



February 8, 2008

Re: **2008 Fremont Festival of the Arts**
REQUEST FOR PROPOSAL – RENTAL EQUIPMENT

Your firm is invited to submit a proposal to provide rental equipment for the 2008 Fremont Festival of the Arts, August 2-3, 2008. Attached is an equipment list and below are the 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 Cindy Bonior at (510) 795-2244, ext. 106, email: cbonior@fremontbusiness.com.

DEADLINE FOR PROPOSAL: April 11, 2008, no later than 5:00 p.m. Bids received after close of business on April 11, 2008 will not be considered. Proposals should be sent to: Cindy Bonior, Fremont Chamber of Commerce, 39488 Stevenson Place, Suite 100, Fremont, CA 94539 or via fax (510) 795-2240, or email: cbonior@fremontbusiness.com.

Equipment List

- See attached list.

Additional Requirements:

- Attached listing is **estimated equipment requirements only**. Changes may be made to the equipment list up to the day of set-up.
- Equipment is to be dropped at different locations throughout the Festival site. The number of drops is not to exceed 10 locations.
- Pricing should include all costs including delivery, set-up of all equipment with the exception of the tables and chairs.
- All tables and chairs **must be delivered on pallets** to ease delivery. A forklift with driver, provided by festival, will be available to aid in off-loading the trucks. *A penalty of 10% will be deducted from the final invoice should tables and chairs arrive and are not palletized.*
- Equipment for Drop Zones 4 and 5 must be dropped in the area parking lots no later than 5:00 p.m. on Friday, August 1, 2008.
- All canopies are installed on street asphalt and **anchoring into the asphalt is not permitted**.
- All 10'x20' canopies are not to have center legs.
- Set-up may begin on Friday, August 1, 2008 at 6:00 p.m. and must be completed no later than 1:00 a.m. on Saturday, August 2, 2008. A penalty of 10% will be deducted from the final invoice should set-up not be completed on time. A penalty of 10% will be deducted from the final invoice should drops not be completed on time.
- Set-up of equipment located in parking lots may be completed prior to street closures, and we strongly encourage you to so. It is anticipated that parking lots will be available for set-up no later than 1:00 p.m., however, we will negotiate timing with property owner closer to festival.
- Tear down is to begin promptly at 7:00 p.m. on Sunday, August 3, 2008, and must be completed with all equipment removed from street no later than midnight, Monday August 4, 2008. A penalty of 10% will be deducted from the final invoice should tear-down not be completed on time.
- Vendor is responsible for securing permits and meeting all safety requirements as required by the City of Fremont.
- Permits for tent structures exceeding 400 sq. ft. require a permit which must be filed by Noon on July 1, 2008.
- Out-of-Town Fremont Business License.
- Submittal of quote constitutes your understanding and acceptance of the terms and requirements as outlined.

Proposal should include:

- Quotes should be inclusive of all costs, including labor, delivery, 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.