

**CITY OF TOLLESON  
REQUEST FOR PROPOSALS (RFP)  
FOR  
TENTS, TABLES AND STAGES FOR SPECIAL EVENTS**

The City of Tolleson is issuing this Request for Proposals seeking proposals from qualified vendors for rental of tents, tables and stages to the City for special events, for the year commencing January 1, 2015, and ending December 31, 2015. The vendor that is selected shall be responsible for supplying tents, tables and stages to be utilized by the City at annual special City-sponsored events, and the necessary personnel for the setup, maintenance, and tear down of the equipment. Vendor personnel will only be required to be present for set-up, necessary maintenance during the event, and tear down of the equipment.

This RFP will be listed on the City's website [www.tollesonaz.org](http://www.tollesonaz.org) beginning Thursday, November 13, 2014, and may be obtained from the Parks & Recreation Department at Tolleson City Hall, 9555 W. Van Buren Street, Tolleson, AZ, 85353. Any questions related to this RFP should be directed to Parks & Recreation Programmer Ruth Espinoza at [respinoza@tollesonaz.org](mailto:respinoza@tollesonaz.org) or (623) 936-2754.

Proposals are due at Tolleson City Hall by 4:00 P.M. on Wednesday, December 10, 2014. The City of Tolleson reserves the right to reject any and all submittals.

Notice Given By: Crystal Zamora  
Deputy City Clerk  
Thursday, November 13, 2014

Published in the: Arizona Business Gazette  
Thursday, November 13, 2014  
Thursday, November 20, 2014

**REQUEST FOR PROPOSALS  
FOR  
TENTS, TABLES AND STAGES FOR SPECIAL EVENTS**

**City of Tolleson  
9555 West Van Buren Street  
Tolleson, Arizona 85353**

**SOLICITATION INFORMATION AND SELECTION SCHEDULE**

Solicitation Number:	<b>PR-TTS-2015</b>
Solicitation Title:	<b>Tents, Tables and Stages for Special Events</b>
Release Date:	<b>November 13, 2014</b>
Advertisement Dates:	<b>November 13, 2014 and November 20, 2014 – The Arizona Business Gazette</b>
Pre-Submittal Conference:	<b>NOT APPLICABLE TO THIS SOLICITATION</b>
Final Date for Inquiries:	<b>TBD</b>
Proposal Due Date and Time:	<b>December 10, 2014 4:00 p.m. (local time, Phoenix, Arizona)</b>
Shortlist Announced for Oral Interviews:	<b>TBD</b>
Oral Interviews (if necessary):	<b>TBD</b>
Target City Council Award Date:	<b>TBD</b>
Anticipated Agreement Start Date:	<b>TBD</b>
City Representatives:	<b>Ruth Espinoza (<a href="mailto:respinoza@tollesonaz.org">respinoza@tollesonaz.org</a>) Chris Hagen (<a href="mailto:chagen@tollesonaz.org">chagen@tollesonaz.org</a>)</b>

\* In the event that a Vendor cannot be selected based solely on Proposals submitted, Oral Interviews may be conducted at the City's sole discretion.

\*\* The City of Tolleson reserves the right to amend the solicitation schedule as necessary.

**PART 1**  
**INTRODUCTION**

The City of Tolleson (the “City”) is seeking sealed proposals from qualified vendors (“Proposals”) for rental of Tents, Tables and Stages to the City for special events, for the year commencing January 1, 2015, and ending December 31, 2015. The vendor that is selected (the “Vendor”) shall be responsible for supplying tents, tables and stages (the “Equipment”) to be utilized by the City at annual special City-sponsored events, and the necessary personnel for the set up, maintenance, and tear down of the Equipment. Vendor personnel will only be required to be present for set-up, necessary maintenance during the event, and tear down of the Equipment.

Proposals shall be submitted in a sealed envelope with the Request for Proposals (“RFP”) title, solicitation number, and the name and address of the person submitting the Proposal (the “Proposer”) clearly indicated on the front of the envelope. All Proposals shall be completed in ink or typewritten, and signed by a person with the authority to bind the Proposer to the terms in the Proposal.

In comparing Proposals, consideration will not be confined to price only. The City is seeking qualified vendors who offer a high level of professionalism, excellent and reliable customer service, and service and equipment that meets safety and code guidelines. The successful Proposer will be one whose product is judged to best serve the interests of the City when price, product, safety, quality, performance, and delivery are considered. The City reserves the right to reject any or all Proposals or any part thereof, and to waive any minor technicalities. A contract will be awarded to the responsive and responsible Proposer whose Proposal meets the requirements and criteria set forth in this RFP.

**PART II**  
**GENERAL TERMS AND CONDITIONS**

**1. TERMINOLOGY.**

Throughout this RFP, the term “Proposer” shall have the same meaning as “Offeror” as that term is used in Chapter 3, Article 3-5: Procurement of the City Code of Ordinances.

Unless otherwise indicated, the term “Vendor” means the Proposer whose Proposal is accepted and awarded (by line item or in total) by the City.

As indicated in the Introduction to this RFP, the tents, tables, and stages to be supplied are collectively referred to as the “Equipment.”

The term “Contract” means that contract between the City and the Vendor, which is awarded by resolution of the City Council. The Contract shall incorporate all terms of the RFP and the Proposer’s response to the RFP (“Offer” or “Proposal”).

All other definitions and provisions of Chapter 3, Article 3-5: Procurement of the City Code of Ordinances apply to this RFP.

**2. PREPARATION OF PROPOSAL.**

- A. All Proposals shall include pricing set out in the pricing form provided in this proposal package.
- B. It is the responsibility of all Proposers to examine the entire Request for Proposals package, seek clarification of any item or requirement that may not be clear, and submit the entire, completed proposal package on or before the time listed on the front of this proposal package.

**3. EVALUATION OF PROPOSALS.**

Price is not the most important factor in the evaluation of Proposals. In evaluating Proposals, price will be considered along with the following factors:

- 1. Experience of the Proposer in providing requested products and services for special events similar to the events described in this Request for Proposals.
- 2. Quality of products offered.
- 3. Quality of customer service to be provided to the City.
- 4. Safety measures to be taken by the Proposer to ensure the safety of the Equipment.
- 5. Responsiveness offered by the Vendor.
- 6. Ability of the Proposer to meet timelines and deadlines and properly staff the necessary personnel.

Proposers should include information in the submission that is relevant to these factors that will enable the City in its evaluation of Proposals.

**4. DISCUSSION WITH RESPONSIBLE VENDORS/OFFERORS AND REVISIONS TO PROPOSALS.**

At the sole option of the City, discussions may be conducted with responsible Proposers that are determined to be responsible Proposers whose Proposals the City determines to be reasonably susceptible of being selected for award. Such discussions, if they are held, shall be for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of Proposals and the revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from Proposals submitted by competing Proposers.

- A. If discussions are conducted, the Procurement Officer or his/her designee shall issue a written request for best and final offers. The request shall set forth the date, time, and place for the submission of best and final offers.
- B. The request for best and final offers shall inform Proposers that, if they do not submit a notice of withdrawal or a best and final offer, their immediate previous offer will be construed as their best and final offer.

**5. INQUIRIES.**

Any questions related to this proposal package shall be directed to the City contact whose name appears on the front of this proposal package.

**6. LATE PROPOSALS.**

Late Proposals will not be accepted.

**7. AWARD OF CONTRACT.**

- A. If the City, in its sole discretion, decides to accept and award a contract in connection with this RFP, the award shall be made by resolution of the City Council to the responsible Offeror whose Proposal is determined, in writing, to be the most advantageous to the City, taking into consideration price and the evaluation factors set forth in the RFP.
- B. The Procurement Administrator or his/her Designee may reject all Proposals if rejection is in the public interest.
- C. The contract file shall contain the basis on which the award is made.
- D. After contract award, the Proposals shall be open for public inspection. If the Administrator or his/her designee designates a portion of its Proposal as confidential information, the Offeror shall isolate and identify, in writing, the confidential portions.
- E. Unless the Proposal/Offer states otherwise, or unless provided within this RFP, the City reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City.

**8. CONTRACT.**

Upon award of this solicitation, the terms of the Vendor's Proposal that are accepted shall form the terms of a contract between the Vendor and the City, which shall then be set forth in a separate contract ("Contract") that shall be awarded by resolution of the City Council.

**9. INSURANCE.**

Within ten (10) business days after the award, the Vendor shall supply evidence that, throughout the term of the Contract, the Vendor has insurance coverage of the types and in the amounts set forth in this section and that the City, its agents, representatives, officers, officials, and employees as additional insureds. Such evidence shall be in the form of a Certificate of Insurance naming the City, its agents, representatives, officers, officials, and employees as additional insureds. The required coverage is as follows:

1. "Occurrence" form Commercial General Liability insurance with an unimpaired limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products and Completed Operations Annual Aggregate, and a \$2,000,000 General Aggregate Limit. The policy shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury, and advertising injury. Coverage under the policy will be at least as broad as ISO policy form CG 00 010 93 or equivalent thereof, including but not limited to, separation of insured's clause.
2. Business Automobile Liability insurance with a limit of \$1,000,000 each occurrence on Vendor's owned, hired, and non-owned vehicles assigned to or used in the performance of the Vendor's work or services under the Contract. Coverage will be at least as broad as ISO coverage code "1" "any auto" policy form CA 00 01 12 93 or equivalent thereof.
3. Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction over Vendor's employees engaged in the performance of work or services under the Contract and shall also maintain Employers Liability Insurance of not less than \$500,000 for each accident, \$500,000 disease for each employee, and \$1,000,000 disease policy limit.

Failure of the Vendor to provide the Certificate(s) of Insurance with evidence of the coverage required shall result in immediate termination of the award and the Contract. Vendor shall maintain such insurance coverage throughout the term of the Contract.

**10. INDEMNITY.**

To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the City and each council member, officer, employee or agent thereof (the City and any such person being herein called an "Indemnified Party"), for, from and against any and all losses, claims, damages, liabilities, costs and expenses (including, but not limited to, reasonable attorneys' fees, court costs and the costs of appellate proceedings) to which

any such Indemnified Party may become subject, under any theory of liability whatsoever (“Claims”) to the extent that such Claims (or actions in respect thereof) are caused by the negligent acts, recklessness or intentional misconduct of the Vendor, its officers, employees, agents, or any tier of subcontractor in connection with Vendor’s work or services in the performance of the Contract or by faulty equipment utilized by Vendor. The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this Section.

**11. PAYMENT.**

Unless otherwise agreed to by the City in writing in its sole discretion, no payment to Vendor shall be made before tear down is completed. Vendor may separately invoice the City for each event at which it supplies the Equipment pursuant to the Contract.

**12. MULTIPLE AWARDS.**

The City reserves the right to award contracts to multiple Vendors in its sole discretion. The fact that the City may make multiple awards should be taken into consideration by each Proposer.

**13. TERM OF CONTRACT.**

The term of the Contract shall commence January 1, 2015, and shall end on December 31, 2015, unless terminated or cancelled earlier. The Contract may be extended for three (3) supplemental one-year periods without material changes to the terms, conditions, and pricing. Extensions shall be in writing and properly executed.

**14. TERMINATION.**

The City may terminate the Contract for its convenience and for any reason (with or without cause) by giving Vendor thirty (30) days prior written notice without further liability to Vendor for expenses, overhead, costs or anticipated profits. Vendor shall be paid for all undisputed services performed or Equipment supplied up to the termination date.

The Contract may be cancelled pursuant to A.R.S. §38-511.

**PART III**  
**SPECIAL TERMS AND CONDITIONS**

**1. PURPOSE AND SCOPE OF WORK.**

- A. Tents, Tables and Stages – Rental of tents, tables, and stages, for annual special events, that includes supplying the Equipment, and the set up, necessary maintenance, and tear down of the Equipment. Currently, the 2015 events requiring tents, tables and stages are as follows:

Whoopie Days – April 17 - 19  
4<sup>th</sup> of July Celebration – July 4  
Tardeada Latina – September 18 - 19  
Pride Day – October 24  
Luces de Navidad – December 11 - 12

At the City’s discretion, other events and/or locations may be added on an as-needed basis at the pricing in the Vendor’s Proposal. Dates are subject to change.

In the event of multiple awards, a Vendor may receive work orders for none to all of the above events.

The sizes and dimensions of the products to be supplied are set forth in the Pricing Sheet.

**2. OFFER ACCEPTANCE PERIOD.**

In order to allow for an adequate evaluation, the City requires that the Proposer’s offer made by the submission of a Proposal remain valid and irrevocable for 120 days after the opening time and date.

**3. SUBMISSION OF PROPOSALS.**

Proposals shall be sealed and shall be clearly marked with the name of the proposing firm and “Tents, Tables and Stages for Special Events (PR-TTS-2014)” on the lower left hand corner of the mailing envelope.



**4. CONTRACTOR REVIEW OF DOCUMENTS.**

Proposer shall review its Proposal submission to assure the following requirements and all documentation is included in the Proposal. **Failure to meet these requirements shall render the Proposal non responsive.**

1. A statement of the qualifications of Proposer, with a focus on the evaluation factors set forth in Part II of this RFP. This statement should be attached to the Proposal.
2. Any applicable licenses that are required in order for the Proposer to meet the requirements of this RFP if awarded a contract, including business and professional licenses.
3. Pricing Sheet (See Part IV).
4. Proposer's Exceptions and Deviations (see Part V).
5. The Offer form in this package, completely filled out and signed by the representative of the Proposer who has authority to bind the Proposer.

**PART IV  
PRICING SHEET**

Description	Unit Price	Extended Price Per Event
<b><u>Tents</u></b>		
10x10	\$ _____	\$ _____
10x15	\$ _____	\$ _____
20x20	\$ _____	\$ _____
20x30	\$ _____	\$ _____
40x40	\$ _____	\$ _____
<b><u>Sidewalls</u></b>		
3 sided	\$ _____	\$ _____
<b><u>Tables</u></b>		
6'	\$ _____	\$ _____
8'	\$ _____	\$ _____
Picnic table with bench	\$ _____	\$ _____
9' umbrella and base	\$ _____	\$ _____
36" rounds	\$ _____	\$ _____
48" rounds	\$ _____	\$ _____
<b><u>Stage</u></b>		
Riser 4x8 w/ carpet	\$ _____	\$ _____
Riser 2 step 16"	\$ _____	\$ _____
Riser skirt	\$ _____	\$ _____
Riser set up	\$ _____	\$ _____
<b><u>Misc. Items</u></b>		
Water barrels	\$ _____	\$ _____
Sandbags	\$ _____	\$ _____
Chairs – plastic	\$ _____	\$ _____
Port A Cool	\$ _____	\$ _____
Propane Umbrella Heater	\$ _____	\$ _____
Propane	\$ _____	\$ _____
Tent Safety Package	\$ _____	\$ _____
Delivery charge	\$ _____	\$ _____
Set up charge	\$ _____	\$ _____
Misc. charges	\$ _____	\$ _____
Please list	_____	_____
_____		
_____		

**\*\* These events are at Veterans Park or on Van Buren Street in an outdoor atmosphere.**

Tax Rate: \_\_\_\_\_% Taxes

Payment terms \_\_\_\_\_

**PART V**  
**PROPOSER'S EXCEPTIONS AND DEVIATIONS**

Proposer shall fully describe every variance, exception and/or deviation.

---

---

---

---

---

---

---

---

---

---

**OFFER**

To the City of Tolleson:

The undersigned (the "Offer") hereby offers and agrees to furnish materials and personnel in compliance with all terms, conditions, and specifications in the RFP and Proposal except for any written exceptions attached and understand that, if accepted/awarded, the terms of this Offer will be a binding contract between Offeror and the City.

Arizona Transaction (Sales) Privilege Tax License Number _____  Federal Employer Identification Number _____  _____ Vendor Name  _____ Address  _____ City                                  State                                  Zip	For Clarification of this Offer contact:  Name: _____  Telephone: _____  Email: _____  _____ Authorized Signature for Offeror  _____ Print name  _____ Title
---	---