





**University of Massachusetts Amherst**  
**Department of Procurement**  
**Request for Bids:**  
**Campus Contract – Rental of Tent & Entertainment Accessories**  
**per the attached specifications**

**RFB# CA09-RH-2791**  
**Bid Opening Date – June 3, 2008 @ 1:00 p.m.**

Bids are requested to establish a University Contract to supply any department at the University of Massachusetts/Amherst, with the **Rental of Miscellaneous Tents and Associated Entertainment Accessories** on an “as needed, as called for” basis, in accordance with the following terms and conditions:

1. The contract term will cover the period from July 1, 2008 through June 30, 2010 (two years). The University reserves the right to extend this contract for one (1) additional year with all terms, conditions, discounts, prices remaining the same.
2. The University reserves the right to reject any or all bids, wholly or in part, to waive minor technicalities, and to make the award in a manner deemed by the University to be in the University’s best interest.
3. The purpose of this contract is to accommodate the University’s needs for the rental of tents and other entertainment accessories, such as tables, chairs and linens, at a discounted rate. The University’s departments will be encouraged to use this contract exclusively for all their tent and entertainment accessories rentals.
4. A multi-vendor contract may be awarded to allow the University access to complete product lines, freedom of choice to match the particular need, sufficient sources of supply in case of material shortages, and to allow for competitiveness for larger purchases.
5. Authorized individuals in using departments will issue purchase orders (tax exempt # 043 167 352) to cover their needs as they may occur. The contractor (s) shall provide the department with a written quote, which shall reflect the bid pricing contained in the bidder’s response to this Request For Bid. The contractor(s) shall follow the billing instructions as contained on each respective purchase order. Billing on purchase orders issued against this contract shall reflect the respective list price, less the applicable discount and net price for each item.
6. The University’s payment terms are Net 30 days from date of receipt of vendor’s invoice (in arrears, after the service has been provided), with late penalty interest assessable at rates established by the Commonwealth after 45 days, in accordance with M.G.L. C29, s29C, and with Commonwealth Regulation 815 CMR 4.00.
7. Please indicate your business telephone number (an 800 number, if available and appropriate) that should be used for placing orders;

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

8. Prices shall include delivery for all items, to the respective site at the Amherst Campus. Tent rentals shall also include set up, knock down, and removal of the tent (s). The bidder shall include an hourly rate for setup removal of tables and chairs. Items shall be set up, knocked down and removed from the site at a time that is mutually agreed upon between the contractor and the ordering department. Certain departments may have specific needs to cover set up on a Friday for weekend events.
9. All tents and accessories shall meet the Commonwealth of Massachusetts standards for safety and flammability, including 527 CMR 19.00.
10. The University is unsure as to the amount of business that might be generated under this contract. No guarantee of volume is made.
11. If bidder takes exception to any of the contract terms and conditions listed herein, it must be so noted in his/her bid response.
12. Contractor shall abide by all campus parking rules and regulations.
13. The bid prices specified in the bid response shall be all inclusive. The bidder may not alter its bid response after the bids have been opened.
14. Contractor shall bear responsibility for all risk of loss or damage to the rental items provided by the Contractor while they are in the University's possession.
15. Bidder shall include a copy of the bidder's rental terms and conditions with its bid response, which may be subject to the review and approval of the University's legal council should the University elect to award a contract to the bidder.
16. Contract for Services – Long Form, hereinafter, called Attachment A, attached to and made part of this RFB. Bidder will be required to sign three (3) original Contracts for Services with the return of this RFB.
17. Bidder shall provide with return of this RFB a certificate of their liability insurance naming the University of Massachusetts, its Trustees, Officers, Employees and its Agents named as additional insured through the expiration date of this contract.

**Vendors shall bid as follows**

As this is a two-year contract, we ask that you submit your bid as a single percentage of discount off your standard published prices for the rental of all tents and entertainment accessories carried in your inventory, to insure that all products, current as well as those that might be added in the future, are covered.

Please list below the percentage of discount that you offer the University off your published daily rental prices:

We offer the University a \_\_\_\_\_% of discount off our published daily rental prices (to be applied in the chart, next page, and to the published rental prices of any new products that might be added during the term of the contract). This discount shall remain firm throughout the term of the contract.

List below (or in an attachment, **which may be the bidder's brochure**) your current tent and entertainment accessories inventory, the current published daily rental price, the percentage of discount that you offer the University off the current daily rental (as reflected above), and the net price for each item. **The discounted prices bid herein shall remain firm throughout the term of the contract.** New items that might be added to your inventory during the term of the contract shall reflect the current published price for the new item, less the discount listed above.



<b>Current Tent &amp; Entertainment</b>  <b>Accessories Inventory</b> <b>(include the size, color(s) and features of each)</b>  <b>Including all white tents</b>	<b>Published price</b>  <b>for daily rental</b>	<b>Less the percentage</b>  <b>of discount (%)</b>	<b>Net Price</b> <b>(firm throughout term of contract)</b>
Tables:			
Chairs:			
Linens:			
Hourly Rate for set-up and removal of tables and chairs: (per laborer per hour)			