



CITY OF MEDFORD, MASSACHUSETTS

REQUEST FOR PROPOSALS

17-0425

**PERFORMANCE BOOKING, RENTAL AND OPERATIONS MANAGEMENT
SERVICES OF CHEVALIER THEATRE**

Sealed Proposals for: Performance Booking, Rental and Operations Management Services of Chevalier Theatre (RFP No. 17-0425) will be received until 2pm, October 13, 2016 at the Office of Procurement Chief Procurement Officer, 85 George P Hassett Drive, Room 105, Medford, MA, after which time the proposals will be privately opened, logged, and read.

RFP documents and specifications will be available for in person pickup during normal business hours at the Office of Procurement beginning on September 14, 2016, or electronically by emailing tlama@medford.org for no charge.

The City of Medford is seeking proposals for a Private Management Firm to enter into a Management Agreement for the operation of the Chevalier Theatre. The new Management Firm must be able to honor the current contractual obligations in place and will work with the City of Medford to achieve City Objectives.

The selected Proposer will be hired as of the execution date of the private management contract, and the selected Proposer will be responsible for booking events at the Chevalier Theatre and for all services required by the private management contract commencing on the execution date. The anticipated contract length is from January 1, 2017 to December 31, 2018.

A pre-bid conference is scheduled for September 28, 2016 at 11am at the Chevalier Theater, 30 Forest Street, Medford MA 02155.

The Chief Procurement Officer reserves the right to reject any or all proposals. All questions regarding this Request for Proposals or its specifications must be received by the Office of Procurement no later than September 30, 2016, by 10 A.M.

Shab Khan
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