



## RFP EVENT RENTALS

### General Information

The Stamford Downtown Special Services District is responsible for creating, managing and promoting a quality environment for people, which enhances the economic vitality of the Downtown.

To this end, Stamford Downtown produces signature events throughout the year. Whether it's a tour of our world class outdoor sculpture exhibit, top tier musical acts in Columbus Park, Arts & Crafts show on Bedford Street, a giant helium balloon parade that marches through Downtown or daring aerobatics from the tallest building in the city to celebrate the holiday season, Stamford Downtown is the place to find it all.

Stamford Downtown is requesting proposals from an event rentals company. Interested parties should be able to address the needs of the District in the most efficient manner possible.

### Scope of Work

#### **Alive@Five Concerts - Columbus Park – June 28 -July 12, 18, 26, -August 2**

Set up time 9:00am-- breakdown time 10:00pm

Weekly needs (Delivery time 8am)

- (3) 12'x12' tents with lights, fan and sidewall
- (2) 9x20 tents
- (1) 9x30 tent  
sidewall 70'
- (45) 8' rectangle tables
- (14) 6' rectangle tables
- (23) 30" round "hi top" tables - 42" tall
- (4) 60" round tables w/ umbrella holes & stands
- Royal blue skirting for (4) 6fts and (4) 8fts
- White skirting for (2) 6fts and (2) 8fts
- (100) White plastic chairs

**Wednesday Nite Live - Columbus Park – June 27- July 11, 18, 25- August 1**

Weekly needs (Delivery time 9:00 am-- breakdown time 9:00pm)

- (1) 12x12 tent with light and fan
- (70') sidewall
- (22) 8' rectangle tables
- (6) 6' rectangle tables
- (6) 30" round "hi top" tables - 42" tall
- royal blue skirting for (2) 6fts and (2) 8fts
- white skirting for (2) 6fts and (2) 8fts
- (250) white plastic chairs

**A Grand Summer Night - UConn Lobby - August 8**

Delivery Wednesday 10am – Pick up Thursday 8am

- (8) 6' rectangle tables
- (20) 8' rectangle tables
- (12) 30" round "hi top" tables - 42" tall
- (6) 4 panel screens
- white linens and black skirting for (8) 8' rectangles & (6) 6' rectangles
- white linens to the floor for all other tables

**Brews on Bedford May 12/Oct 13**

Delivery 7am pick up 5pm

- (2) 9X60 canopy tents
- (31) 8' rectangle tables
- (7) 6' rectangle tables
- (10) 30 round tables and bases
- (15) white plastic chairs

**Arts and Crafts-Bedford St-September 15/16**

Delivery 6am on 9/15 Pick-up 6pm on 9/16

- (30) 8' rectangular Tables
- (55) plastic chairs

**Bark in the Park 9/23 delivery 8am breakdown 3pm**

- (25) 8' rectangle tables
- (40) white plastic chairs

**PARADE November 17/18**

1111 Summer Street

Setup time 11/17 7am; breakdown 18 6pm; breakdown 11/18 2pm

Must be flexible for the weekend delivery and breakdown

- (16) 60" round tables
- (250) plastic chairs
- (17) 6' tables
- (12) 8' tables
- (2) 8'x18" tables
- (1) 30X40 tent
- (1) 20X30 tent
- (2) 16X26 tents
- (2) 9X10 canopy
- solid sidewall for 30X30
- (300) gold ballroom chairs with cushions

**Linens for all tables ordered**

**LABOR** - All labor required to set up and breakdown the rentals

### **Submissions**

The proposal must contain the following items of information:

- 1) Background and description of the firm.
- 2) A description of the services and equipment that the firm will provide.
- 3) At least three references for similar work.
- 4) Evidence of a policy of general liability insurance insuring against any property damage in an amount not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for general liability. 1,000,000 CSL automobile liability (hired & non-owned automobile coverage to be included), \$500,000/\$500,000, \$500,000 employer's liability (workers' compensation policy), \$10,000,000 commercial umbrella liability. Such policy shall name the City of Stamford, the DSSD, its agents, employees and representatives as additional insured and contain a provision stating that the District will be notified not less than 30 days in advance of the cancellation of any such policy.

***Proposals should be submitted to the Stamford Downtown Special Services District at 5 Landmark Square, Suite 110, Stamford, CT 06901. The submission deadline is 4:00 p.m. on February 16, 2018.***

### **TERMS, CONDITIONS & LIMITATIONS**

This Request for Proposals is subject to the specific conditions, terms and limitations stated below:

- 1) No applicant will be selected if it is in default upon any debt, contract or obligation to the Stamford Downtown Special Services District, or City of Stamford.
- 2) The Stamford Downtown Special Services District shall not pay any costs or losses incurred by any applicant at any time, including but not limited to, the cost of responding to this RFP.
- 3) This RFP does not represent any obligation or agreement whatsoever on the part of the Stamford Downtown Special Services District.
- 4) An invitation to respond to the RFP does not create any rights on the part of the applicant.
- 5) Any documents provided to the applicant represent the best available information at the disposal of the Stamford Downtown Special Services District, and are provided in good faith without warranty of accuracy or applicability. Respondents are encouraged to undertake their own investigations.
- 6) The District reserves the right to accept or reject all or part of a proposal for any reason the District deems advisable.

**All questions regarding the interpretation of this RFP should be addressed to:**

**Lynne Colatrella  
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