August, 2014	Winter, 2014 or sooner

A complete *Bid Application* is to be mailed to each of the following USAV personnel:

1. Kristy Cox, Senior Manager, Events
USA Volleyball
715 South Circle Drive
Colorado Springs, CO 80910-2368
Phone: 719-228-6800
Fax: 719-228-6899
Email: kristina.cox@usav.org

2. Tom Pingel, Senior Director
USA Volleyball
715 South Circle Drive
Colorado Springs, CO 80910-2368
Phone: 719-228-6800
Fax: 719-228-6899
Email: tom.pingel@usav.org

USA Volleyball Championships

A Property of USA Volleyball
715 South Circle Drive
Colorado Springs, CO 80910-2368
V: 719-228-6800
F: 719-228-6899

Application for the year 201__

Host City/County/State: _____
and/or

Bidding Organization: _____

Street Address: _____

City/State/ZIP _____

Telecommunications:

Phone: (_____) _____ **Ext:** _____

FAX: (_____) _____

e-mail: _____

***Person submitting Bid Application:** _____

Position: _____

AFFADAVIT:

By witness of my signature, I affirm I am an authorized representative of the organization submitting this application, and confirm that I (we) have read and understand the terms outlined in the Bid Manual. I (we) are prepared to commit to these responsibilities should we be granted host (city) privileges as per this Bid Application.

Date: _____

*** Authorized Signatory**

Position

***While not mandatory, the person listed as submitting the bid should also be the authorized signatory.**

**I. BID APPLICATION - Venue Information
USA Volleyball Championships**

A. VENUE INFORMATION

Name of Venue: _____

Address: _____

City/State/ZIP: _____

Name of Contact Person: _____

Title: _____

Telephone: (____) _____

FAX: (____) _____

E-mail: _____

B. PROJECTED COST FACTORS

The Venue

USAV financial obligation? ___ None Rental Fee of \$ _____

The rental fee includes the following: [Attachment optional] _____

Other Organizations participating in the rental requirement:

1. _____ \$ _____

2. _____ \$ _____

Additional Cost factors: _____ \$ _____

Venue Parking:

Cost for attendees parking:

Yes No

If **YES**, what is the cost per day?

\$

If there is a cost, are there In/Out Privileges?

Yes No

NOTE: Up to Fifteen (15) USAV Staff Vehicle parking passes required

C. SPACE AND ANCILLARY REQUIREMENTS

1. The Playing Area (300,000 – 350,000 sqft.)

Unobstructed space available for playing surface:

Yes No

Are there Columns?

Yes No

If **YES**, distances between columns:

Distance from floor to lowest part of any overhanging obstacle from the ceiling:

Basic floor surface: Concrete Wood Other (Please specify):

Is there any venue policy that would prohibit the use of Sport Court portable flooring or other flooring tiles?

Yes No

2. Meeting Rooms and Other Space Requirements

a. Does the venue design provide meeting and other rooms easily accessible to the playing area, as specified in the Bid Manual?

Yes No

b. Will venue staff be available to support the physical requirements for these functions?

Yes No

(1) If **YES** to **item b**, is there an additional cost factor to USAV?

Yes No

(2) If **YES** to item 1., is it a unit cost; a flat fee? Amount? \$

c. Is there a room re-set fee? Yes No
If YES, list conditions?

(1) If YES to item c, is it a unit cost; flat fee? Amount? \$

d. Will the following equipment/furnishing be available as required for the various rooms specified in the Bid Manual, i.e.; standard chairs, circular and/or rectangular tables, chalk boards, bulletin boards, audio-visual equipment, large waste receptacles, ice machines? Yes No

If any part of this list requires a NO response, please specify:

e. Is there sufficient space available near the main playing area for a maximum of ten (10) exhibit booths, 10' X 10' in size, and for one (1) 60' X 90' merchandise sales areas? Yes No

f. Is there any agreement in place between the venue management and a principle vendor(s), which will prohibit USAV from sponsoring and operating its annual exposition and sales of Event specific Merchandise? Yes No

(1) If YES, can this be waived with the vendor? Yes No

(2) If YES to #(1), is there a fee attached? Yes No

(3) If YES to #(2), what is the fee? \$

(4) Can this be negotiated w/vendor? Yes No

Vendor Name & Contact:

Address:

Phone: () FAX: ()

If a YES to (f.) w/ a NO response to (1) & (4) STOP there is no need to finish this application

3. **Miscellaneous Items**

Yes No

a. Accessible loading dock?

If **YES**, will the loading dock be available as specified in the Bid Manual?

Yes No

b. Is there available and sufficient electrical source to meet the needs of USAV as specified in the manual?

Yes No

c. Is there an available water source in the playing area?

Yes No

To fill 55 gallon water barrells for flooring system (4 per court)

(1) If **NO**, how close is the nearest water source?

d. Is there capability to install temporary telephone service?

Yes No

e. Type of lighting used in venue:

(1) Lighting intensity in venue (rated in foot-candles or lux):

(2) If necessary, can lighting be increased over feature courts?

Yes No

f. Are secured storage areas available close to playing area?

Yes No

If **YES**, what is the size of this area(s)?

g. Number of concession stands: **(Note locations on venue layout)**

(1) List specific services available through these concessionaires in an ATTACHMENT:

4. **Signage**

a. Can sponsor signage be hung in venue?

Yes No

(1) If **YES**, are there any restrictions?

Yes No

(2) If **YES** to **#(1)**, please specify restrictions:

Does venue have existing sponsor agreements preventing USAV sponsors from receiving signage exposure?

Yes No

(1) If **YES**, please list those restrictions:

5. Food and Sales Items

a. Will the venue waive any or all charges to USAV for selling event specific merchandise during the Event.

Yes No

(1) If **NO**, what are the prevailing conditions?

b. Will venue permit food to be brought in for Event Staff, Volunteers and Officials?

Yes No

(1) If **YES** to **item b**, are there any restrictions?

Yes No

(2) If **YES** to **#(1)**, please list restrictions:

6. Time Availability

Are the specified times and dates available for set-up and competition as Specified in the Bid Manual?

Yes No

If **NO**, what is your compromise proposal?

7. Labor Force

a. The venue labor force is Non-Union Union

(1) If Union labor, will USAV be required to utilize this work force?

Yes No

(2) If **YES** to **#(1)**, what is the cost factor for this service? \$

(3) Will this cost be subsidized?

Yes No

If **NO** to # (3) STOP no need to finish this application.

8. Machinery

a. Will the venue make available the below listed machinery?

(1) Three forklifts

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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(2) Scissors Lift

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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(3) Two battery operated golf cart trucks (flatbed type)

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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b. If **YES** to any of the above, will approved USAV staff be permitted to operate them?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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c. If **NO** to any of item a, can USAV rent equipment to operate in venue by USAV staff

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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d. If **NO** to **item b** & **item c**, STOP no need to finish application.

9. Seating

Permanent Seating:

Does any part of the venue have permanent seating?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If **YES**, what is the seating capacity?

Bleacher Seating:

a. Will host secure **1,000-1,500 bleacher seats** for use on the Championship Court?
(Including labor costs associated with installing and dismantling the bleacher seats)

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If **NO**, present USAV Events Department with **alternative options**:

If **NO** to **item a** & **no to alternative options**, STOP no need to finish application.

Chair Seating:

How many chairs and tables can the venue make available for court-side use?

Chairs

Tables

Comments to Section 9:

10. Public Address/Sound Systems

Please describe the public address/sound systems available for the venue.

11. Security

a. Will security be available as specified in Bid Manual?

Yes No

b. Will USAV have keys to secured areas as requested and specified?

Yes No

c. Does USAV have the option to procure lock changes on secured areas specifically for this Event?

Yes No

(1) Will there be a charge for this changeover?

Yes No

(2) If **NO** to (1), what are the options and charges (use attachment)?

d. Will venue staff have access to these secured areas?

Yes No

(1) If **YES** to item c, who will this (ese) person(s) be?

12. Sports Medicine Center

a. **Ice**

(1) Will the venue make available an ice machine, or supply ice daily in the amounts specified in the bid manual?

Yes No

(2) If **NO** to (1), can this service be donated?

Yes No

(3) If **NO** to (2), can you suggest a source for this item?

Yes No

Vendor Name:

Address:

Phone: ()

FAX: ()

Email:

If the space available for your responses is insufficient or you wish to expand on the information you are submitting, please attach it to this section and indicate below you have an attachment.

Required Attachments:

Sample contractual agreement with venue.

Schedule of fees and charges, applicable to USAV.

Detailed line drawings of all levels of the venue proposed for use showing:

1. Dimensions of the proposed playing area(s)
2. Columnar layout
3. Electrical and water locations in the Exposition Hall
4. Location/size of loading docks
5. Pedestrian and vehicular access and egress
6. Meeting and administration rooms and required storage areas
7. Location of concession areas
8. Location of locker rooms and public rest room areas
9. Proposed location of sales/exposition area
10. Proposed location of registration area
11. Other areas you deem appropriate

If applicable, agreements/requirements with Union labor force.

If applicable, agreement with venue concessionaire(s).

Optional Attachments [Please list/specify]

- 1.
- 2.
- 3.
- 4.

- Printers; Manufacturer: How many?
- Copy machine (large) Manufacturer: (Need one)
- Copy machines (small) Manufacturer: How many?

Office Supplies:

- Copy paper: How much? (8 1/2 X 11) reams
- (11 X 17) reams
- Miscellaneous pens, pencils, calculators, paper clips etc. List specific items and quantities available for donation:

Audio-Visual Equipment:

- DVD Players (as required)
- Television monitors (as required)
- LCD projectors (as required)
- Sound System (specific to the Championship Court inside venue)

Printing of Event Competition schedule.

- Donated
- Reduced cost.

Sports Medicine Supplies:

- Ice machine/Freezer for Storage of specified amounts in bid manual.

D. PLAYER'S PARTY

Is the LOC prepared to host the Annual Player's Party for approximately 2,500 athletes on Tuesday night (4th day of competition)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Some host cities have been able to procure donated refreshments and offer a cash bar to generate revenues.

If the space available for your responses is insufficient, or you wish to expand on the information you are submitting, please attach it to this section and indicate below you have an attachment.

**III. BID APPLICATION - Hotel Information
USA Open Volleyball Championships**

USAV initially will require a hotel block that can provide 8,500 room nights during this 16 day event. This should be done in as few hotels as possible. It is paramount that most, if not all hotels be located in close proximity of the competition venue(s) in order that players and other participants can conveniently walk to the site. This section of the Questionnaire will address (1) the primary Headquarters Hotel, (2) the Headquarters hotel for officials, and (3) other block hotels. It is important you address all of the questions as completely as possible.

PLEASE NOTE: We ask when you submit this bid; you enclose a layout of the primary Headquarters Hotel which diagrams the meeting facilities and specific ancillary information.

Fully Completed Hotel Forms are to accompany this Bid Application:

Headquarters Hotel Form

Ancillary Hotels, each must have a completed form to be considered

Please see the attached RFP for, the specific year you wish to bid, for more information.

ANCILLARY INFORMATION

Other information regarding the Headquarters Hotels and other block hotels you feel important to be included in this Bid Application (this may be as an attachment or comment):

Required Attachments:

Floor diagrams for meeting space for primary Headquarters Hotel (prefer CAD disk)

For each proposed block hotel: Rate proposals, brochures, flyers, and other important information

Optional Attachments

Yes No