



February 18, 2008

Re: **2008 Fremont Festival of the Arts
REQUEST FOR PROPOSAL – TABLE LINENS**

Your firm is invited to submit a proposal to provide rental equipment for the 2008 Fremont Festival of the Arts, August 2-3, 2008. Below is a list of the linens with 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 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: 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.

Linen List

- 25 - 20" napkins in two colors (colors to be determined)
- 50 - 54" square linens in two colors (colors to be determined)
- 50 - 72" square linens (white)
- 10 - 90" round garden linens (white)
- 1 - 120" round linen (white)
- 8 - 6' table drape (white)
- 6 - 8' table drape (white)

Additional Requirements:

- Attached listing is **estimated equipment requirements only**. Changes may be made to the equipment list up to the day of delivery.
- Linens will be delivered on Friday, August 1, 2008 to either the Chamber office in Fremont or to Festival site. Specific arrangements will be made once vendor is chosen.
- Pricing should include all costs including delivery, cleaning, etc.
- Pick-up of linens shall be no later than noon on Monday, August 4, 2008 at a location agreed upon with vendor.
- 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

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.