



**2024 REPUBLICAN NATIONAL CONVENTION
MILWAUKEE, WI**

Request for Quote – Fall Media Walkthrough Buildout Services

The Republican National Committee (“RNC”) has selected Milwaukee, Wisconsin as the city to host the 43rd quadrennial Republican National Convention (the “**Convention**”) to be held in July 2024. The RNC has authorized the Committee on Arrangements (“COA”) to organize and manage the Convention on its behalf and RNC Chairwoman Ronna McDaniel has appointed Elise Dickens to be the Chief Executive Officer of the COA.

170 Freedom Milwaukee 2024 Host Committee, Inc. dba MKE 2024 Host Committee, a Wisconsin non-profit corporation and approved by the Internal Revenue Service as tax exempt under Section 501(c)(3) of the Internal Revenue Code (the “**Host Committee**”), has been formed to facilitate certain obligations in connection with hosting the Convention. Ted Kellner has been appointed as the Chief Executive Officer and Alison Prange has been named the Chief Operating Officer of the Host Committee.

Please accept this letter as the Host Committee and COA’s invitation to submit a cost quote proposal outlining your pricing estimates and capabilities for providing certain buildout services related to the 2024 Republican National Convention Fall Media Walkthrough (“**Fall Media Walkthrough**”), as further detailed below. Prior to submitting a cost quote proposal, all interested vendors must create a profile in the Host Committee Vendor Connection at <https://www.mke2024host.org/vendors/>. Please submit your response no later than 5:00 p.m. Central Time on Friday, November 10, 2023, to Alison Prange and Elise Dickens via email and one physical copy to the addresses provided below.

By Email

Alison Prange
Chief Operating Officer
MKE 2024 Host Committee
Email: rfp@mke2024host.org

Elise Dickens
Chief Executive Officer
RNC Committee on Arrangements
Email: info@gopconvention2024.com

By Mail

MKE 2024 Host Committee
Re: Request for Quote Response
275 W. Wisconsin Avenue
Suite 400
Milwaukee, WI 53203

The Host Committee is a Wisconsin non-profit corporation approved by the Internal Revenue Service as tax exempt under Section 501(c)(3) of the Internal Revenue Code. The Host Committee's charitable purpose is to lessen the burdens of the city of Milwaukee ("City") related to the City's hosting of the 2024 Republican National Convention, and in so doing, to foster the well-being of the community by promoting economic and business development in the City, the County of Milwaukee, Wisconsin and in the broader Milwaukee-metropolitan area. As a non-profit public charity, the Host Committee cannot undertake or fund activities of any nature that would cause the Host Committee to violate the prohibition on political activity found in 26 U.S.C § 501(c)(3). By responding to this request for proposal, you agree that any activities you undertake on behalf of the Host Committee will comply with this requirement.

Please feel free to contact Alison Prange or Elise Dickens at the above listed email addresses with any questions.

Thank you,



Alison Prange
COO, Host Committee



Elise Dickens
CEO, Committee on Arrangements

REQUEST FOR QUOTE – SPECIFICATIONS AND SERVICES

Fall Media Walkthrough Buildout Services

The Host Committee and the COA are providing the following information for vendors interested in providing certain buildout services related to the Fall Media Walkthrough, which will take place at the Fiserv Forum in Milwaukee, WI. The selected vendor shall work with the Host Committee and the COA to finalize the scope of the project, including means and methods of execution. The proposed specifications represent certain minimum requirements expected of the selected vendor but please note that the full scope of this project is not yet final, and the specifications are subject to change.

In your response, please indicate and provide the appropriate supporting documents to support, whether: (i) your proposed work will yield at least one-third revenue participation to diverse vendors; (ii) you qualify as a “local business enterprise;” (iii) you intend to hire workers registered with the City of Milwaukee’s resident preference program or other verified local worker; or (iv) you qualify as a “small business enterprise,” as those terms are defined in the City of Milwaukee Code of Ordinances.

Vendors formally requesting consideration for selection must provide proposed cost estimates for providing all requested services and specifications listed below. Additionally, vendors are asked to provide any additional information that demonstrates vendor’s ability to meet the minimum standards and specifications. The Host Committee and the COA require the selected vendor to have the proven ability to provide the following services to the Host Committee and the COA’s satisfaction.

1. Pipe and Drape:
 - a. The drapes below must be at least 8 feet high and supported with typical show-style pipe. Six (6) distinct colors of drape are needed and must be recognizable from across the arena. The colors do not have to be an exact match to the below outline; this outline is simply grouped by the total amount of feet needed for each distinct drape color. Black drape is not an option (except for the 40 feet needed for stage backdrop), although white drape is admissible for the other areas around the arena.
 - i. **Writing press – 60 ft.**
 - ii. **Radio seats and broadcast booths – 140 ft.**
 - iii. **Northwestern Mutual Suites – 60 ft.**
 - iv. **Main Concourse – 60 ft.**
 - v. **Event Level – 80 ft.**
 - vi. **Center/Side Camera Platform – 180 ft.**
 - vii. **Podium – 60 ft.**
 - viii. **Behind Stage (black) – 40 ft.**
2. In addition to the pipe and drape above, an additional 20-30 bases and uprights that are capable of extending to at least 6 ft. are needed.
3. Signage
 - a. Printing of fifty (50) indoor signs measuring approximately 22”x28” each with easels. Signage material can be foam core or showcard.
 - b. Printing of twelve (12) outdoor signs measuring approximately 2’x3’ or a similar, standard size with easels. Material must be able to withstand winter elements.

4. Tables and Linens:
 - a. 18 rectangular tables, either 6 ft. or 8 ft.
 - b. 18 black linens for 6 ft. or 8 ft. rectangular tables, draping to the floor.
5. Screens With Projectors:
 - a. Two (2) rear projector screens, each measuring 9'x16'. These will be stationed on either side of the main stage, requiring drape around each within the 40 ft. of black pipe and drape.
6. Audio System:
 - a. The following will be required for the floor of the Fiserv Forum, with approximately 400 attendees all seated on the floor.
 - i. Eight (8) table microphones.
 - ii. Six (6) "roving" or wireless microphones. Two (2) microphones to be placed at the same table and four (4) for the general floor area.
 - iii. Audio-Visual services as related to the projector screens.
 - iv. Capability for auxiliary hookup for any music needs outside of the projectors.

Insurance

A vendor formally requesting consideration for selection must include in its cost quote proposal details regarding vendor's current insurance coverages, including the different coverage amounts.

Vendor shall provide a certificate of insurance naming the Host Committee, the RNC, and the COA as additional insureds on all such insurance coverages and evidencing such insurance coverages with respect to all contemplated operations of vendor.