



2021 IS USBC Mixed Championship  
Request for Proposal (RFP) Package

**Tournament Host - Request for Proposal**  
**2021 IS USBC Mixed Championship**  
**Tournament Bid**

Thank you for your interest in bidding on the 2021 Indiana State USBC Mixed Championship Tournament. The selection will be made as a package to award the winning bidder the opportunity to host the Indiana State USBC Mixed Championship Tournament for the year **2021**. The bidding is open to anyone who is able to meet all the requirements of the RFP. Complete RFP bids shall include commitments from bowling center management/ownership. RFP bids would preferably include commitments from convention bureaus/chamber of commerce, hotel properties, etc. As effective bidding is one of the most important skills that can be developed in the bowling industry, we will expect each bid to follow the requirements exactly as they are set forth.

The Indiana State USBC Board of Directors will have the final vote without any oral presentations, gifts or expectations by the bid organization. Once the bidders have been notified of the board's decision, the winning bid will be posted on [www.indianastateusbc.org](http://www.indianastateusbc.org) and IS USBC Facebook page and will include all pertinent information for the bowlers of Indiana. In addition, the selection will be announced at various IS USBC events.

Please note: The Indiana State USBC does not have a formal policy relating to a geographical rotation of the IS USBC Mixed Championship Tournament. The final selection is made based upon the quality of bids submitted for the year in question. A contractual agreement between the IS USBC and all parties will finalize acceptance.

This RFP bid package must be postmarked or received by the IS USBC Association Manager by December 16, 2019. Any RFP bid package not postmarked or received by December 16, 2019 will be in violation of the bid process and will not be considered. The IS USBC Association Manager will notify all submitters upon receipt.

Questions regarding the bid process should be directed to IS USBC Association Manager, Brian Nunning at (812) 629-0352 or [brian.nunning@indianastateusbc.org](mailto:brian.nunning@indianastateusbc.org)



## 2021 IS USBC Mixed Championship Request for Proposal (RFP) Package

### **Minimum / Preferred Bid Requirements**

#### **Tournament Event Requirements**

The bidder agrees to host the 2021 IS USBC Mixed Championship under the direction of the Indiana State USBC. The 2021 IS USBC Mixed Championship shall be conducted in October/November. Squads will be held on Saturday's and Sunday's. Final dates and squad times will be confirmed at contract signing. Bidder shall provide any limitations within the RFP bid package.

All center's included in this bid must have and maintain USBC Center Certifications at the time of bid and throughout the entire awarded event. The 2021 IS USBC Mixed Championship requires a minimum of 20 lane beds and would prefer 24 lanes. When the entire set of lane beds are not fully utilized, a minimum buffer from open play shall be four lanes. The IS USBC will have final approval for the lane condition to be used during the event. Lanes will be required to be dressed (oiled) before each squad of the tournament. The bidder must complete the Bidder and Center Information section of this RFP and must include all requested lineage cost information. (Note: Tournament Lineage shall not exceed the lowest weekly prime time league rates as verified by league contracts and shall only include charges for actual lines bowled).

The Host must run zero line tapes and provide tapes readings to the Tournament Management prior to the start of each squad of the tournament schedule. Tournament Pins - The bowling pins used for the tournament must at all times bear only the name and trademark of the original manufacturer or distributor thereof, and must be marked "USBC APPROVED". Pins that have been turned down, trimmed and then refinished may not be relabeled or used in the tournament. The pins in use by the establishment holding the tournament shall not be changed during the entire tournament, except for replacement of broken pins.

A shipping location and secured storage location is required to receive/store items such as bowling balls, raffle tickets, merchandise, office/tournament management equipment and display equipment. The IS USBC will be responsible to notify host/center of each shipment asap.

This tournament requires high speed internet access and network wiring to all tournament operations.

The bidder/center shall provide tables & chairs as required for tournament operations and printed frame by frame scores after each game from the center is required.



## 2021 IS USBC Mixed Championship Request for Proposal (RFP) Package

Bowler names must be inputted by the center in the scoring system for each squad. It is preferred the center has scoring integration with BLS. When the center has BLS integration, the center will agree to allow and work with the IS USBC Tournament Staff to transfer names and scores to the scoring system electronically.

The bidder and centers agree to site visit(s), if required to observe and verify all aspects of the RFP package. A contractual agreement will be finalized prior to the event with the winning bidder including center management/ownership and the Indiana State USBC. A technology / planning visit will be held prior to the event to determine and agree upon items needed to be completed prior to the start of the event as well as to the location of the tournament operations such as tournament office, check-in, bracket intake, bracket computer operations and merchandise.

### **Additional Incentives**

As a non-profit association, the IS USBC is proactive in looking for discounts and cost saving advantages for the event and its attendees. Bid should include a complete description of all incentives or discounts available to the IS USBC and its attendees that will set your city apart from other bidding cities.



## 2021 IS USBC Mixed Championship Request for Proposal (RFP) Package

### **Bidding Procedures**

This RFP bid package is only for the 2021 IS USBC Mixed Championship Tournament. RFP's will only be accepted for the year outlined in the RFP.

The preferred method of submission is electronically by email. You are encouraged to complete and scan all documents and other attachments such as pictures and commitment letters into a PDF file and attached to the email. This shall be sent to the IS USBC Association Manager by December 16, 2019 at [brian.nunning@indianastateusbc.org](mailto:brian.nunning@indianastateusbc.org)

Where the RFP documents and attachments cannot be scanned and sent through email, the documents and any attachments may be mailed (Postmarked by December 16, 2019) to the following address:

Indiana State USBC  
2755 Lake Pine Path Apt #223  
Saint Joseph, MI 49085

All submitters will receive an email acknowledgement of RFP bid receipt from the IS USBC Association Manager upon receipt.

Questions regarding the bid process should be directed to IS USBC Association Manager, Brian Nunning at (812) 629-0352 or [brian.nunning@indianastateusbc.org](mailto:brian.nunning@indianastateusbc.org). All received questions and answers will be made available on [www.indianastateusbc.org](http://www.indianastateusbc.org) under the Tournament RFP page.



2021 IS USBC Mixed Championship  
Request for Proposal (RFP) Package

By submitting this RFP package, the submitter and all other parties involved acknowledges you have read, clearly understand and are agreed to meet all the minimum requirements listed in this RFP package.

Name of Submitter	
Address	
City, State, Zip	
Phone number	
Email Address	



2021 IS USBC Mixed Championship  
Request for Proposal (RFP) Package

**Bowling Center Information**

Contact Information

Center Name	
Address	
City, State, Zip	
Phone Number	
Proprietor Name	
Proprietor Email	
Center Manager Name	
Center Manager Email	

Center Information

Number of Lanes in Center	
Number of Lanes available for tournament	
Name & Model of Automatic Scoring System	
League Record Keeping System (i.e. BLS)	
Type of Lanes (wood, synthetic)	
Brand and Model of Lane Conditioning Machine	
Is the Center a member of the Indiana Bowling Centers Association? (not required)	
USBC Center Certification Number	
Type of Internet Service (DSL / Cable)	



2021 IS USBC Mixed Championship  
Request for Proposal (RFP) Package

**Bowling Center Information Continued**

Food and Beverage Services Information

Food Service (Restaurant / Snack Bar)	
Bar Service?	
Does the center have a Sunday alcohol License?	
Will Lane Waitress service be available during the tournament schedule?	
Will IS USBC workers get a discount on food/non-alcoholic beverages? If yes, what will the discount be?	

Lineage Cost Information

	Current (at the time of bid)	2021 Bid Year
Opening Bowling (per line)		
Primetime League (per line)		
Afternoon League (per line)		
Senior Leagues (per line)		
Tournament Lineage (per line)		

Lineage requested for 2021 IS USBC Mixed Championship (per line)	
--	--



2021 IS USBC Mixed Championship  
Request for Proposal (RFP) Package

**Bowling Center Information Continued**

Tournament Requirements / General Process Information

Is there adequate space for a tournament office? Includes tournament management and check-in. (note: wired network access required)	
Is the tournament office secured?	
Is a Bracket/Pot Gm signup area available?	
Is a Bracket/Pot Gm input area available?	
Is an area available for Merchandise sales?	
Does the center have a secure protected area to lock up network / pc equipment throughout the tournament (weekends & weekdays) (note required)	
Does the center have a secured protected area to lock up supplies, merchandise, raffle bowling balls, etc? (note required)	

By submission of the RFP bid, the bowling center acknowledges and accepts the following:

- The center must clean and oil the lanes prior to each scheduled squad of the tournament using the pattern established by the IS USBC and comply with the Lane Maintenance Checklist
- Names must be entered into scoring system for each squad. A, B, C not acceptable.
- Provide frame by frame printouts after each game
- Provide complete set of scores & series upon completion of squad. (If using BLS, IS USBC personnel can print from BLS)
- The center must have high speed internet access in the building and provide the IS USBC connection.





## 2021 IS USBC Mixed Championship Request for Proposal (RFP) Package

### Indiana State USBC Sample Lane Maintenance Checklist

In order for the Indiana State USBC Tournaments to be conducted in the most fair and competitive manner, this lane maintenance checklist must be completed and signed by the host center and a member of the tournament committee prior to competition.

This checklist will ensure that the tournament lane conditioning procedure will be fair from lane to lane, squad to squad, day to day, and weekend to weekend.

The Indiana State USBC appreciates your adherence to these guidelines so that every bowler will have a fair and equal opportunity to compete.

1. The same type of oil is being used on this squad as compared to others (Control)
2. The same type and mixture ratio of cleaner is being used on this squad as compared to others
3. The same pattern is correctly being used on this squad as compared to others
4. No significant changes to the buffing brush, transfer roller, and/or cleaning systems have been made
5. If this is the first squad of the day, lanes should be started no earlier than two hours prior to start time
6. If this is the second squad of the day, lanes should be run immediately before the start time
7. If this is the second squad of the day, all lanes used on that squad must be conditioned again
8. The "lane burning procedure" (see below) has been thoroughly followed.
9. The lane cleaner and conditioner volume shall be refilled before running first lane on each squad.
10. The lane cleaner and conditioner volume shall not be allowed to run out.
11. Tapes have been taken at 22' and 2' before the end of the pattern on approved lanes

#### **\*\*LANE BURNING PROCEDURE\*\***

When beginning to clean and condition lanes prior to each squad, the host center must "burn" four (4) lanes. The most common way to do this is to run lanes 1-4 and then go back to lane 1 and officially start the lane maintenance process. If the center is not using all of the lanes, the "burn pairs" may be those which are not used in competition. This process is extremely important for all squads, but especially the morning squads after which the house pattern was run the night before.