



Request for Proposal

Shuttle Service

Event Overview:

USA Pickleball National Championships, the premier event in the world of pickleball, is gearing up for its annual tournament in Mesa, Arizona. The tournament attracts top players from across the nation, along with enthusiastic spectators, sponsors, and media coverage. This year's event promises to be bigger and better, featuring multiple activation areas, entertainment zones, food vendors, and merchandise stalls.

Scope of Services:

We are seeking proposals from experienced shuttle service companies to provide the necessary transportation to and from the USA Pickleball Nationals event. The selected vendor will be responsible for providing transportation to and from select hotel locations across Mesa and Gilbert, Arizona to ensure participants and spectators arrive at their destination in a safe and timely manner.

Required Items:

- 4-8 shuttle busses with at least 30 seats per vehicle
- Option to decorate or wrap busses
- Drivers provided by company with proper certifications to operate shuttle bus
- Please include any additional equipment recommendations based on the size and scope of the event described

Event Details:

Date: November 10-17, 2024

Location: Mesa, Arizona

Venue: Arizona Athletic Grounds

Expected Attendance: 2,000 – 2,500 participants | 10,000 – 15,000 attendees

- o Hotel zones include (Within 5 Miles): **Four Points by Sheraton at Phoenix Mesa Gateway Airport**
- o **Holiday Inn Express & Suites Gilbert – Mesa Gateway Airport, an IHG Hotel**
- o **Courtyard by Marriott Phoenix Mesa Gateway Airport Legacy Inn & Suites - Mesa**

Hotel zones include (Within 10 Miles):

- o **Double Tree by Hilton Hotel Phoenix – Gilbert**
- o **Tru by Hilton Gilbert**

Projected Shuttle times: 8:00am-9:00pm every 30 min (Potential for late night shuttle service from 9pm-12am)

Proposal Requirements:

Interested vendors are requested to submit comprehensive proposals addressing the following:

- **Company Overview:** Provide a brief overview of your company, including experience in providing bus and shuttle services for large-scale events.
- **Shuttle Inventory:** Detail the range and quantity of vehicles that are available for rental, specifying any notable specifications.
- **Maintenance and Support:** Describe your maintenance and support services during the event, including on-site staff availability for any vehicle issues or emergencies.
- **Cost Proposal:** Provide a detailed cost breakdown for the rental of each vehicle, including associated costs with drivers and any additional fees.
- **Concessions:** Provide any concessions you are willing to provide to USA Pickleball, including partner discounts, reduced, or removed fees, etc.
- **References:** Include references or testimonials from previous clients for similar events.

Submission Guidelines:

Proposals must be submitted via email no later than June 7, 2024. Please address all proposals to Baylee Opperman (bopperman@usapickleball.org)

Selection Process:

Proposals will be evaluated based on the completeness of the response, the suitability of the vehicle inventory, cost-effectiveness, and past experience. Shortlisted vendors may be invited for further discussions or site visits before final selection.

Important Dates:

RFP Issuance Date: 5/17/2024

Proposal Submission Deadline: 6/7/2024

Vendor Selection: 7/17/2024 –

For inquiries or clarification regarding this RFP, please contact:

Baylee Opperman, Director of Event Logistics | 530-902-6191 | bopperman@usapickleball.org

We look forward to receiving your proposals and partnering with a reputable shuttle service and transportation rental company for the success of the USA Pickleball Nationals event.

USA Pickleball