NYSPHSAA
State Championship
Site/ Facility Bid

GIRLS BASKETBALL CHAMPIONSHIPS
2020, 2021 & 2022

Hudson Valley Community College
Venue Name
Troy, NY
Location

Due Date/ Time: September 24, 2018 @ 9:00 AM
* Bids must be delivered in a sealed envelope.
(Please provide a minimum of 20 copies of the bid)
BID INFORMATION:
BID RELEASE DATE: July 26, 2018

BID RETURN DUE DATE/ TIME: September 24, 2018 @ 9:00 AM
* All bids must be delivered in a sealed envelope to:
  NYSPHSAA
  Attn: Championship Site Bid (Girls Basketball)
  8 Airport Park Blvd.
  Latham, NY 12110

Sport Committee/ Staff Review Date/ Time: September 24, 2018 @ 9:00 AM

EXECUTIVE/ CENTRAL COMMITTEE APPROVAL: February 1, 2019
NYSPHSAA

Championship Site Bid

GIRLS BASKETBALL

Thank you for your interest in hosting the New York State Public High School Athletic Association's Girls Basketball Championships. The NYSPHSAA is a non-profit, voluntary, educational service organization composed of 783 public, parochial, and private schools dedicated to providing equitable and safe competition for the students of its member schools. Membership is open to secondary schools providing interschool athletic activities for boys and girls in grades 7-12.

PROCESS:

All NYSPHSAA State Championship sites will be open for bid by any NYSPHSAA Section/Member School and their respective communities in New York State; NYSPHSAA retains sole control over the administration of State Championship events and is the sole rights holder. All expenses and revenues are collected and dispersed by NYSPHSAA.

All site bids will be for a three year period, unless rationale is provided for a shorter or longer term, and must be endorsed by the Section Executive Director.

The NYSPHSAA Executive/Central Committee will approve all State Championship sites/facilities, taking into consideration the recommendations of the State Sports Committee and the NYSPHSAA Executive Director/Office Staff.

Each proposal will be scored from 1 (Not favorable for the event) to 5 (Excellent for the event) on the following criteria by the Sport Committee and the NYSPHSAA Staff:

- Size/Quality of facility
- Effectiveness of site committee
- Spectator interest
- Handicap accessibility
- Proposed Expenses (Total Costs)
- Parking
- Volunteerism
- Sponsorship/Community financial commitment
- Hotel Room Rates & Availability
- Restaurants
- Security provisions
- Location

Note: qualifications will not be based solely upon score.
All sealed bids will be opened by the State Sport Committee and the NYSPHSAA Executive Director/Office Staff on the date/time specified on page 2 of this document. Once bids are submitted, no revisions, modifications or adjustments will be permitted. The Championship Advisory Committee will review the recommendations of the Sport Committee and the NYSPHSAA Executive Director/Office Staff to provide input to the Executive/Central Committee.

All bids must be submitted on the enclosed document.

A minimum of 20 copies must be submitted in ONE enclosed envelope.

All bidders must provide an individual or individuals available via teleconference on the day of the Sport Committee meeting to answer any questions the Sports Committee/Staff may have.

The successful facility will be required to provide the association with a contract, stipulating all proposed and agreed upon terms and conditions, within 30 days following the presentation to the Sports Committee and NYSPHSAA Staff.

Timeline:
When appropriate, bids will be released 12-14 months prior to the expiration of the current contract/agreement.
GIRLS BASKETBALL
EVENT SPECIFICS

PROPOSAL DATES:
For the purpose of this bid, the NYSPHSAA Girls Basketball Championships are scheduled for the following dates:

- Week #37 (NYSPHSAA Calendar) March 20-22, 2020
- Week #37 (NYSPHSAA Calendar) March 19-21, 2021
- Week #37 (NYSPHSAA Calendar) March 18-20, 2022

The NYSPHSAA Girls Basketball Championships will last 3 day(s).

The approximate start/end times are as follows:
- Set Up: Noon day before tournament begins
- Day 1: 7:00 AM-11:00 PM
- Day 2: 7:00 AM-11:00 PM
- Day 3: 7:00 AM-6:00 PM

Past Event Specifics:

<table>
<thead>
<tr>
<th>Year</th>
<th>Attendance</th>
<th>Location</th>
<th>Hotel Room Nights</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>5172</td>
<td>Hudson Valley CC</td>
<td>260</td>
</tr>
<tr>
<td>2017</td>
<td>5345</td>
<td>Hudson Valley CC</td>
<td>260</td>
</tr>
<tr>
<td>2016</td>
<td>6669</td>
<td>Hudson Valley CC</td>
<td>260</td>
</tr>
<tr>
<td>2015</td>
<td>8083</td>
<td>Hudson Valley CC</td>
<td>260</td>
</tr>
</tbody>
</table>

Approximate Number of Participating:
- Athletes: 320
- Teams: 20
- Officials: 23

ACCOMODATIONS:
Hotel Room Nights Needed for participating athletes, teams and officials:
- Day Before: 80 Hotel Room Nights
- Day One: 100
- Day Two: 100
- Day Three: 10
EVENT:
To host this event, the site/facility must:
- No additional requirements.

* Additional event specs listed on pages 7-14 (locker rooms, parking, Wi-Fi, seating capacity, etc.)
SITE/ FACILITY SPECIFICS

SITE LOCATION:
Section: 2  Venue Name: Hudson Valley CC  City: Troy

Number of restaurants within a 10 miles radius of venue: 50+
Number of hotels within a 10 mile radius of venue: 25+
Number of hotel rooms within a 10 mile radius of venue: 2500+

Site/ Facility Distance:
From Section VI office
355 Harlem Road
West Seneca, NY 14224
MILES: 290

From Section XI office
180 E. Main Street, Suite 302
Smithtown, NY 11787
MILES: 190

From NYSPHSAA
8 Airport Park Blvd.
Latham, NY 12110
MILES: 8

Negotiated Hotel(s)

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Rate Per Night</th>
<th>Letter Attached</th>
<th>Total # of Rooms</th>
<th># Single Rooms</th>
<th># Double Rooms</th>
<th>Yr. of Last Renovation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany Marriott (Athlete Lodging)</td>
<td>$117.00</td>
<td>☑</td>
<td>See Attached</td>
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</table>

ATTACHMENT “A”- Please attach a commitment letter, for the length of the bid, from the hotel(s) with a negotiated room rate for the dates listed on Page 5. Be sure to include any added value (i.e. complimentary breakfast, complimentary Wi-Fi, etc.) NYSPHSAA requires a 30-1 comp room ratio.

Banquet Facility:
Is there an area to accommodate a pre-event banquet (See Page 5 for specifics)- Yes ☑  No ☐

Cost of banquet facility: $ NA
**PROPOSED CHAMPIONSHIP COST:**

* Please list all related championship costs **to be paid by NYSPHSAA.**

<table>
<thead>
<tr>
<th>Check &quot;ALL&quot; items below that are included in Total Cost</th>
<th>NOTES &amp; Additional Information If “NO” explain/ list additional costs to NYSPHSAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Rental</td>
<td>YES</td>
</tr>
<tr>
<td>Set Up</td>
<td>YES</td>
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<tr>
<td>Take Down</td>
<td>YES</td>
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<tr>
<td>Utilities</td>
<td>YES</td>
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<tr>
<td>Merchandise Buyout</td>
<td>YES</td>
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<tr>
<td>Staff/ VIP Parking</td>
<td>YES</td>
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<tr>
<td>Video Board Usage</td>
<td>YES</td>
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<tr>
<td>Spotlight</td>
<td>YES</td>
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<tr>
<td>Scoreboard</td>
<td>YES</td>
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<tr>
<td>Internet Access (WIFI)</td>
<td>YES</td>
</tr>
<tr>
<td>Tables</td>
<td>YES</td>
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<tr>
<td>Chairs</td>
<td>YES</td>
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<tr>
<td>Risers/ Stage</td>
<td>YES</td>
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<tr>
<td>Fire inspection</td>
<td>YES</td>
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<tr>
<td>Ticket Takers</td>
<td>YES</td>
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<tr>
<td>Ticket Sellers</td>
<td>YES</td>
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<tr>
<td>Box Office Staff</td>
<td>YES</td>
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<td>Ushers</td>
<td>YES</td>
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<tr>
<td>PA Announcer</td>
<td>YES</td>
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<tr>
<td>Security</td>
<td>YES</td>
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<tr>
<td>Police</td>
<td>YES</td>
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<td>EMS/ Ambulance</td>
<td>YES</td>
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<td>Athletic Trainer</td>
<td>YES</td>
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<td>Custodial/ Cleaning</td>
<td>YES</td>
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<tr>
<td>Tech Support</td>
<td>YES</td>
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<td>Video Operator</td>
<td>YES</td>
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<td>Scoreboard Operator</td>
<td>YES</td>
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<td>Stagehands/ Union Fee</td>
<td>YES</td>
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<tr>
<td>Please list other items below</td>
<td>YES</td>
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</tbody>
</table>

**COST:** $14,500.00

*Contributions/ Donations - $ Please denote on Page 9

**TOTAL COST:** $14,500.00 Payable by NYSPHSAA

*Contributions/ Donations are not considered "NYSPHSAA Sponsorships."
*CONTRIBUTIONS/ DONATIONS:
Please list all contributions/donations associated with this event; must include a letter of guarantee. No deliverables will be associated with contributions/donations. NYSPHSAA shall handle all “sponsorships” associated with NYSPHSAA Championship events. LIST BELOW:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Letters of Confirmation (Attachment “B”)</th>
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<tbody>
<tr>
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Does the Facility/Venue have a Per-ticket sold fee? Yes □ No ☑ If yes, amount $_____

Does the Facility/Venue have a Credit Card fee? Yes □ No ☑ If yes, amount %_____

*Pay rates determined by NYSPHSAA for personnel checked “NO” on page 8. NYSPHSAA will NOT pay negotiated rates; those must be included in total facility cost on page 8.

  Ticket Takers: $15 Per hour
  Ticket Seller: $15 Per Hour
  PA Announcer: $30 Per game (Team)/ $15 per hour (Individual)
  Scoreboard Operator: $30 Per game (Team)/ $15 per hour (Individual)
  Athletic Trainer: $35 Per hour
FACILITY:
Total Seating Capacity: 3200
  Chair back seating? Yes ☑ No ☐ Some ☐
  Handicap seating? Yes ☑ No ☐ N/A ☐
  Ability to charge admission? Yes ☐ No ☑
  Separate entrance available for teams/ coaches? Yes ☑ No ☐
  Area for vendor set-up? Yes ☑ No ☐
    Any limitations for vendor set up?

Number of Parking Spaces available onsite: 2500
  Additional parking available near the site/ facility? Yes ☑ No ☐
    If “Yes” number of parking spaces: 50
  VIP parking in designated area? Yes ☑ No ☐
  Team Bus parking designated area onsite? Yes ☑ No ☐
    If “Yes” how many spots: G-Lot
    If “No” how far is the designated team bus parking area: _____ miles
  Broadcast ready? Yes ☑ No ☐
  WiFi? Yes ☑ No ☐
  Media accommodations? Yes ☑ No ☐
    If “Yes” please describe:
      A designated media room can be set up to include tables, chairs, power source and Wifi.
  Number of team locker rooms available for use: 4
    - Do all locker rooms have showers and restroom facilities? Yes ☑ No ☐
  Number of officials/ referee locker rooms available for use: 2
    - Do all locker rooms have showers and restroom facilities? Yes ☑ No ☐
  Number of restrooms at facility: 6

Would there be a designated “hospitality” area for NYSPHSAA use? Yes ☑ No ☐
Catering Service availability: Yes ☑ No □

Concession availability: Yes ☑ No □

Will facility have staff available to assist with hanging of Championship banners? Yes ☑ No □

All NYSPHSAA events are smoke and alcohol free activities. Please describe how alcohol and tobacco sponsor signs/banners/messages, if any, located at the facility will be covered or otherwise not advertised/displayed during the time of use of the facility:

Hudson Valley Community College is a Tobacco, Smoking and Alcohol free campus. No use or advertising is permitted on campus.

Facility Photos/Diagram

ATTACHMENT “C”- Please attach any photos or diagrams of the site/facility.

Emergency Policy

NYSPHSAA requires each competition facility/site to have an emergency plan including sufficient AEDs in place during the entire length of time to conduct the event. Describe the measures in place to address any/all emergencies that could occur affecting participants and spectators.

Hudson Valley Community College has an AED in place in the Main Lobby. An additional AED is stationed with the Athletic Trainer covering the event at court side. The Athletic Trainer is on staff to provide proper medical assistance to both athletes and any spectators. In addition, Hudson Valley Public Safety staff have a direct link to 911 in case of an emergency.

There is a full evacuation plan/emergency review read by the public address announcer prior to each game. This includes expected facility behavior, fire exit doors, AED information.
MISCELLANEOUS:
Event/ Tournament Director:
Name: Karen Bonitatibus
Position (i.e. coach, athletic director, facility manager, etc.) Event Coordinator
Telephone Number: 518-573-6200
E-Mail: karen.bonitatibus@southcolonia.k12.us or kjbono@gmail.com

Person available to answer questions during bid opening:
Name: Zach Yannone (HVCC) or Dan Hytko (Sect 2)
Phone #: 518-365-6574 (Zach) / 518-708-1913 (Dan)

Has this facility hosted a NYSPHSAA event in the past? Yes ☒ No ☐
If “Yes” please list most recent:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Event</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Girls State Tournament</td>
<td>2018</td>
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List other events (sporting events, concerts, youth tournaments, etc.) in your area during the time of this event:

TBD

Describe promotional activities to be conducted for this event:

TBD
Volunteerism:

Describe the volunteerism for this event:

We have over 175 volunteers that are a key ingredient for a successful Girls Basketball Championships. Our volunteers are a critical part to the overall success. The economic value of these volunteers is a financial benefit. Section II will continue to provide a high retention of volunteers that are highly qualified people. There are a number of committees and sub committees that make up these volunteers. The following is a listing of these committees:

• Clock(s) Operators
• Public Announcer(s)
• Official Scorebook
• Floor Operations
• Game Officials Assignment Committee
• Tournament Statistic Team
• Pass Gate
• Ticket Sales/ Ticket Taker Assignor
• Gate Personnel & Team Check-in Attendant(s)
• T’s for 3’s Distribution
• Awards Table Attendant
• Team Greeters
• Hospitality Room
• Advertising Committee
• Media Relations
• Lodging Director
• Practice Site Generals
• All-Star Committee (Secures donations for these awards)
Please list any other pertinent information pertaining to this proposal:

This tournament has been located at Hudson Valley Community College since 1996. Hudson Valley and Section 2 have worked together to support this tournament at the highest level possible. The college has upgraded the facility within the last year to include 2 Porter Game Hoops, a $70,000.00 Daktronics scoreboard and timing system, as well as cosmetic improvements to locker rooms and exterior to the building. We look forward to continuing to host this tournament at Hudson Valley, which we consider the perfect venue size and location for this event.

In addition, the Albany County Visitor Bureau and the Rensselaer County Visitor Bureau will work closely with the event to ensure there are premium hotel rates for spectators attending the tournament.
ENDORSEMENT SIGNATURES

The following officials/representatives have reviewed this bid and provide endorsement, support and approval. We are confident our site/facility meets all requirements to host a successful State Championship event.

Section Executive Director
Section: 2
Name: Edward Dopp
Signature: ____________________________ Date: 9/18/18

Facility Manager
Name: Zach Yannone
Signature: ____________________________ Date: 9/18/18

Application Completed by:
Section: 2
Name: Zach Yannone and Dan Hylko (Section 2)
Organization/Section/School: Hudson Valley Community College
Address: 80 Vandervergh Avenue
(Street) Troy, NY 12180
(City, Zip) ____________________________ Date: 9/18/18
Signature: ____________________________

Please direct any questions or concerns pertaining to this bid to Joe Altieri, NYSPHSAA Assistant Director, at 518-690-0771 or Altieri@nysphsaa.org

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September 6, 2018

Karen Bonitatibus
New York State Public High School Athletic Association (NYSPHSAA)
8 Airport Park Blvd
Latham, NY 12110

Dear Ms. Bonitatibus,

Thank you for considering the Albany Marriott again for overnight accommodations for the next three years. We are excited about the opportunity to welcome the NYS Girls High School Basketball Tournament back to our hotel. We would have accommodations availability for your event on March 19-22, 2020, March 18-21, 2021 and March 17-20, 2022.

We would be happy to offer 100 rooms for Thursday, 134 for Friday and 63 for Saturday each year as we have previously offered. These rooms would mostly be rooms with two queen beds and a few rooms with a king with a pullout sofa. We are able to offer a group discounted rate of $117.00 for 2020 and 2021 and $119.00 for 2022. Our current room tax is 14%. We offer complimentary parking at our hotel and I will waive the internet fee in the guestrooms. Breakfast is not included in the rate however we do have a restaurant on property. For your group I can offer a special group discounted price of $15.34 for 2020 and $16.52 for 2021 and 2022. This price is inclusive of gratuity however does not include sales tax. In addition to our restaurant we also have a bar, room service, heated indoor pool and a fully equipped fitness center.

Ms. Bonitatibus, if I can be of further assistance, or answer any questions please do not hesitate to call me directly at 518-437-6335. I look forward to working with you again to ensure a great stay for your group.

Sincerely,

Heather Hough
Sales Manager
Albany Marriott
PH: 518-437-6335
Fax 518-437-6306
Email: heather.hough@marriottsales.com

Albany Marriott, 189 Wolf Rd., Albany NY 12205