



**CITY OF FAIRHOPE**  
**P.O. Drawer 429**  
**555 South Section St.**  
**Fairhope, Alabama 36533**  
**OFFICE OF PURCHASING MANAGER**

**REQUEST FOR QUOTE (RFQ)**

**RFQ #:011-09**

**RFQ TITLE: RFQ FOR NEW YEAR'S EVE TENT RENTAL**

**RFQ date issued: October 23, 2009**

**Quote Due Date and Time: November 5, 2009, 9:00 AM.**

**Submit Quote by e-mail to: [dan.ames@cofairhope.com](mailto:dan.ames@cofairhope.com) .**

**PLEASE SUBMIT QUOTE VIA EMAIL DIRECTLY TO DANIEL P. AMES,  
PURCHASING MANAGER LISTED ABOVE.**

**SUBMIT ENTIRE RFQ WITH SIGNED QUOTATION (PDF FILE IS ACCEPTABLE)**

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE RFQ #011-09, RFQ FOR  
NEW YEAR'S EVE TENT RENTAL.**

**QUESTIONS: Direct all questions to:**

**Daniel P. Ames, Purchasing Manager, E-mail or, Phone: 251-928-8003, ask to  
be put through to desk or cell phone.**

**SCOPE OF WORK AND SPECIFICATIONS**

**TENT RENTAL FOR NEW YEAR'S EVE 2009**

**SCOPE**

1. The purpose for this bid is to rent tents for the City of Fairhope New Years Eve Celebration on December 31, 2008. The awarded vendor will furnish, set-up and remove tents in Downtown Fairhope.
2. The Awarded Vendor to provide all necessary supervision, labor, tools, materials and safety equipment to perform the following tasks:
  - a. Setting up Tents by 6:00 p.m. December 31.
  - b. At the discretion of City of Fairhope representative, some tents may be set-up as early as 2:00 p.m., December 31, 2008. Streets will be closed at 3:00 p.m. that afternoon.
  - c. Removing tents after event, no later than by 8:00 a.m. January 1, 2008.
  - d. Deliver items to the City of Fairhope as per specification.
  - e. All prices quoted must include transportation charges to destination.

- f. Price quoted is FOB, prepaid and allowed, Fairhope Alabama.
- g. Delivery time is of the essence and may be a factor in making an Award.
- h. All quotes must be valid for 45 days minimum.

## **SPECIFICATIONS**

1. All deliveries will be arranged by the City of Fairhope. City personnel will manage the distribution of rental equipment.
2. Estimated Equipment To Be Supplied
  - a. Nine (9) 20' x 20' Tent with sides
  - b. Two (2) 10' x 10' Tents with sides
  - c. Ten (10) Tent Heaters
  - d. Thirteen (13) 15' x 15' Tents with sides (may substitute 20' x20')
3. General Conditions
  - a. The City of Fairhope reserves the right to increase or decrease unit quantities as needed.
  - b. All tents will be placed as directed by City of Fairhope representative on site.
  - c. Tents are to be erected to withstand moderate wind, with wires, cords, and ropes protected.
  - d. No tents may be staked into the street. All tents must be secured with weights and/or sandbags.
  - e. Any item that may be dangerous must be covered for safety to prevent the public from injury.
4. Vendor Compliance  
Items quoted must comply with all specifications listed.
5. Insurance Requirements

Contractor, at its sole expense, shall obtain and maintain in full force the following insurance to protect the Contractor and the City of Fairhope at limits and coverages specified herein. The City of Fairhope will be listed as "additionally insured" on all applicable certificates. These limits and coverages specified are the minimum to be maintained and are not intended to represent the correct insurance needed to fully and adequately protect the Contractor.

All insurance will be provided by insurers licensed to conduct business in the State of Alabama and shall have a minimum A.M. Best rating of A-VII and must be acceptable to the City. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to the City for prior approval.

**NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAVE BEEN RECEIVED BY THE CITY.**

- (a) Worker's Compensation and Employers Liability

Part One: Statutory Benefits as required by the State of Alabama

Part Two: Employers Liability

\$100,000 Each Accident

\$100,000 Each Employee

\$500,000 Policy Limit

i. U.S. Longshoreman & Harbor workers Act (USL&H)-

Required if contract involves work near a navigable

Waterway that may be subject to the USL&H law.

ii. Maritime Endorsement (Jones Act)-

Endorsement required if contract involves the use of a Vessel.

Or include coverage for "Master or Members or Crew" under "Protection and Indemnity" coverage (P&I).

Bodily injury by accident \$500,000 Each Accident

Bodily injury by disease \$500,000 Aggregate

(b) Commercial General Liability

Coverage on an Occurrence form with a combined single limit (Bodily Injury and Property Damage combined) as follows:

Each Occurrence	\$300,000
Personal and Advertising Injury	\$300,000
Products/Completed Operation Aggregate	\$300,000
General Aggregate	\$300,000

- Coverage to include
  - o Premises and operations
  - o Personal Injury and Advertising Injury
  - o Products/Completed Operations
  - o Independent Contractors
  - o Blanket Contractual Liability
  - o Explosion, Collapse and Underground hazards
  - o Broad Form Property Damage
  - o Railroad Protective Liability Insurance if work involves construction, demolition or maintenance operations on or within 50 feet of a railroad.

(c) Automobile Liability

Covering all Owned, Non-Owned, and Hired vehicles with a limit of:

Bodily Injury per Person	\$100,000
Bodily Injury per Accident	\$300,000
Property Damage per Accident	\$ 50,000

Certificate of Insurance

A Certificate of Insurance evidencing the above minimum requirements must be provided to and accepted by the City **PRIOR** to commencement of any work on the contract. Each policy shall be endorsed to provide thirty (30) days written notice of cancellation to the City.

## **GENERAL REQUIREMENTS**

### **AWARD OR REJECTION OF QUOTATIONS**

1. The award will be made to the lowest responsible bidder complying with conditions of the request for quotations, provided his quote is reasonable and it is in the interest of the City of Fairhope to accept it. The awarded vendor will be notified at the earliest possible date. The City of Fairhope, however, reserves the right to reject any and all quotes and to waive any informality in the quotations received whenever such rejection or waiver is in the interest to the City of Fairhope.

### **1. QUOTING VENDOR INFORMATION**

Quoting Vendor further offers to furnish materials, equipment or services in compliance with all terms, conditions, and specifications herein including all amendments. Submitting this document constitutes complete understanding and compliance with the terms and conditions and certifies that all-necessary facilities and personnel are available and established at the time of quotation submittal.

Bidders are required to read and understand all information contained within this entire quote package.

## **COMPLIANCE**

1. All quoted components will comply with all Federal, State and Local laws, ordinances, codes and regulations.
2. The awarded vendor will be responsible for insuring that all items meet specifications before delivery.
3. Awarded vendor will make no substitutions for quoted items without prior written approval of the City of Fairhope Purchasing Department.

## **ORDERING**

1. The City of Fairhope Purchasing Department will issue Purchase Orders to the awarded vendor for quoted items as needed.
2. If awarded vendor fails to fill Purchase Order or deliver on time, the City of Fairhope reserves the option to procure needed, comparable items from any source, and bill the awarded vendor for associated expenses generated by such failure.

## **PACKAGING & DELIVERY**

1. Deliver ordered items to City of Fairhope Warehouse, 555 South Section Street, Fairhope, Al, or other designated City site, maintaining product in proper state, undamaged.
2. At point of delivery, awarded vendor will present an itemized delivery ticket **with the Purchase Order Number clearly referenced thereon**, to City of Fairhope receiving personnel for signing.
3. F.O.B. City of Fairhope, as directed.
4. Shortages, defective or damaged items will be rejected. The awarded vendor will replace such items in time for setup prior to the scheduled event.

## **PAYMENT**

1. Invoices -- Upon completion of service and delivery of materials specified in the applicable purchase order, awarded vendor will submit an invoice and signed delivery ticket to:  
City of Fairhope  
Accounts Payable Department  
P.O. Box 429  
Fairhope, AL 36533
2. All invoices must reference appropriate Purchase Order Numbers
3. Payment Of Invoice: All invoices received by the City of Fairhope are payable within thirty (30) days from the date of receipt by the City of Fairhope, provided they are approved by the City of Fairhope.

**If you are unable to furnish an item as specified and desire to offer a substitute, give full description of the item. No errors will be corrected after bids are opened. No prices shall include State or Federal Excise Taxes. Municipalities are exempt from Alabama Sales Tax by state law.**

Any attachments hereto are made and become a part of this inquiry and must be signed by bidder.

- **Our bid form must be filled in completely.**
- All pages of this bid form must be returned.
- **All documents requested must be attached to the back of page of such request and acknowledgement must be made where blank appears.**
- A signed contractual agreement must be in place prior to beginning work or services.

AFFIRMATION OF NON-COLLUSION

All Bidders will sign and have notarized the following statement:

I hereby affirm I have not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding or otherwise.

**Company:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company Representative:** \_\_\_\_\_  
(Print)

**Title:** \_\_\_\_\_

**Company Representative:** \_\_\_\_\_  
(Signature in ink)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**My Commission Expires:**

**RFQ SUBMITTAL FORM**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

RFQ NO.: 011-09

RFQ Name: RFQ FOR NEW YEAR'S EVE TENT RENTAL

<b>ITEM:</b>	<b>RENTAL PRICE EACH:</b>	<b>SET-UP/TAKE DOWN PRICE:</b>	<b>TOTAL OF RENTAL / SETUP / TAKE DOWN:</b>
20' X 20' Tent with sides			
10' X 10' Tent with sides			
Tent Heaters			
15' x 15' Tents with sides			

TOTAL QUOTATION FOR RENTAL / SET UP / TAKE DOWN PRICE BASED ON ESTIMATED QUANTITIES LISTED ABOVE: \$ \_\_\_\_\_

Quotation will include all labor, materials, equipment, shipping and postage, overhead, profit, bonds, insurance and all other costs necessary to provide the complete materials and/or services outlined within this RFQ. Show quantity / price breaks, if available.

The above quotation is made on behalf of \_\_\_\_\_

\_\_\_\_\_ and no others. Evidence of MY / OUR authority to submit the proposal is herewith furnished. The proposal is made without collusion on the part of any person, firm, or corporation. I / WE certify that I / WE have carefully examined the specifications hereto attached. I / WE propose to furnish all necessary labor, materials, equipment, shipping, overhead, profit, bonds, insurance and all other costs necessary to provide the complete materials and/or services outlined and in the manner specified within this RFQ.

If manufacturer is quoting please also include dealer contact information with this quote.

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Representative typed Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(City) (State) (Zip)

\_\_\_\_\_  
(Phone and Fax Numbers.)

\_\_\_\_\_  
(Federal Tax Identification Number)

\_\_\_\_\_  
Email

**DO NOT PROVIDE SOCIAL SECURITY NUMBER**