



The Reno-Sparks Convention & Visitors Authority is soliciting a Request for Proposals for
Pro Shop Operations at the National Bowling Stadium

RFP 2025-ADMN01

*Released by Amy Pickens, Project Manager
(Thursday, January 9, 2025)*

The Point of Contact is Amy Pickens, Project Manager at
apickens@visitrenotahoe.com (preferred) or call (775) 335-8839

All questions or additional information concerning the RFP document must be
Submitted to the Point of Contact.

SUBMISSION DEADLINE DATE/TIME: Tuesday, February 4, 2025, by 2:00PM PST

Bidder Information

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No. _____ Fax No. _____

E-Mail Address: _____

Signature: _____

Print Name: _____

TABLE OF CONTENTS

I. INTRODUCTION3

1. SCHEDULE3

2. PREPARATIONS OF PROPOSALS3

3. SUBMISSION OF PROPOSALS4

4. OPEN MEETING LAW4

5. QUESTIONS/CLARIFICATIONS4

6. RSCVA NON-DISCRIMINATION POLICY5

7. RFP SUBMISSION CHECK LIST5

8. EVALUATION OF PROPOSALS5

**9. DISCLOSURE OF PRINCIPALS – NAMES OF OFFICERS OR OWNERS OF CONCERN,
PARTNERSHIP, ETC.....6**

10. REFERENCES7

11. EXCEPTIONS8

12. INSURANCE REQUIREMENT9

13. INDEMNIFICATION11

14. ARBITRATION11

15. NON-DISCRIMINATION11

16. SUBMISSION.....11

ATTACHMENT A.....12



PLEASE NOTE THAT THIS REQUEST FOR PROPOSALS IS FOR PROFESSIONAL SERVICES AND IS THEREFORE EXEMPT FROM COMPETITIVE BIDDING REQUIREMENTS SET FORTH IN THE NEVADA REVISED STATUTES (“NRS”) CHAPTER 332, AS PROVIDED IN NRS 332.115(1)(b).

I. INTRODUCTION

The Reno-Sparks Convention and Visitors Authority (RSCVA) intends to retain the Operations Services for the Pro Shop at the National Bowling Stadium.

The Authority, an independent governmental entity, was established in February 1959 as the Washoe County Fair and Recreation Board. The Authority owns and/or operates the Reno- Sparks Convention Center, Reno Events Center, National Bowling Stadium, and the Reno- Sparks Livestock Events Center. The Authority is operating instrumentality in the Washoe County area for promoting conventions, tourism, and outdoor recreation.

1. SCHEDULE

Release Date	Thursday, January 9, 2025
Pre-Bid Meeting	Thursday, January 16, 2025, by 10:00AM PST
Question Submission	Tuesday, January 21, 2025, by 5:00PM PST
Response to Questions Due	Thursday, January 23, 2025, by 5:00PM PST
Submission Deadline Date/Time	Tuesday, February 4, 2025, by 2:00PM PST
Opening Date/Time	Tuesday, February 4, 2025, by 2:10PM PST

2. PREPARATIONS OF PROPOSALS

Respondent will examine all special instructions and terms and conditions of this RFP. Failure to do so will be at the respondent’s risk.

- 2.1 Any irregularities or lack of clarity in this RFP should be brought to the attention of the Point of Contact for correction or clarification.
- 2.2 Any addenda to this RFP issued will forthwith become an integral part of this RFP. Respondent is required to acknowledge receipt of same by signing and returning the addenda in its response.
- 2.3 Respondent will furnish the required information typed or written in ink.
- 2.4 The person signing the Proposals must initial erasures or other changes in ink.
- 2.5 In the space provided, a duly authorized representative of the respondent will sign this RFP document. (Page # 1 – Cover Sheet).
- 2.6 Respondent will proofread their Proposals carefully for errors.
- 2.7 In the event of a difference between written words and figures, the amount stated in written words will govern.



- 2.8 The RSCVA is not liable for any costs incurred by respondents prior to entering into the final agreement. Costs of developing the Proposals or any other such expenses incurred by the respondent in responding to this RFP, are entirely the responsibility of the respondent, and shall not be reimbursed in any manner by the RSCVA.
- 2.9 Any information deemed confidential or proprietary should be clearly identified by the Respondent as such. It may then be protected and treated with confidentiality only to the extent permitted by state law. Otherwise, the information shall be considered a public record. Information or data submitted with a response will not be returned.

3. SUBMISSION OF PROPOSALS

Respondent will submit its response to this RFP on the letterhead of its company, respondent establishment, corporation, etc. attached to the RFP 2025-ADMN01 document. Respondent will sign and return a copy of the ENTIRE RFP DOCUMENT marked as ORIGINAL, with two (2) duplicate hardcopy and one (1) digital copy on a flash drive, together with any addenda, in a sealed envelope to:

Reno-Sparks Convention Center
Attn: Amy Pickens
4590 South Virginia Street
Reno, NV 89502

Response envelope must indicate name and address of respondent, RFP number, and Submission Deadline Date.

In order for a response to be considered it will be mandatory that the response be in conformance with the terms and conditions of this Bid.

The RSCVA assumes no responsibility for errant or failed delivery of responses. Nothing herein restricts the RSCVA's ability to consider any and all responses to this RFP, and to the extent that an untimely response to this RFP is considered, it will be done at the sole discretion of the RSCVA.

Any irregularities or lack of clarity in this RFP should be brought to the attention of the Point of Contact prior to or on the date for Written Questions set forth in this Section for correction or clarification.

4. OPEN MEETING LAW

NRS 241 provides that public business will be conducted in an open meeting.

5. QUESTIONS/CLARIFICATIONS

If any questions or responses require revision to this RFP, such revisions will be by formal amendment only. Any oral or written representations made by anyone at the RSCVA that appear to materially change any portion of this RFP will not be relied upon unless subsequently ratified by written amendment to this RFP issued by the RSCVA Project Manager. For determination as



to whether any representation made requires that amendment be issued, please contact the Point of Contact.

6. RSCVA NON-DISCRIMINATION POLICY

It is the policy of the RSCVA that Minority and Women Business Enterprises shall have equal opportunity to participate in the performance of RSCVA contracts. Respondent firms shall not be discriminated against on the basis of race, color, national origin, gender, age, creed, religion, sexual orientation, gender identity or expression, or any other protected category in the award and performance of any contract entered into pursuant to this advertisement.

7. RFP SUBMISSION CHECK LIST

- Complete all information on the Cover Sheet (Page 1).
- Review and address all items in Section 8 (Evaluation of Proposals), including conflict of interest.
- Complete Section 9 (Disclosure of Principals).
- Complete Section 10 (References).
- Complete Section 11(Exceptions).
- Complete Section 12 (Insurance Requirement).
- Complete, Sign and Date Section 16 (Submission).
- Attach a proposal of services addressing needs identified in ATTACHMENT A

8. EVALUATION OF PROPOSALS

The RSCVA Operations Services, Search Committee ("Committee") will review all submissions. Based upon those presentations, a selection by the Committee will be made. Areas of evaluation include:

- a. Experience and qualifications, 30% of the total score.
- b. References and demonstrated performance in similar operations, 20% of the total score.
- c. Financial viability and acceptance of the lease terms, 20% of the total score.
- d. Assess whether the bidder can deliver high-quality goods and has the necessary equipment and capabilities, 30% of the total score.
- e. Bidders must indicate any potential conflicts of interest in providing the services for the RSCVA.

9. **DISCLOSURE OF PRINCIPALS – NAMES OF OFFICERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.**

NAME _____ OFFICIAL CAPACITY _____

STREET ADDRESS _____

CITY, STATE AND ZIP CODE _____

NAME _____ OFFICIAL CAPACITY _____

STREET ADDRESS _____

CITY, STATE AND ZIP CODE _____

NAME _____ OFFICIAL CAPACITY _____

STREET ADDRESS _____

CITY, STATE AND ZIP CODE _____

NAME _____ OFFICIAL CAPACITY _____

STREET ADDRESS _____

CITY, STATE AND ZIP CODE _____

If further space is required, please attach additional sheet(s).

10. REFERENCES

(Must be verifiable)

References must be companies or associations contracted within the last three years for executive level searches.

Company Name: _____ Contact: _____

Address: _____ Phone: _____

E-mail: _____

Company Name: _____ Contact: _____

Address: _____ Phone: _____

E-mail: _____

Company Name: _____ Contact: _____

Address: _____ Phone: _____

E-mail: _____

11. EXCEPTIONS

Does the respondent take exception to any of the terms and conditions of this RFP and attachment thereto?

Yes _____ No _____

If yes, please indicate the specific nature of the exception or clarification in the space provided below. Attach additional sheet(s) if necessary.

12. INSURANCE REQUIREMENT

The agreement contemplated by this RFP requires that the successful firm maintain, during the continuance of the agreement, Workers' Compensation and Employer's Liability, General Liability and Automobile Liability, as described below against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the firm, its agents, representatives, employees or sub-respondents. At the time of execution of the agreement, successful firm agrees to furnish the RSCVA with a copy of respondent's Certificates of Insurance and a policy endorsement, or policy rider evidencing proof of coverage in accordance with the agreement. The cost of all such insurance shall be borne by the firm, and name the RSCVA as additionally insured in the amounts set as follows:

- a. Commercial General Liability at least as broad as Insurance Services Office policy form CG 00 01 04/13, or equivalent, providing coverage on an occurrence form for Bodily Injury, Property Damage, Liquor Liability, Independent Proposers, Personal Injury, Broad Form Property Damage, Broad Form Contractual Liability and Medical Payments. The limits of liability shall not be less than One Million Dollars (\$1,000,000) per occurrence, Two Million Dollars (\$2,000,000) general aggregate for both bodily injury and property damage.

The policy shall include the Authority and its agents, beneficiaries, partners, employees, the County of Washoe, and the Authority of Reno as additional insureds with coverage at least as broad as Insurance Services Office (ISO) endorsement form CG 20 26 04/16.
- b. Workers' Compensation at least as broad as National Council on Compensation Insurance (NCCI) policy form WC 00 00 00 C 01/15, or equivalent, providing coverage meeting the requirements of the Workers' Compensation law of the State of Nevada. To the extent such waivers are obtainable from the insurance carriers, the policy shall include an endorsement waiving the insurance company's rights of subrogation against the Authority, its agents, beneficiaries, partners, employees, the County of Washoe, and Authority of Reno. This endorsement shall be at least as broad as National Council on Compensation Insurance (NCCI) Waiver of Our Right to Recover from Others Endorsement form WC 00 03 13 04/84.
- c. Property insurance on an All-Risk or Special Form providing coverage for personal property of the Bidder.
- d. The Proposer shall maintain crime insurance including coverage for the loss of money, securities, and other property by the Proposer's employees, sub-contractors or other parties with a limit not less than \$1,000,000 per occurrence. Coverage shall be endorsed to include coverage for loss of money, securities and other property in the care, custody or control of Proposer whether in transit or at a permanent or temporary premises.
- e. All such insurance maintained by the Bidder shall be: issued by insurance companies authorized to do insurance business in the State of Nevada, issued by insurance companies with current A.M. Best financial ratings of at least A X or better satisfactory in form and substance to Authority.

All insurance and bond shall provide that the policy shall not be cancelled, nor shall coverage be reduced thereunder until after thirty (30) days written notice to Authority at Reno-Sparks Convention & Visitors Authority, Post Office Box 837, Reno, Nevada 89504-0837.



The Bidder shall deposit each policy or a certificate thereof with Authority no less than thirty (30) days prior to the start of the agreement date.

Proof of Insurance to be provided upon Notification of Award

Agent: _____ Phone: _____

13. INDEMNIFICATION

The final agreement shall provide that the successful respondent shall defend, indemnify and hold harmless the RSCVA, its directors, officers, agents and employees from and against any and all liabilities, damages, losses, claims, actions or proceedings, including, without limitation, reasonable attorneys' fees that are caused by the negligence, errors, omissions, recklessness or intentional misconduct of the successful respondent or its employees or agents in the performance of the agreement. The successful respondent shall use counsel reasonably acceptable to the RSCVA in carrying out the foregoing obligations. The indemnity provisions shall survive the expiration or earlier termination of the Agreement.

14. ARBITRATION

All disputes under this RFP shall be submitted to binding arbitration in accordance with the procedures of the Commercial Rules of the American Arbitration Association and judgment of the arbitrator shall be binding as a final judgment and shall be entered by a court of competent jurisdiction. Such arbitration shall be conducted in Washoe County, Nevada. The procedures specified herein shall be the sole and exclusive procedure for resolution of disputes arising out of or relating to this RFP except those instances otherwise overseen by the governing law of the State of Nevada.

15. NON-DISCRIMINATION

The firm, with regard to any work performed hereunder, shall not discriminate on the grounds of race, color, creed, religion, national origin, sex, sexual orientation, gender identity or expression, age, or any other characteristic protected by law, in the selection and retention of any employee or applicant for employment.

16. SUBMISSION

In compliance with this RFP and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to enter into negotiations with the RSCVA to provide the services as set forth herein.

Signature: _____

Dated: _____

Print Name: _____

Title: _____

ATTACHMENT A

Organization Overview

The Reno-Sparks Convention and Visitors Authority (RSCVA) is a government agency in the Travel/Tourism industry. Established in 1959 as the Washoe County Fair and Recreation Board, the RSCVA acts as the sales and marketing organization for the county to promote convention, leisure and group tourism business. Unlike many convention and visitors bureaus across the country, the RSCVA owns and operates several facilities designed to attract out-of-town visitors. The RSCVA is guided by a nine-member policy board, consisting of elected officials and representatives from the local resort, air service and business communities, as well as Incline Village, Nevada.

The RSCVA operates four local venues which host a variety of events: Reno-Sparks Convention Center, Reno Events Center, National Bowling Stadium, and Reno-Sparks Livestock Events Center.

Overview

The National Bowling Stadium (NBS) in Reno is seeking proposals from qualified vendors to operate a Pro Shop within its facility. The selected operator will provide retail and professional services to enhance the experience of local bowlers, event participants, and visitors.

The Pro Shop will be an integral part of the NBS, offering high-quality bowling products, expert services, and operational flexibility to align with the venue's diverse event schedule, including the United States Bowling Congress (USBC) events. To exclude USBC Open Championship and USBC Women's Championship.

Scope of Services

The RSCVA intends to retain a Pro Shop Operator to provide the following services:

- a. Selling and maintaining an inventory of bowling balls, shoes, bags, and related accessories.
- b. Providing professional services, including drilling, ball repairs, and other customizations.
- c. Collaborating with the NBS Operations Manager to determine hours of operation on a month-to-month basis.

Contract Duration

- a. Initial Term: Two (2) years, spanning a non-USBC year and an Open Championship year.
- b. Option to Renew: Renewal terms to be determined upon mutual agreement following the initial term. Two (2) one (1) year lease renewals.

Key Provisions

- a. Operational Flexibility:
 - Pro Shop hours of operations will be reviewed and determined monthly bases on venue and event schedules
- b. USBC Event Requirements:
 - The Pro Shop must vacated the premises during USBC load-in and loud-out periods.



- Supplies and equipment may be securely stored at NBS at no additional cost during these times.
- c. Damage and Replacement Policy:
- The Pro Shop will provide free repair services for bowling balls damaged during NBS events.
 - If a replacement ball is required, the NBS will pay 15% over the Pro Shop's cost for the new ball.

Lease Terms

- a. Monthly lease payment of 5% of gross sales, with a minimum lease payment of \$500 dollars.

Start-Up Requirements

- a. Must meet RSCVA insurance requirements for liability and workers compensation.
- b. All necessary legal and business documentation must be submitted prior to the commencement of operations.