

LECONTE CENTER



AT PIGEON FORGE

Rigging Services Provider Specifications

Request for Proposals must be received by 9 A.M. April 23, 2018 in a sealed package with “**Rigging**” clearly marked on the front along with your company name and address. Proposals may be mailed or delivered to:

LeConte Center at Pigeon
Phil Campbell, General Manager
P.O. Box 1390
135 Jake Thomas Road
Pigeon Forge, TN 37868

Term of Service:

July 1, 2018 – June 30, 2020

Scope of Services:

The in house rigging provider’s responsibility is to offer professional rigging services at competitive rates as follows:

- Receive rigging orders from clients using the LeConte Center at Pigeon Forge, provide rates and cost quotes to clients for services requested, invoice clients with a copy to LeConte Center management for services performed
- Provide rigging services for production and decorative materials above 10ft in height from the floor that are aerial (not ground supported) in compliance with facility’s provided Rigging Guidelines. Rigging services

are exclusive only to the Preferred Audio Visual Production Service Provider and the facility's Rigging Service Provider

- Provide professionally trained personnel for services that range from operation, troubleshooting technical issues, set up, and break down of equipment rigged above 10ft in compliance with facility's Rigging Guidelines
- Certified aerial lift and fork lift operator documentation for any personnel operating lifts on premises
- Provide all machinery, tools, and safety equipment required to perform rigging work. The facility's aerial platform lift can be rented by the client through LeConte Center management.
- Apply secondary safety cable or apparatus to all materials attached to trussing that is secured to the facility's steel structure
- Fully understand and adhere to TOSHA and OSHA workplace safety guidelines and completion of all work within said guidelines
- Provide an on-site supervisor that is identified to both the client and facility management. This supervisor shall be provided within the assigned working crew and included in in the total labor ordered by the client for any rigging services performed
- Provide documentation via a written timeline of service to facility management prior to work being performed
- Whenever possible provide LeConte Center management with scaled drawings demonstrating the rigging points and total weight applied to each point. These drawings will be required by the facility and can be provided by the rigging provider or the client.
- Provide LeConte Center General Manager a copy of all invoices billed from work completed inside the facility within 30 days of the conclusion of each event.

Insurance Requirements:

Commercial General Liability- Provider shall provide coverage for all operations including property damage and personal injury with limits of not less than \$1,000,000.00 per occurrence. The City of Pigeon Forge shall be specifically included as an additional insured on the general liability policy.

Business Automobile Liability- The Provider shall provide coverage

for all owned, non-owned and hired vehicles with limits of not less than \$500,000.00 per occurrence for property damage and personal injury. The City of Pigeon Forge shall be specifically included as an additional insured on the automobile policy.

Workers' Compensation- The Provider shall provide coverage for its employees with statutory workers' compensation limits as required by Tennessee law, and no less than \$1,000,000.00 per incident for Employers' Liability

Revenue Share:

In lieu of any revenue share, the provider must provide its most favorable rates for rigging services without any charges for travel time to and from the LeConte Center at Pigeon Forge.

Requested Information:

- Company history
- Rigging labor rates for term of agreement (July 1, 2018 – June 30, 2020)
- Price list for all related equipment & services
- Safety record
- Referrals

The City of Pigeon Forge reserves the right to reject any or all proposals and qualifications or accept the proposal deemed most favorable to the city and its clients.