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WEB SITE • www.piaa.org

September 7, 2016

RE: REQUEST FOR QUOTATION (RFQ) FOR HOSTING 2016 & 2017 PIAA INTER-DISTRICT FOOTBALL PLAYOFF CONTESTS

Dear:

PIAA seeks to expand its inventory of available hosts of 2016 and/or 2017 PIAA Inter-District Football Contests through this RFQ process. The initial release of this RFQ is to sites that have hosted inter-district football playoff contests in the last three years, but is not restricted only to those sites. This RFQ is also being sent to each of the twelve PIAA District Football Chairpersons in an effort to ensure no suitable football venues are missed. If an interested venue is missed in the original distribution of this RFQ, please direct them to the main page of the PIAA Website. Thank you for your cooperation and participation in this process.

If you, or your designee, are interested in hosting 2016 and/or 2017 PIAA Inter-District Football Contests, please take a few moments to complete this RFQ. We are asking that all venues interested in hosting a PIAA football inter-district playoff contest complete the following RFQ forms. PIAA will consider this information in advance of selecting sites for hosting PIAA Inter-District football playoff Contests. Please list the site charges by line item, and a site cost ceiling for your venue. PIAA will treat that figure as the site cost threshold your site will not exceed. We are attempting to contain and reasonably forecast event costs to maintain fiscal responsibility for our inter-district contests.

SUBMITTING RESPONSES:

PIAA requests that you use the attached Football Inter-District Site Form to allow for fair comparison with other respondents. Please sign the RFQ denoting your understanding and acceptance of terms and conditions in this letter.

FOOTBALL INTER-DISTRICT SITE FORM OF PROPOSAL WORKSHEET

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Submission of a response does not constitute a contract, or obligate either PIAA or the responding entity to each other. This information will be passed along to PIAA Staff charged with selecting sites for all rounds of PIAA inter-district play except for the PIAA Championship games (finals). This cost information will be utilized in considering suitable sites. Respondents to this RFQ will be given first consideration over those potential sites that do not submit a response. Please complete the cost grid below reflecting your anticipated costs. Do not include fees for officials', officials' evaluators, chain crew, and other fees set forth by PIAA. If your venue is subsequently selected to host a PIAA inter-district playoff contest, you are committing to the attached site expenditures in principal and, under normal conditions, a site cost total you will not exceed without dialogue with our office.

Upon completion, please return your response to our office via US Mail, or email, at gbiller@piaa.org (Read Receipt Confirmed). Please confirm read receipt for email RFQ responses to ensure your response transmits successfully to the gbiller@piaa.org. The deadline for responses is Friday, October 14, 2016.

Should you have any questions, please contact Mr. Greg Biller, PIAA Director of Business Affairs at (717) 697-0374 (x 105) or (800) 382-1392 at your convenience.

SITE NAME:

SITE ADDRESS:

SITE EXPENSES:

Site Rental	\$
Police	\$
Custodial	\$
Security and Parking Attendants	\$
PA Announcer	\$
Ticket Sellers and Ticket Takers	\$
Medical EMT, Doctors, & Athletic Trainers	\$
Scoreboard & Clock Operators	\$
Site Manager (not PIAA-Appointed Manager)	\$
Other Site Charges	\$

TOTAL SITE CHARGES WILL NOT EXCEED:

\$

FOOTBALL INTER-DISTRICT SITE FORM OF PROPOSAL WORKSHEET

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OTHER INFORMATION:

Number of Parking Spots: Car: _____ Bus: _____ ADA: _____

Are visiting and home seats on opposite sides of field? _____ Yes / No _____ ADA Seats: _____ Yes / No _____

Number of Spectator Seats: Home: _____ Home ADA: _____ Away: _____ Away ADA: _____

Football Only Facility (if no list) _____ Football goals only (if no list) _____

Type of Field (natural grass, artificial-turf, what type artificial) _____

Size & Location of Scoreboards _____

Describe Locker-rooms (location, on-site/off-site, maximum number of players accommodated) _____

Describe Press Box Area (number of press seats available for print, radio, TV) _____

AUTHORIZED SITE REPRESENTATIVE

Signature

Date

Printed Name & Title

Sincerely,



Gregory G. Biller
Director of Business Affairs

cc: Dr. Robert A. Lombardi, Executive Director
Mark E. Byers, Chief Operating Officer
Melissa M. Mertz, Associate Executive Director
Patrick B. Gebhart, Assistant Executive Director
Jennifer S. Grassel, Assistant Executive Director