

Request for Proposal – Event Rentals 2026

General Information

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

Scope of Work (Quantities & timing subject to change)

Brews on Bedford | Saturday, May 30 | Latham Park

Delivery by 8am, Pick up at 5:30pm

- (30) 8ft Tables
- (40) Plastic Folding Chairs
- (15) 30" Round High-tops
- (2) 36" Round tables

Wine Fest on Bedford | Saturday, October 3 | Latham Park

Delivery 8am, Pickup at 6pm

- (1) 9'X200' White Canopy Tent (to be broken up into smaller sections), can be substituted for similar size tents
- (40) 8ft Tables
- (15) 30" Round High-tops
- (40) Plastic Folding Chairs

Parade Spectacular | Saturday, November 21 & Sunday, November 22

1111 Summer Street & other downtown locations

Setup Saturday, November 21 by 12pm. Breakdown Sunday, November 22, 12pm

- 40x60 Tent with sidewalls, heating and lighting
- 16x16 Tent with sidewalls, heating and lighting
- 9x10 Tent with sidewalls, heating and lighting
- (250) Plastic Folding Chairs
- (50) Wooden Chairs
- (20) 60" Round Tables
- (20) 6' tables

LABOR – Quote should include all labor required to set up and breakdown the rentals

Submissions

The proposal must contain the following items of information:

- 1) A description of the services and equipment that the firm will provide.
- 2) At least three references for similar work.
- 3) Insurance Requirements
 - a) Evidence of a policy of general liability insurance insuring against any property damage or bodily injury in an amount not less than \$1,000,000 per occurrence,
 - b) \$2,000,000 aggregate for general liability,
 - c) \$1,000,000 CLS automobile) and (hired and non-owned automobile coverage to be included)
 - d) \$500,000/500,000/500,000 Employers liability (workers' compensation), \$10,000,000 umbrella. The owner of the venue, the City of Stamford and the DSSD its agents, employees and representatives should be listed as additional insured for general liability with a waiver of subrogation for general liability and workers' compensation and contain a provision stating that DSSD will be notified not less than 30 days in advance of the cancellation of any such policy.

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 Stamford Downtown, or City of Stamford.
- 2) 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 Stamford Downtown & an invitation to respond to the RFP does not create any rights on the part of the applicant.
- 4) Any documents provided to the applicant represent the best available information at the disposal of Stamford Downtown, and are provided in good faith without warranty of accuracy or applicability. Respondents are encouraged to undertake their own investigations.

Proposals should be submitted to the Stamford Downtown Special Services District via email events@stamford-downtown.com.

Submission deadline: Wednesday, May 13, 2026 at 4pm.

Stamford Downtown reserves the right to cancel this RFP during the process. Any bids received will be returned.