



louisville arena authority

RELEASE DATE: April 3 , 2025

REQUEST FOR QUOTES

To: Potential Providers – Suite Furniture Re-Upholstery & Chair Back Refurbishment

Re: Request for Quote (“RFQ”) — Louisville Arena Authority, Inc.

This document constitutes a request for quotes by the Louisville Arena Authority (“LAA” or “Arena Authority”) from qualified suppliers to provide certain Suite Furniture Re-Upholstery & Chair Back Refurbishment located within the KFC Yum! Center.

The RFQ Response Due Date is Tuesday, July 8, at 5 pm EST.

FACILITY INFORMATION

The Louisville Arena Authority is a Kentucky non-stock, non-profit corporation, created for the purpose of overseeing the creation, design, construction, financing, management and operation of the multi-purpose arena built in downtown Louisville, Kentucky. The arena, named the “KFC Yum! Center,” opened in October 2010. The LAA’s all-volunteer Board of Directors is comprises of 10 members appointed by the Governor of the commonwealth of Kentucky and five appointed by the Mayor of Metro Louisville. The LAA was created under the Kentucky not-for-profit corporation statutes and has obtained 26 USC § 501 (c) (3) tax-exempt status. Key background data is provided for some context for the Project.

The KFC Yum! Center is managed and operated by ASM Global, Inc. pursuant to a management agreement dated July 1, 2012, and subsequent addendums. ASM Global is authorized to act as agent for the Louisville Arena Authority in the management of this Request for Proposal with selection of award made by the Louisville Arena Authority Board of Directors.

The KFC Yum! Center, a state-of-the-art multi-purpose arena, is home to the University of Louisville Men’s and Women’s Basketball programs. Additionally, it is designed to accommodate a wide variety of other events including NCAA championships such as wrestling, gymnastics and volleyball, as well as concerts, family shows, trade shows, private events and conventions.

PROJECT BACKGROUND

The KFC Yum! Center includes approximately 841 bar stools within the arena that is used for a variety of purposes. It has been determined that the bar stools structurally are sound however the upholstery has exceed its ability to be cleaned. Therefore we are seeking a qualifued vendor to re-upholster these bar stools. The arena also has several hundred fixed seating within the suites that have extensive wear and tear on the chair backs. We are also including a qualified vendor to provide a cost to re-upholster these chair backs as needed on a per unit cost. Bidders may bid one or both of these projects.

SCOPE OF WORK

- A. Re-upholster bar stools in the arena with mutually agreeable fabric (including colors) and padding in a professional and timely manner
- B. Re-upholster on an as needed basis certain suite fixed seating chair backs including Cardinal head logo
- C. Ensure work meets quality and durability standards

REQUIREMENTS OF RESPONDERS

- A. Experience and certification with scope of work
- B. Professional Liability Insurance
- C. Ability to Provide Experience Staff
- D. Provide samples of product being proposed including fabric and padding samples for bar stools
- E. Provide samples of product being proposed including fabric, logo application and padding samples for suite fixed seating chair backs
- F. Provide a detailed summary of methodology of work including whether work will be on site or off site, time frame for completion (working around the arena schedule so we are never short number of bar stools or suite chair backs needed), and payment requirements.
- G. Provide warranty information for material and workmanship

PROJECT SCHEDULE

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| July 7, 2025 – | Deadline request tour to inspect equipment by 2 pm EST to
thamilton@kfcyumcenter.com |
| July 8, 2025 – | Deadline for RFQ Response by 2 pm EST to
thamilton@kfcyumcenter.com |
| July 14, 2025 – | Anticipated Award |
| November 1, 2025 - | Completion of project |

INSTRUCTIONS TO RESPONDERS

A. Preparation of Responses:

1. The respondent is expected to comply with all specifications, terms, conditions and instructions contained in the Request for Quotes(RFQ). Failure to do so will be cause for rejection.
2. The response should be prepared simply and economically, providing a forward straight concise description of the respondent's capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content. The Owner will not be responsible for any costs incurred by respondent in preparing or presenting the RFQ.
3. Any exceptions taken to the terms and conditions of this RFQ must be clearly identified. If no exceptions are listed it will be concluded that the respondent will meet, in every detail, the conditions stipulated in this RFQ.

B. Fees:

Responder shall present an itemized quote that includes all fees associated with this project. Please note the Louisville Arena Authority is not for profit organization and therefore is tax exempt. Responder shall also include detailed payment schedule for work.

C. Delivery of Work Timeline:

Responder shall present a detailed lead-time for completion of project.

D. Submission of Response:

Responses shall be sent via email to thamilton@kfcyumcenter.com.

E. Form of Agreement:

The form of agreement to be used shall be mutually agreed upon.

Prospective Responders are encouraged to review the Arena Authority's reservation of rights concerning cancelation of this RFQ discussed below. This RFQ may be canceled or withdrawn at the election of the Arena Authority.

MWBE PARTICIPATION

The LAA has adopted and is firmly committed to implementing its Affirmative Action Policy to promote the utilization of women and minorities in all phases of the project. It is the responsibility of each respondent to become familiar with the LAA's Affirmative Action Policy. All respondents must include in their response an affirmation to conform to the policy and a detailed description of their plan for conformance.

RESPONSE REQUIREMENTS OF RFQ

All items below should be included in the response in the same order and in similar format. Include the certification and signature at the end of this section.

Please provide a quote with a lump-sum price that includes the following:

INTRODUCTION

***Note:** If more than one firm is involved in a joint venture, a complete response from each firm is required.*

A. Firm Identification: Please provide the following information about your firm:

- Name
- Address
- City, State ZIP
- Telephone Number
- Designated Contact Name with Contact information
- Number of years firm has been in business
- Location of any branch offices

B. Sub-Contractors:

If other contractors will be utilized to perform any of scope of work included in this RFQ please signify the company name and role.

EVALUATION AND SELECTION PROCESS

1. Evaluation

The Louisville Arena Authority's management and operations firm, ASM Global, will facilitate the review of proposals and provide technical input so that the scoring may be performed and will select the successful proposal. The Arena Authority Board of Directors and its Finance Committee will make the award to the highest-scoring proposal, subject to the right to reject all proposals reserved below.

2. Submitting Questions

Any prospective Responder to this RFQ is encouraged to submit any questions they may have no later than by the date above. Send questions to Trevor Hamilton at the KFC Yum! Center at E-mail: thamilton@kfcyumcenter.com

3. Qualified Responders

The Authority shall review each proposal for compliance with all necessary requirements of this Request for Quote. Failure to comply with any requirements may disqualify a proposal. Only those Responders who have met the minimum requirements of this RFQ may be selected. Any alternative solution proposals submitted must be complete and will be subject to a full and independent evaluation.

4. Evaluation

After receiving all proposals, the Authority shall conduct its evaluation. The Authority, in conjunction with input from ASM's staff, or by utilizing consultants, will then score each qualified proposal. Minor irregularities in proposals that are immaterial or inconsequential in nature may be waived wherever it is determined to be in the Arena Authority's best interest.

5. Final Ranking and Selection

The Arena Authority will make selection for the award of the Contract to the Responder whose proposal are determined to be the most advantageous to the Arena Authority, considering the criteria identified next.

6. Basis of Selection

The evaluation of responses will be made from the criteria listed below, in order of importance.

Proposal Element	Scoring Percentage	Notes
Price	40 points	The response price that is lowest for value of overall price will receive the full 40 points. Any competing responses will be scored on a scale of comparison between that price and the lowest value for price
Experience	20 points	The responder's relevant experience will be scored and receive up to 20 points.

Delivery of Work Timeline	40 points	The responder's plan for delivery of scope of work, the earliest installation plan will receive the full 40 points.
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MWBE participation – the Response should affirm that the Responder will abide and conform in good faith to the Authority's MWBE program, or the response will be considered non-conforming.

Sponsorship/ VIP Ticket Interest – the Response should state if the Responder already is under contract as a Sponsor or as a Premium Ticket holder of the KFC Yum! Center or has interest in engaging conversations for either opportunity. This is not a requirement to bid.

7. Negotiation and Award of Contract

Interviews and negotiations may be held to promote further understanding of proposal requirements, and to facilitate arrival at a Contract. The LAA reserves the right to accept the best proposal, as submitted, without further conversations or negotiations, and may do so. The Committee will rank each finalist. The Arena authority and the first ranked finalist shall then negotiate in good faith the terms and conditions of a contract. If such negotiations are unsuccessful, the Arena Authority shall then negotiate with the second ranked finalist. This process will continue until the Arena Authority has reached a satisfactory agreement. The Arena Authority retains the right to reject all proposals at any time during the process. No public submittal opening will be held. All proposals will be treated as closed records until a contract award is made or until all submittals are rejected except as required by law.

8. Reservation of Rights

The LAA reserves the right to amend, modify or withdraw this request; to waive or revise any requirements of this request; to require supplemental statements or information from any responding party; to reject any response submitted; to accept or reject any or all responses received with respect to this request; to extend the deadline for submission of responses; to negotiate or hold discussions with any responding party and to cancel, in whole or in part, this request if the Arena Authority deems it to be in its best interests to do so. The Arena Authority may exercise the foregoing rights at any time without notice and without liability to any responding party or other parties for their expenses incurred in the preparation of responses or otherwise. Responses with respect to this request will be prepared at the sole cost and expense of the responding party. The issuance of this request and the submission of a response and/or the acceptance of such response by the Arena Authority does not obligate the Arena Authority in any manner whatsoever. Legal obligations will only arise upon execution of a formal agreement by the Arena Authority and the selected provider.

PROPOSAL DEADLINE

Responses must be received by **2:00 PM Eastern Daylight Time on July 8, 2025, to:**

Trevor Hamilton
thamilton@kfcyumcenter.com

Firms submitting inquiries are advised not to rely on any verbal advice/instruction, and only to rely on written instructions from the Louisville Arena Authority authorized representatives.