



**REQUEST FOR PROPOSALS (RFP) 19-002
NON-EXCLUSIVE AUDIO-VISUAL AND PRODUCTION SERVICES
INCLUDING EQUIPMENT RENTAL AND EXCLUSIVE RIGGING SERVICES**

The Phoenix Convention Center Department (PCCD) is soliciting competitive proposals from qualified firms to provide complete non-exclusive audio-visual services including: equipment rentals, equipment set-up, exclusive rigging, labor, technical expertise, sales and a high-level of customer service to PCCD staff and clients for conventions and events held at the Phoenix Convention Center.

The RFP will be available on or about December 13, 2017 for download at <https://www.phoenix.gov/solicitations>. For firms that would like to receive a copy of the RFP by mail or email, please send your written request to:

Ms. Rosemarie Tirelli
Procurement Officer
Phoenix Convention Center
100 North 3rd Street, Level 2A
Phoenix, Arizona 85004
(602) 262-6990
rosemarie.tirelli@phoenix.gov

When making your request, please include your company name, address, telephone number, email address, and state whether you prefer a hard copy or electronic copy of the RFP.

The deadline for proposal submission is Thursday, January 11, 2018.

A **mandatory** pre-proposal conference and site tour will be held Thursday, January 4, 2018 at the Phoenix Convention Center, West Building, Executive Conference Center, Level 200, Room 208 A/B, 100 N. 3rd Street, Phoenix, AZ 85004, beginning at 9am Phoenix local time. **Only firms attending the pre-proposal conference may submit a proposal.**

Note: All interested firms must email or call the Procurement Officer to reserve your seat at the pre-proposal conference. When e-mailing or calling, please indicate how many attendees from your firm will be present. The meeting room location is subject to change depending on the total number of attendees.