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WEB SITE • www.piaa.org

January 11, 2017

RE: REQUEST FOR QUOTATION (RFQ) FOR HOSTING 2017 & 2018 PIAA INTER-DISTRICT BASKETBALL PLAYOFF CONTESTS

Dear Principal or Athletic Director:

The PIAA seeks to expand its inventory of available hosts of 2017 and/or 2018 PIAA Inter-District Basketball Contests through this RFQ. The initial release of this RFQ is to sites that have hosted inter-district basketball playoff contests in the last three years, but is not restricted to those sites. This RFQ is also being sent to each of the twelve PIAA District Basketball Chairpersons in an effort to ensure no suitable basketball venues are missed. If an interested venue is missed in the original distribution of this RFQ, please direct them to the PIAA Website. Any submitted site geographically situated in the Commonwealth of Pennsylvania, and suitable to host a high school basketball playoff contest in March will be considered. Thank you for your active participation.

If you, or your designee, are interested in hosting 2017 and/or 2018 PIAA Inter-District Basketball Contests, please take a few moments to complete this RFQ. We are asking that all venues interested in hosting a PIAA basketball inter-district playoff Contest complete the following in its entirety. PIAA will consider this information in advance of selecting sites for hosting PIAA Inter-District basketball playoff Contests. Please list the TOTAL 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. This is necessary for PIAA to adequately control event costs and maintain budgetary responsibility.

SUBMITTING RESPONSES:

PIAA requires that you use the attached Basketball Inter-District Site Form to allow for fair comparison with other respondents. Please sign below denoting your understanding and acceptance of all terms and conditions in this letter. By affixing your signature, you represent that you are authorized to do so by the submitting venue, and you acknowledge that you are bound to any duties and obligations set forth in your response to this RFQ.

BASKETBALL INTER-DISTRICT SITE FORM OF PROPOSAL WORKSHEET

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Submission of a response does not constitute a contract, or obligate either the 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 State Finals. This cost information will be considered when selecting sites. Please complete the cost grid below reflecting your anticipated costs. Do not include fees for officials', officials' evaluators, and other fees set forth by PIAA. If your venue is subsequently selected to host a PIAA inter-district playoff Contest, you commit to the attached site expenditures by service rendered and, under normal conditions, a site cost total you will not exceed.

Upon completion, please return your response to our offices via US Mail or email at llex@piaa.org. The deadline for responses is Friday, February 3, 2017.

Should you have any questions please direct your questions to Ms. Laura Lex, (717) 697-0374 Ext. 120 or (800) 382-1392.

SITE NAME: _____

SITE ADDRESS: _____

<u>SITE EXPENSES:</u>	SINGLE HEADER	DOUBLE HEADER	TRIPLE HEADER	QUADRUPLE HEADER
Site Rental	\$	\$	\$	\$
Police	\$	\$	\$	\$
Security and Parking Attendants	\$	\$	\$	\$
Custodial	\$	\$	\$	\$
PA Announcer	\$	\$	\$	\$
Ticket Sellers and Ticket Takers	\$	\$	\$	\$
Medical EMT, Doctors, & Trainers	\$	\$	\$	\$
Scorer, Scoreboard & Clock Operators	\$	\$	\$	\$
Site Manager (not PIAA-Appointed Manager)	\$	\$	\$	\$
Other Site Charges	\$	\$	\$	\$
TOTAL SITE CHARGES WILL NOT EXCEED:	\$	\$	\$	\$

BASKETBALL INTER-DISTRICT SITE FORM OF PROPOSAL WORKSHEET

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OTHER INFORMATION:

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

Number of Spectator Seats (home & visitor side): _____ ADA Seats: _____

Available reserved seating to all spectators, in lower level _____

Available reserved seating to all spectators, in upper level _____

TOTAL AVAILABLE RESERVED SEATING TO ALL SPECTATORS _____

Size & Location of Scoreboards _____

Describe Locker-rooms _____

Describe Media Area(s) _____

AUTHORIZED SITE REPRESENTATIVE

Signature

Date

Printed Name & Title

Daytime Telephone Number

Email Address

Sincerely,



Mark Byers
Chief Operating Officer

cc: Dr. Robert A. Lombardi, Executive Director
Melissa M. Mertz, Associate Executive Director
Patrick B. Gebhart, Assistant Executive Director
Jen Grassel, Assistant Executive Director