

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

The City of Tolleson is issuing a Request for Proposals (RFP-2020-21) seeking proposals from vendors interested in providing tents, tables, and small stages for city-sponsored events. The vendor that is selected shall be responsible for providing the necessary personnel for supplying all equipment for the event and the necessary personnel for the set-up, maintenance and tear down of the equipment.

The RFP documents related to this notice will be listed on and available for download from the City's website: www.tollesonaz.org, under Doing Business in Tolleson – Bid Opportunities/Procurement. **IMPORTANT:** All interested parties should provide an email address to receive addendums to the Procurement Officer at bidquestions@tollesonaz.org. If you download the RFP without registering, there will be no record that you are interested in this solicitation, and you will not be sent any addendums to this RFP. RFP documents may also be obtained (1 free copy) from the front desk at Tolleson City Hall.

Questions must be in writing by email directed to:

Inez Babchuk, Procurement Officer
bidquestions@tollesonaz.org

Submittals are due at Tolleson City Hall no later than 2:00 p.m. (local time, Phoenix, AZ) on Friday, April 3, 2020. Late submittals will not be accepted. The City of Tolleson reserves the right to reject any and all submittals.

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