



February 15, 2008

Re: **Fremont Festival of the Arts, August 2 and 3, 2008**
REQUEST FOR PROPOSAL – UTILITY CARTS

Your firm is invited to submit a proposal to provide rental equipment for the 2008 Fremont Festival of the Arts, August 2-3, 2008. Listed below is an equipment list and relevant specifications and requirements. Vendors are invited to submit bids with substitutions and/or suggestions should the specified products be unavailable to them. Any further questions may be directed to Lana Hillary-Windom at (510) 795-2244, ext. 105, email: lhillary-windom@fremontbusiness.com.

DEADLINE FOR PROPOSAL: April 18, 2008 no later than 5:00 p.m. Bids received after close of business on April 18, 2008 will not be considered. Proposals should be sent to: Lana Hillary-Windom, Fremont Chamber of Commerce, 39488 Stevenson Place, Suite 100, Fremont, CA 94539 via fax (510) 795-2240 or email: lhillary-windom@fremontbusiness.com.

Equipment List

- Utility Carts w/flatbed: Quantity: 4 / 6 / 8 (please quote on each quantity). At least four of the carts must be flatbed type; utility Carts will be used to transport folding tables, chairs and equipment around Festival site.

Additional Requirements:

- Pricing should include all costs including delivery, set-up of all equipment.
- Delivery of the Utility carts will be Friday, August 1, 2008 at 5:00 pm. A penalty of 10% will be deducted from the final invoice should equipment not be delivered on time.
- Utility carts will be ready for pick-up after 11:00 pm Sunday, August 3, 2008. A penalty of 10% will be deducted from the final invoice should equipment not be picked up on time.

Proposal should include:

- Quotes should be inclusive of all costs, including labor, permit fees, etc.
- Payment terms
- Client references
- Certificate of Insurance, Liability and Workers' Comp (required once vendor is awarded job)

Proposals will be evaluated on satisfaction of our product needs, product quality, competitive pricing, payment terms, and value-added service. Proposals from Chamber members will always receive first consideration.