

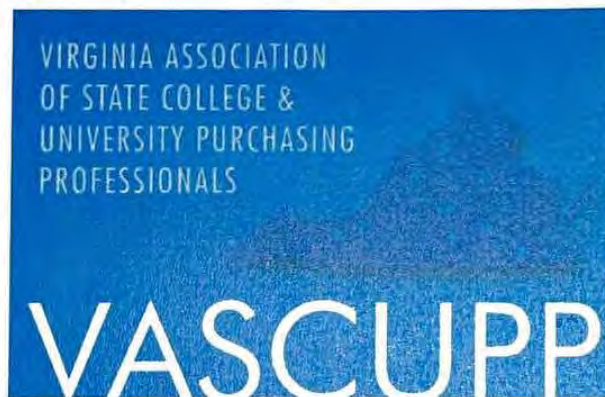
# University of Mary Washington

## Request for Proposal

RFP# UCPUMW 25-1937

Special Event Equipment Rental

June 3, 2025



<https://vascupp.org>

A VASCUPP™ Member Institution  
Issued by Procurement Services  
Fredericksburg, Virginia

ADDENDUM  
June 17, 2025

**ADDENDUM NO. 1 TO ALL OFFERORS:**

Reference – Request for Proposals: #UCPUMW 25-1937  
Date Issued: June 3, 2025  
For Delivery to: University of Mary Washington, Commonwealth of Virginia  
Proposal Due Date: July 3, 2025

This addendum consists of one (1) pages.

Questions from Offerors:

1. **Question:** The stage under the 40X tent is tiered...do you know the length of the stage?  
**UMW Response:** The length is 76 feet wide.
2. **Question:** The height of the stage in the back and each tiered by how many inches resulting in being what height in the front?  
**UMW Response:** Tiers are 6" and the front level is 6" off the ground. Due to the bowl shape of the ground, the height varies across each level, but everything is taken off the front portion of the stage.
3. **Question:** The VIP tent...does that have any type of ground covering or no flooring of any type?  
**UMW Response:** There is no flooring of any type.

**END OF ADDENDUM NO. 1**

Kenneth Manahan  
Sr. Contract Officer  
Procurement Services  
University of Mary Washington  
Phone: (540)654-1006

RFP UCPUMW 25-1937 Addendum No. 1 (and all addenda) should be acknowledged and included in the RFP submittal package.

NAME OF OFFERING FIRM: KAP Inc, dba Party Perfect  
NAME OF OFFEROR REPRESENTATIVE: Angela Bowles  
OFFEROR SIGNATURE: Angela Bowles  
DATE: 6/27/25

SEALED REQUEST FOR PROPOSAL (RFP)

ISSUE DATE: June 3, 2025  
RFP NUMBER & TITLE: UCPUMW 25-1937, Special Event Equipment Rental

PROPOSAL DUE DATE & TIME: July 3, 2025, 2:00 p.m.  
**NOTE: Proposals received after the due date and time cannot be accepted.**

PROPOSAL DELIVERY: Electronic file upload to eVA only

WORK LOCATION:  All Campuses  Fredericksburg  Stafford  Dahlgren

COMMODITY CODE(S): 97741, 96234, 98172, 98143, 98136, 97732, 96260, 97735

PRE-PROPOSAL CONFERENCE:  Optional  Mandatory  N/A DATE & TIME: July 10, 2025 at 10:00 a.m.

PRE-PROPOSAL LOCATION: Eagle Village Executive Offices, Suite 480  
1125 Emancipation Hwy., Fredericksburg, VA 22401

CONTRACT OFFICER: Kenneth Manahan EMAIL: kmanaha2@umw.edu

PERIOD OF CONTRACT: August 1, 2025 through July 31, 2026 with five, one-year renewal options that if exercised will extend the term of the contract through July 31, 2031.

In compliance with this Sealed Request for Proposal (RFP) and to all the conditions imposed therein, and hereby incorporated by reference, the undersigned firm offers and agrees to furnish the goods/services in accordance with attached signed proposal or as mutually agreed upon by subsequent negotiation. The undersigned firm hereby certifies that all information provided in response to this RFP is true, correct and complete.

By signing this proposal, you are certifying that you are an authorized representative of the offering firm and that the firm's principals or legal counsel have reviewed the Request for Proposal General Terms and Conditions and any Special Terms and Conditions. Any exceptions to the General or Special Terms and Conditions must be clearly identified in your proposal. No exceptions can be made to those General or Special Terms and Conditions that are mandated by law. If no exceptions are identified in your proposal, it is understood that the provisions will become a part of any final agreement.

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL

Name of Offering Firm: KAP, Inc dba Party Perfect  
Address of Offering Firm: 2400 Magnolia Court Richmond, VA 23223  
DSBSD Certification No.: 654264 Expiration Date: 12/05/2028  
eVA ID: C19455 Tax ID: 54-1781976  
Email: Angela@PartyPerfect.com Telephone: (804) 359-2400  
Website: www.PartyPerfect.com Fax: (804) 355-0476  
Submitted By (Print Name & Title): Angela Bowles / Sales Manager  
Signature (In Ink): Angela Bowles Date: 6/27/25

- I. **QUESTIONS/INQUIRIES:** All inquiries for information should be directed via email to the contract officer listed above, referencing the RFP by title and number. No questions will be accepted after 2:00 p.m., June 12, 2025.
- II. **PRE-PROPOSAL CONFERENCE:** An optional pre-proposal conference will be held on July 10, 2025 at 10:00 a.m. in the Eagle Village Executive Offices, Suite 480, 1125 Emancipation Hwy., Fredericksburg, VA 22401. See Pre-Proposal Conference clause in the Special Terms and Conditions section of this RFP.
- Those planning to attend shall notify the Contract Officer, via email, no later than 3 days prior to the conference date.
  - No attendee will be permitted access to the conference after 10:00 a.m.
  - Bring a copy of the RFP with you to the conference.
  - Parking is available to visitors in designated locations which can be found on the UMW campus map here: <http://www.umw.edu/visitors/>
- III. **PROPOSAL RECEIPT REQUIREMENTS:** Sealed Proposals for furnishing the services described herein shall be submitted electronically via upload to the RFP 's eVA site, with the option to submit a hard copy.
- A. **Electronic Online Response via eVA:**
- The Offeror must submit their proposal via the electronic online response function within the solicitation posting on the eVA Virginia Business Opportunities (VBO).  
*\*If you run into issues submitting your proposal electronically through eVA, please contact eVA Customer Care at 1-866-289-7367.*
- B. The issuance of this solicitation does not guarantee an award of a contract.
- C. UMW requires the inclusion of a clearly marked redacted proposal if any portion of the Offeror's proposal contains proprietary information. The redacted file shall also be uploaded to the eVA site with the file name including the word "Redated Version".
- IV. **ADDENDA:** Any changes resulting from the University's requirements will be issued in an addendum and will be posted on the eVA website: <http://www.eva.virginia.gov>. It is the sole responsibility of the Offeror to check for all changes to the RFP prior to submission.
- V. **INCLEMENT WEATHER/SUSPENDED SCHEDULE:** Proposal receipt deadline scheduled during a period of suspended state business operations, including school closing due to inclement weather, will be rescheduled for processing at the same time on the next regular business day. It is your responsibility to check UMW's website or call for closing information: [www.umw.edu](http://www.umw.edu) or (540) 654-2424.
- VI. **PUBLIC RELEASE OF INFORMATION:** UMW utilizes a Public Contracts Portal (Cobblestone) <https://umw.cobblestonesystems.com/public/> for posting of procurement documents, including winning proposals. Further, if the resulting contract includes cooperative language, the VASCUPP public portal <https://vascupp.org/contracts> will be used to house relevant procurement documents, including winning offeror's proposal.

## TABLE OF CONTENTS

I. PURPOSE	5
II. ORGANIZATIONAL OVERVIEW	5
III. BACKGROUND	5
IV. CONTRACT PARTICIPATION (COOPERATIVE CONTRACT)	6
V. SMALL, WOMAN-OWNED, AND MINORITY-OWNED (SWAM) PARTICIPATION	6
VI. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS	6
VII. STATEMENT OF NEEDS	10
VIII. CONTRACT ADMINISTRATION	14
IX. EVALUATION AND AWARD CRITERIA	14
X. GENERAL TERMS AND CONDITIONS	14
XI. SPECIAL TERMS AND CONDITIONS	14
XII. SUPPLIER ONBOARDING and METHOD OF PAYMENT	25
 ATTACHMENTS	
1. Single, Emergency and Administrative Point of Contact Identification Sheet (Must be submitted with proposal)	27
2. Contractor Data Sheet (Must be submitted with proposal)	29
3. Pricing Schedule (Must be submitted with proposal)	30
4. Small Business Subcontracting Plan (Must be submitted with proposal)	35
5. Subcontracting Spend Reporting	37
6. Proposal Checklist	38
7. Staging Diagram	39

**Note: This public body does not discriminate against faith-based organizations in accordance with §36 of the Governing Rules or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**

- I. **PURPOSE:** The intent and purpose of this Request for Proposal (RFP) is to solicit proposals from qualified sources, with the Offeror's Service Center located within a seventy-five (75) mile radius of the university of Mary Washington Fredericksburg, VA campus, to establish one or more contracts through competitive negotiations with qualified contractors. The awarded contract(s) will provide furniture, equipment (such as heaters, generators, fans, etc.), portable shelters (tents, arches, etc.), temporary platforms (staging), sundry rentals (linens, props, etc.), and other necessary items for various events, as outlined herein, at the University of Mary Washington ("UMW" or "the University"), an agency of the Commonwealth of Virginia.

These rented items will be required for UMW's annual key events, including but not limited to Commencement, Family Weekend, the Chappell Great Lives Series, Alumni Reunions, the Multicultural Fair, and Orientation. Additionally, rented items will be needed for Presidential Events, public and private events such as weddings, and any other gatherings requiring similar equipment, structures, furniture, sundry rentals, and services. Events covered by the awarded contract(s) may be held indoors or outdoors.

The resulting contract will be awarded to those qualified contractors who present the best overall value to UMW in terms of: 1) types and availability of required equipment, structures, supplies, and services; 2) available capacity to meet UMW scheduling requirements for annual key events; 3) a demonstrated past performance in the industry, and 4) presenting the best overall pricing options considering rental prices, discounts, rebates, sponsorships and any associated delivery and add-on pricing.

The University makes no guaranteed minimum amount of purchase or future business with the award of a contract.

It is intended for the resulting contract to include cooperative language for the benefit of all public bodies and other entities referenced herein.

- II. **ORGANIZATION OVERVIEW:** Founded in 1908, the University of Mary Washington, is a premier, selective, coeducational, public liberal arts institution that offers rigorous academics in small classroom settings, innovative master teachers, a supportive campus community that values honor and integrity, and a civically, socially, and intellectually engaged community. Located within the Commonwealth of Virginia in Fredericksburg, UMW resides within an hour's drive of both the nation's Capital of Washington, D.C. and the State Capital of Richmond, offering students unique opportunities for internships, research excursions, and recreation. The University currently consists of three colleges for Arts and Sciences, Business, and Education, and two additional campuses: one in Stafford, VA and the other in Dahlgren, VA. For more information about the University of Mary Washington: <http://www.umw.edu/about/>.

- III. **BACKGROUND:** The UMW Office of Events and Conferencing promotes the brand of UMW and extends its overall mission of service, by treating various constituencies and individuals – both public and university-related – as clients, who are entitled to the office's resources and professionalism in connection with planning and pursuing presentations that require one-stop management, facilitation, and completion. The Office of Events plans and coordinates logistics for Presidential (Inaugurations and presidential addresses) and Major Institutional Events (Family Weekend, the Chappell Great Lives Series, and Commencement). In addition, the Office of Events provides consultation services for other UMW and Community Events (Multi-Cultural Fairs, Alumni

Weekend, to name a few), including internal and external groups planning to host an event at the University.

UMW properties include the Fredericksburg Campus (William Anderson Center, Dodd Auditorium, University Campus Center, Tennis Center, Academic Buildings, and Athletic Fields); the Jepson Alumni Executive Center and Kalnen Inn; the Stafford Campus; the Dahlgren Campus; University Galleries (Ridderhof Martin Gallery, Gari Melchers Home and Studio at Belmont, and James Monroe Museum).

**IV. CONTRACT PARTICIPATION – COOPERATIVE PURCHASING/USE OF AGREEMENT BY THIRD PARTIES:**

- A. Under the authority of §6 of the Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (copy available at [https://vascupp.org/sites/vascupp/files/2022-08/Governing%20Rules with foreword final August%202022.pdf](https://vascupp.org/sites/vascupp/files/2022-08/Governing%20Rules%20with%20foreword%20final%20August%202022.pdf)), it is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions or any University related foundation and affiliated corporations may access any resulting contract if authorized by the contractor.
- B. Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) may be extended to the entities indicated above to purchase goods and services in accordance with the contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the Contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from UMW. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.
- C. UMW shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that UMW is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances. Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes as needed.

**V. SMALL, WOMAN-OWNED AND MINORITY-OWNED (SWAM) PARTICIPATION:**

It is the policy of the Commonwealth of Virginia to contribute to establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in State procurement activities. The Commonwealth encourages contractors to provide for the participation of Small (includes Micro) and otherwise Diverse Businesses through partnerships, joint ventures, subcontracts, and other contractual opportunities.

**VI. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

**A. GENERAL PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

1. Proposal Requirements - The University reserves the right to:
- accept or reject any and all proposals, in whole or in part, received as a result of this RFP,
  - waive minor informalities,

- issue a lowered evaluation of the proposal for failure to submit all information requested,
- negotiate with any or all responsible vendors in any manner necessary to serve the best interests of the University, or accept the best proposal as submitted, without negotiation.

Any proposal submitted without a signature binding the Offeror to the proposal will be considered non-responsive and may be rejected. *This Request for Proposal creates no obligation on the part of the University to award a contract or to compensate vendors for proposal preparation expenses.*

2. **Protection of Trade Secrets/Proprietary Information:** The Virginia Freedom of Information Act "FOIA" requires release of any procurement documents that are not appropriately marked and protected through the Trade Secrets or Proprietary Information provisions outlined in the paragraphs below.

If the Offeror intends to protect any Trade Secrets or Proprietary Information, they must:

- invoke the protection of the Code of Virginia, § 2.2-4342F, **in writing**, stating the reasons why protection is necessary, and,
- submit, at the same time as the original proposal submission, a separate redacted version of the proposal which contains identical content but blacks out any protected information not appropriate for public release. *If a redacted proposal is not received at the same time as the original proposal, no part of the document may later be protected by the Offeror and restricted from public review.*

*The designating of an entire proposal document, line-item prices and/or total proposal prices as proprietary or as a trade secret is not acceptable. If, after being given reasonable time, the Offeror refuses to withdraw the entire proposal designation as proprietary and/or confidential, the proposal will be rejected.*

3. **Oral Presentations:** Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the University. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. *Oral presentations are an option of the university and may not be conducted. Therefore, proposals submitted in response to this RFP should not be submitted with the presumption that there will be opportunities to revise the proposal after submission.*
4. **Number of Proposals Required:**
  - a. One (1) original electronic version of the proposal is required and, if required by the Offeror, one (1) separate electronic version clearly marked "Redacted Copy". The file(s) must be uploaded to eVA.
5. **Proposal Formatting and Content:** Proposals should be as detailed as possible so that the University of Mary Washington may properly evaluate the Offeror's capabilities to provide the required services, and shall be straight forward and concise.
6. **Limited Contact:** To ensure timely and adequate consideration of your proposal, Offerors are to limit all contact, whether verbal or written, pertaining to this RFP to the UMW Procurement Office Contract Officer indicated on the face of this document for the duration of this Procurement process. Failure to do so may jeopardize further consideration of an Offeror's Proposal.

- B. SPECIFIC PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:** Proposals should be as thorough and detailed as possible. Offerors are required to include all of the following items within their proposal. For evaluation purposes, it is requested that the information be provided in the same order as they appear within this section.
1. Complete and return SIGNED RFP cover page. Proposals shall be signed by an authorized representative of the Offeror.
  2. Company Information:
    - a. Provide a brief description and history of the firm, including information detailing experiences and qualifications of the firm to provide this solution, such as number of years in business providing similar solutions to similar entities, preferably in higher education.
    - b. Identify the number and total value of sales your company has had (if any) during the last twelve months with each public Higher Education Institution within the Commonwealth of Virginia.
    - c. Identify the location of your business indicating it is within the required 75-mile radius of UMW.
    - d. Provide a certificate of insurance to substantiate the coverage is adequate to meet the University's insurance requirements as described within the Special Terms and Conditions (Section XII) contained herein.
  3. Provide an understanding of the Section XII Special Terms & Conditions requirements for the following sections:
    - a. "Requirement for Criminal Background Check of Personnel Assigned by Contactor to Perform Work on UMW Property" (section XII, Q.)
    - b. Drug-Free Workplace" (Section XII, R.)
  4. Include the following completed Attachments within the proposal:
    - a. Point of Contact Information, Attachment 1.
    - b. Contractor Data Sheet, Attachment 2.
    - c. Pricing Schedule, Attachment 3
    - d. Subcontracting Plan, Attachment, 4
  5. Offeror's Qualifications, Experience and Past Performance:
    - a. Describe your understanding and any experience with temporary structure permits through the Commonwealth of Virginia, Bureau of Capital Outlay Management.
    - b. Identify your proposed single point of contact, emergency point of contact and business (invoicing) point of contact (reference Attachment 1) for all UMW special event rental services.
    - c. Provide three references for contracts with similar size, scope, capabilities. Include the contract number, the agency name, the point of contact (Contracts and/or actual Customer), phone number, and email address, along with date of service and value of the order (reference Attachment 2, Contractor Data Sheet).
    - d. Identify your direct experience and expertise in convention, event, or hospitality industry.
    - e. Describe ability to provide special event rental services for small or large, multi-location events. Be specific in detailing the event from beginning to end including ability to provide set-up and take-down services.
    - f. Describe in detail the warranty given on all equipment and service.
    - g. Identify any certifications and licenses that you the contractor and/or employee(s) may currently hold.
    - h. Describe the training, expertise, and supervision of personnel employed by the contractor that will be assigned to service this contract.
    - i. Include a list of manufacturer certifications or include a description of experience Offeror has on all equipment, systems, and supplies to be provided by the Offeror.
    - j. Provide resumes of key personnel that will be assigned to this tasking.

6. Offeror's Ability to Provide Types of Products/Services Identified and the Quality of the Products/Services Offered (based on product list, descriptive literature, on-line capability, etc.).
  - a. Provide the Internet address for your firm's online special event rental catalog, if available, or promotional material that provides photographs, descriptions, quantities available and pricing for offered items.
  - b. Describe seating options including the maximum number of uniform chairs that can be accommodated with one order. Include seating specifications, colors, etc. Provide descriptive literature, specifications and pictures of seating options being offered.
  - c. Describe staging options to include various sizes, styles, skirting, etc. Provide descriptive literature, specifications, and pictures of staging being offered.
  - d. Describe table options to include various sizes and styles. Provide descriptive literature, specifications and pictures of tables being offered.
  - e. Describe tent options to include various sizes and styles and associated cost. Provide descriptive literature, specifications and pictures of tents being offered.
  - f. Describe portable sanitation unit options to include various sizes and styles and associated cost. Provide descriptive literature, specifications, and pictures of comfort stations being offered.
  - g. Describe portable generator options to include various sizes and power capabilities. Provide descriptive literature, specifications, and pictures of generators being offered.
  - h. Provide information on other items your firm provides for special event rental.
7. Offeror's Specific Plans or Methodology to be used in performing services (including capability and plan of action to meet UMW demand signal for regularly scheduled key events, for short-fuse events, to address inclement weather alterations, etc.).
  - a. Describe timeframe for set-up and take-down of equipment.
  - b. Describe consultation and guidance that may be provided to UMW in determining exact needs for specific events and locations. Describe ability to accommodate requests for site visits to make recommendations and suggestions concerning equipment needed.
  - c. Describe in detail cancellation requirements.
  - d. Describe invoicing procedure and timelines. Provide sample invoice with proposal.
  - e. Unanticipated events may be held with little to no notice. Describe the expected turnaround time for events at UMW and how tight deadlines are met.
  - f. Provide any documented standard operating procedures that would mitigate risk to UMW.
  - g. Describe your staffing plan for delivery, set-up, operation, take-down and removal of equipment (numbers of employees, types of employees, responsibilities of employees).
  - h. Understanding Commonwealth of Virginia Higher Education requirements for Commencement Support for the same or similar timeframes, describe your capacity to meet that demand.
  - i. Describe any proposed subcontracting arrangements and expectations.
  - j. Describe your inclement weather procedures.
8. Pricing (prices, rebates, discounts, internships, sponsorships, etc.).
  - a. Complete pricing schedule attached (Attachment 3) by entering pricing information for all items that your company can provide.
  - b. Identify any offered discounts, rebates, opportunities for internships, sponsorships.
  - c. Identify any add-on charges proposed in complete detail (shipping by order, by load; by delivery; split order add-on charges; cancellation fees; credit card fees). Any add-on charges that are not identified in your original proposal will not be permitted under a resulting contract. It is imperative that you identify all potential add-on charges for consideration.
9. Submit any exceptions the Offering firm takes to the Terms and Conditions as stated in this RFP.

10. Include any other information the Offeror believes will help the University evaluate its proposal.

Please review the Proposal Submission Checklist, Attachment 6, prior to submission.

- VI. STATEMENT OF NEEDS:** UMW desires to secure the services of professional special event rental firms with direct experience and expertise in convention, event, or hospitality industry. In support of the awarded contract, the Contractor shall be responsible for the following:
- a. As required by the University, the Contractor shall provide goods and services for equipment rental, including outdoor tents, chairs, staging, tables, linens, generators, heaters, props, furniture, temporary structures, labor, insurance, supervision, incidentals, and other related supplies, services, furniture, and equipment, on an as-needed basis for special event rental services to the University.
  - b. Location of Contractor's Service Center must be within a 75-mile radius of the UMW's Main Campus, 1301 College Avenue, Fredericksburg, VA 22401.
  - c. Implementation and adherence to proper safety and health precautions to protect, at a minimum, all of its work, employees, the public and University personnel, students, and guests.
  - d. Equipment/Structures:
    - i. Contractor will deliver in-stock equipment in accordance with delivery expectations of the end user. Delivery time on any non-stock equipment will be detailed to the end-user prior to order placement.
    - ii. All equipment shall conform to any and all established manufacturer or industry standards and/or legally required laws, ordinances, and/or codes and shall be uniform, clean, superior quality, operable with no broken parts, and the same color within each ceremony/location. UMW will at its sole discretion determine if equipment is acceptable for use.
    - iii. The Contractor shall have in current stock, or available for rental at the required time, all equipment in sizes bid. Tents larger than 30' x 30' may be either framed or center pole.
    - iv. Contractor shall provide an event site diagram which includes rental equipment layouts, if needed. The contractor will provide verbal and written instructions for the use of equipment.
    - v. The Contractor will be provided a site visit prior to delivery of rental equipment at no additional charge to the University.
    - vi. All rentals will include set-up, break-down, and return of the site to its original condition unless the University requests otherwise.
    - vii. The Contractors shall adhere to all manufacturer, University and Commonwealth of Virginia requirements related to anchoring systems, side panels, lighting, exits, locations of heaters, generators, etc.
    - viii. The Contractor shall be responsible for monitoring weather conditions and may be required to cancel the erection/use of the structure should wind speed exceed manufacturer and Commonwealth requirements.
    - ix. Damages to listed equipment caused by the Contractor's negligence or nonfeasance shall be repaired at no cost to the University.
  - e. Requirements regarding Site Plans include, but are not limited to:
    - i. Temporary Structure Site Plans shall indicate distances from other occupied Buildings and Structures and the Use Group of these structures, if within 40 feet of the permit requested Temporary Structure.

- ii. Indicate on Site Plan(s) other site occurring/affecting items, such as: general site slope(s) and ground cover, sidewalks, paths, stairs, ramps, wheelchair egress/access, roadways, drives, trees, bushes, landscaping, bodies of water, other temporary structures and site improvements.
- iii. For further information and for information on other temporary structures, the Contractor may be required to contact the Division of Engineering and Buildings (DEB) Lead Reviewer assigned to UMW to discuss the specific data and supporting documents which will be required.
- f. Licenses, Permits and Certifications:
  - i. Contractor will be required to meet any/all license requirements stated within the contract at such time as the University has a project that needs to be fulfilled.
  - ii. Contractor must have personnel that are knowledgeable of "temporary structure permits" through the Commonwealth of Virginia and shall be trained and qualified to handle work of this type.
  - iii. Contractor shall be certified by the manufacturer or have established experience on all equipment, systems and supplies on which the firm will provide. The Contractor will provide documentation on manufacturer certification and/or references as requested by UMW throughout the duration of the contract.
  - iv. The University shall be responsible for obtaining permits for temporary structure through DEB. However, the Contractor may be required to assist the requesting Department with the following supporting documents for tents and other amusement devices:
    - 1) Site Plan, showing tent location and adjacent structures
    - 2) Floor Plans, with Exits shown
    - 3) Floor Plans, with Furnishing Layouts/Setups shown (e.g., tables, chairs, stages, food service, dance floor, etc.)
    - 4) Certificate of Conformance with NFPA 701 for Flame Resistance, if applicable.
- g. Failure to Perform or Deliver:
  - i. Failure of the Contractor to deliver in the timeframe indicated may result in the University cancelling any order (or part of any order) without payment to the Contractor, and the University will not be held responsible for any restocking fee or penalty.
  - ii. Failure to provide equipment that has been scheduled and confirmed in advance shall be considered a failure to perform and may result in cancellation of the contract. All requests are understood by the Contractor to be dependent on availability. If the Contractor is unable to provide the scheduled equipment more than three (3) times during each contract year, the contract may be cancelled.
  - iii. Repeated failure to furnish materials on time, poor quality or unacceptable performance on the part of the contractor shall be deemed sufficient cause for cancellation of the agreement by the University.
- h. Contractor Employees:
  - i. Contractor shall be responsible at all times for the actions and work of its employees. The contractor shall enforce strict discipline and good order among event personnel. UMW reserves the right to require the contractor to remove any employee whose behavior is deemed as unprofessional or objectionable.
  - ii. The contractor shall provide a sufficient number of qualified supervisors and employees to physically inspect, monitor or supervise the Contractor's employees, ensuring adherence to the work schedule and quality of work.

- 1) One supervisor shall be appointed as main contact for the University's Contract Administrator.
  - 2) The supervisor shall be able to speak and read English fluently.
  - 3) It is expected that this person will report to the Contract Administrator or his/her designee daily when work is being performed under this contract.
- iii. Employee Conduct: The supervisor shall be responsible for the conduct and performance of the Contractor's employees, in addition to compliance with the following rules:
- 1) Contractor's employees appearing to be under the influence of alcohol or drugs shall not be permitted on University premises.
  - 2) No loud, boisterous or rude conduct shall be permitted.
  - 3) Contractor's employees shall not use or tamper with office machines nor use University telephones at any time.
  - 4) No smoking or vaping on UMW premises.
  - 5) No radios, no portable music sources, nor the use of residence hall televisions shall be permitted.
  - 6) No unauthorized personnel: The Contractor's employees are not to be accompanied in their work areas or on the premises by acquaintances, family members, or any other person unless said person is an authorized Contractor employee performing work under the contract.
- iv. Contractor shall assign a coordinator to review all billings to assure complete and accurate information and to act as contact person for the University.
- v. Contractor employees are required to wear uniforms to designate their affiliation at all times while on University property. Uniforms will contain the Contractor's name and the person's name designated on the upper portion of the shirt. Uniforms must remain consistent for proper identification purposes. The Selected Firm's personnel must have a photo ID with their name, company name, and be worn above the waist at all times. The University requires such identification for security precautions and access will be prohibited if University personnel do not recognize the identification.
- i. Communications:
- i. The Contractor shall designate a single company representative as the contact person for all rental requests. The designated representative shall advise UMW of equipment availability and shall confirm each rental.
  - ii. The Contractor shall identify and provide a contact person and a day and evening telephone number for emergency communications resulting from severe weather, faulty equipment, and all problems associated with the rental. If a change in the company representative occurs, the Contractor shall immediately notify the UMW representative ordering the equipment and/or UMW's Contract Administrator.
  - iii. Contractor will provide an answering service available for emergencies 24-hours a day, seven days a week.
- j. Pricing Schedule:
- i. The quantities shown in the Pricing Schedule are for the purposes of evaluation only; the one-day event rental prices (unit price) will set the baseline for pricing for future purchase

orders.

k. Damages/Insurance

- i. The Contractor is responsible for damages resulting from equipment failure that may cause personal injury to an Individual or to University facilities or equipment. The Contractor agrees to purchase such insurance over and above the University's stated minimum commercial general liability coverage that they consider necessary to protect their equipment from damage or destruction during the term of this contract. The Contractor also agrees that the University shall have no obligation for payment of damages of any nature to equipment provided. Contractor further understands and agrees that no employee of UMW, other than the designated Procurement Services department representative, is authorized to sign any rental or other agreement that contains terms and conditions other than those contained in this solicitation or in a purchase order issued against this solicitation, and that any signature of a University employee shall be interpreted as the University's acknowledgement of delivery only.
- ii. In addition to the above, the Contractor shall provide to the Purchasing Agent (Procurement Services) a Certificate of Insurance indicating that the Contractor has in force the coverage specified in the Terms and Conditions of this Solicitation/Contract.

l. Ordering Process:

- i. Develop clear, concise, and professional quality written quotes for each event for review and acceptance by UMW.
  - 1) Upon receipt of a written request from UMW, the contractor shall furnish a written description of the scope of services to be provided, ensuring mutual understanding and agreement of the services/work to be performed. The written description shall also include an estimate of the costs to complete the service, a set-up and pick-up date, expressed as either a definite date or the number of days after receipt of UMW's eVA purchase order.
    - a) Quoted prices for a specific event shall include any and all additional costs/fees associated with product procurement (such as, but not limited to, freight/shipping cost, crating fee, eVA transaction fee, processing fee, etc.).
- ii. Upon approval of the quote by the Events Office, an eVA purchase order will be issued as authority to proceed with the work. The eVA purchase order shall incorporate the contractor's quote as a "not to exceed" cost and the agreed upon delivery and pick-up time.
- iii. Request for rentals may be made by telephone, fax, or letter against a valid UMW Purchase Order Agreement.
- iv. The Contractor shall perform no work that would result in exceeding the dollar limitation of the eVA purchase order without first having obtained written approval from the Agency.
- v. The University will make every effort to provide the Contractor notice of such events no later than one (1) month prior to the event date.

**VIII. CONTRACT ADMINISTRATION:**

- A. The Executive Director of Events and catering, or designee, shall be identified by the University as the Contract Administrator and shall use all powers under the contract to enforce its faithfulness and performance in conjunction with the University's Procurement Services department. Although resulting contracts may be assigned under Contract Administration to the Special Assistant to the President/University Events or their designee, other University departments shall retain the authority to utilize any resulting contracts.
- B. The Contract Administrator shall determine the amount, quantity, acceptability, fitness of all aspects of the goods/services and shall decide all other questions in connection with the goods/services. The Contract Administrator shall not have authority to approve changes in the goods/services which alter the concept or which call for an extension of the contract term. Any modifications made to the contract must be authorized by the University's Procurement Services Department through a written two-party modification to the contract.

**IX. EVALUATION AND AWARD CRITERIA**

- A. Evaluation Criteria - Proposals shall be evaluated by the University of Mary Washington Evaluation Committee using the following criteria:

Criteria	Point Value
Offeror's Qualifications and Experience in Providing Goods/Services (including experience with DEB, commitment of key personnel with qualifications and experience, past performance).	20
Offeror's Ability to Provide Types of Products/Services identified and the Quality of the Products/Services Offered (based on product list, descriptive literature, on-line capability, etc.).	20
Offeror's Specific Plans or Methodology to be used in performing services (including capability and plan of action to meet UMW demand signal for regularly scheduled key events, for short-fuse events, to address inclement weather alterations, etc.).	20
Pricing (prices, rebates, discounts, internships, sponsorships, etc.)	20
Small Business Subcontracting Plan	20
Total	100

**X. GENERAL TERMS AND CONDITIONS:**

Please refer to the link to follow regarding Required General Terms and Conditions of this Solicitation which are a mandatory part of the resulting contract: <https://adminfinance.umw.edu/procurement/umw-terms-conditions/>

**XI. SPECIAL TERMS AND CONDITIONS:**

- A. **ACCEPTANCE PERIOD:** Any proposal in response to this solicitation shall be valid for ninety (90) days from the closing date of the solicitation. At the end of the ninety (90) days the proposal may be withdrawn at the written request of the Contractor. If the proposal is not withdrawn within 10 calendar days at the end of the stated Acceptance Period, the proposal shall remain in effect, as-is, until an award is made, or the solicitation is canceled. If the proposal specifies an alternative acceptance period than the one written here, the acceptance period shall be the longer of the two dates.

- B. ACCESS TO WORK:** The University, the University's inspectors and other test personnel, and inspectors from Department of Labor and Industry, DEB, or other agencies as appropriate, shall have access to the work at all times. The Contractor shall provide proper facilities for access and inspection.
- C. ADDITIONAL GOODS AND SERVICES:** The University reserves the right to request from the contractor to provide additional Goods and/or Services under similar and market-based pricing, terms, and conditions, and to make modifications or enhancements to existing services. Additional Goods and Services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of the Agreement. Newly introduced additional Services will be provided to the University at favored nations pricing, terms, and conditions.
- D. ADVERTISING TO THE GENERAL PUBLIC:** In the event a contract is awarded for services resulting from this proposal, no indication of such services to the University of Mary Washington will be used in product literature or advertising. The Contractor shall not state in any of its advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- E. ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract resulting from a competitive solicitation process for any dollar value, or sole source procurement, the University will publicly post such notice on the DGS/DPS eVA VBO ([www.eva.virginia.gov](http://www.eva.virginia.gov)) for a minimum of ten (10) days.
- F. ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- G. AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- H. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- I. AWARD – RFP:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror(s) which, in its opinion, has offered the best overall combination of quality, price and various elements of required goods/services, as stated in the solicitation, which in total are optimal relative to the agency's need, and shall award the contract to that offeror(s). The University may cancel this Request for Proposal, reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Governing Rule §16). Should the University determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, or if in the sole opinion of the University it is in the University's best interest to award to only one offeror, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated. The University, in its sole opinion, reserves the right, if determined to be in the best interest of the University, to make:
- i. a separate award of each item,

- ii. an award of a group of items,
  - iii. an award either in whole or in part,
  - iv. a single award, or
  - v. a multiple award
- J. CANCELLATION OF CONTRACT:** The University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days' written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform all outstanding orders issued prior to the effective date of cancellation. The Contractor shall be entitled to receive full compensation for all University-accepted services performed and/or goods received prior to the effective date of contract termination. Contractor shall not be entitled to, and hereby waives claims for lost profits and all other damages and expenses.
- K. CHANGES TO THE CONTRACT:** Changes can be made to the contract by written mutual agreement to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
- L. CONTROLLING VERSION (for solicitation):** The PDF version of the solicitation and any addenda issued by University of Mary Washington Procurement Services is the mandatory controlling version of the document. Any modification and/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by UMW Procurement Services unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, UMW reserves the right to decide on a case-by-case basis, in its sole discretion, whether to reject such a proposal. If the modifications or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form (PDF) issued by UMW Procurement Services.
- M. CONTROLLING VERSION (for contract):** The PDF version of the contract issued by University of Mary Washington Procurement Services is the mandatory controlling version of the document. Any modification and/or additions by the Contractor shall not modify the official version of the contract issued by UMW Procurement Services unless accepted in writing by the University.
- N. COMPLIANCE:** Failure to comply with any of the specifications contained in the scope of work provided herein may result in cancellation of contract.
- O. CONTRACTOR REGISTRATION:** If a contract for construction, removal, repair or improvement of a building or other real property is for one hundred and twenty thousand dollars (\$120,000) or more, or if the total value of all such contracts undertaken by bidder/offeror within any 12-month period is seven hundred and fifty thousand (\$750,00) or more, the bidder/offeror is required under Title 54.1-1100, Code of Virginia (1950), as amended, to be licensed by the State Board of Contractors as a "CLASS A CONTRACTOR." If such a contract is for seventy-five hundred dollars (\$7,500) or more but less than one hundred and twenty thousand dollars (\$120,000), or if the total value of all such contracts undertaken by bidder/offeror within any 12-month period is between one hundred and fifty thousand dollars (\$150,000) and seven hundred and fifty thousand dollars (\$750,000) or more, the bidder is required to be licensed as a "CLASS B CONTRACTOR". If such a contract is for one-thousand dollars (\$1,000) or more, but less than seventy-five hundred dollars (\$7,500), or if the contractor does less than \$150,000 in business in a 12-month period, the bidder is required to be licensed as a "CLASS C CONTRACTOR". The board shall require a master tradesman license as a condition of licensure for electrical, plumbing and heating, ventilation and air conditioning contractors. The bidder/offeror shall place on the outside of the envelope containing the bid/proposal and shall place in the bid/proposal over his signature whichever of the following notations is appropriate, inserting his contractor license number:

Licensed Class A Virginia Contractor No. 2705124019 Specialty CIC RFC  
 Licensed Class B Virginia Contractor No. \_\_\_\_\_ Specialty \_\_\_\_\_

If the bidder/offeror shall fail to provide this information on his bid/proposal or on the envelope containing the bid/proposal and shall fail to promptly provide said contractor license number to the Commonwealth in writing when requested to do so before or after the opening of bids/proposals, he shall be deemed to be in violation of §54.1-1115 of the Code of Virginias (1950), as amended, and his bid/proposal will not be considered.

If a bidder/offeror shall fail to obtain the required license prior to submission of his bid/proposal, the bid/proposal shall not be considered.

- P. COOPERATIVE PROCUREMENT/ADDITIONAL USERS - USE OF AGREEMENT BY THIRD PARTIES:** It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions, or any University affiliated agency and/or corporation may access any resulting contract if authorized by the Contractor. Use of this Agreement does not preclude any participating entity from using other agreements or competitive processes.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.

The Contractor will notify the University in writing of any such entities accessing this Contract. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the Contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity, and will not be considered in default of the Contract no matter the circumstances.

The Contractor is strongly encouraged to offer additional discounts to all contract participants as the result of increasing aggregated spend among all entities accessing the contract. A plan for extending deeper discounts among all contract participants will be requested during negotiations.

- Q. CRIMINAL BACKGROUND CHECKS OF PERSONNEL ASSIGNED BY CONTRACTOR TO PERFORM WORK ON UMW PROPERTY:** The Contractor shall obtain criminal background checks on all of their contracted employees who will be assigned to perform services on UMW property. The results of the background checks will be directed solely to the Contractor. The Contractor bears the responsibility for confirming to the University Contract Administrator that the background checks have been completed prior to the work being performed by their employees or subcontractors. The Contractor shall only assign to work on University properties those individuals whom it deems qualified and permissible based on the results of completed background checks. Notwithstanding any other provision herein, and to ensure the safety of students, faculty, staff and facilities, UMW reserves the right to approve or disapprove any contract employee that will work on UMW property. Disapproval by UMW will solely apply to UMW property and should have no bearing on the Contractor's employment of an individual outside of UMW.
- R. DRUG FREE WORKPLACE:** During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution,

dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations for advertisements for employees place by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clause in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or Contractor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Contractor, the employees of who are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- S. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- T. **E-VERIFY PROGRAM:** Effective 12/1/2013, and pursuant to Code of Virginia, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.
- U. **ENVIRONMENTAL LIABILITY:** Any costs or expenses associated with environmentally related violations of the law, the creation or maintenance of a nuisance, or releases of hazardous substances, including, but not limited to, the costs of any cleanup activities, removals, remediations, responses, damages, fines, administrative or civil penalties or charges imposed on the Contractor, whether because of actions or suits by any government or regulatory agency or by any private party, as a result of the storage, accumulation, or release of any hazardous substances, or any noncompliance with or failure to meet any federal, state or local standards, requirements, laws, statutes, regulations or the law of nuisance by Contractor (or by its agents, officers, employees, subcontractors consultants, sub-consultants, or any other persons, corporations or legal entities employed, utilized or retained by Contractor) in the performance of this Contract or related activities, shall be paid by Contractor. This paragraph shall survive the termination, cancellation or expiration of this Contract.
- V. **EXCLUSIVITY:** The University reserves the right to procure goods or services covered under this contract from a third party when, in the University's sole discretion, it is deemed to be in the University's best interest.
- W. **EXTRA CHARGES PROHIBITED:** The bid price shall be for the product and delivery, and shall include all applicable freight and transportation charges; extra charges will not be allowed.
- X. **FINAL INSPECTION:** The contractor shall demonstrate to the authorized UMW representative that the work is fully operational and in compliance with contract specifications and code. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.
- Y. **FISCAL YEAR PROCESSING:** The University of Mary Washington's fiscal year is July 1st through June 30th. Payment cannot be made for multiple fiscal years in advance of services.

**2. FORMAL SOLICITATION COMMUNICATIONS/DISQUALIFICATION OF OFFERORS:**

1. Informal Communications - From the date of receipt of this RFP by each Offeror until a binding contractual agreement exists with the selected contractor and all other Offerors have been notified, or when the University rejects all proposals, informal communication regarding this procurement shall cease. Informal communication shall include, but not be limited to:
  - I. Requests from Offerors to any departments of the University, with the exception of Purchasing, for information, comments, etc.
  - II. Requests from any department at the University of any employee of the Offeror, with the exception of Procurement Services, for information, comments, etc.
  - III. Contact with any individuals participating on the selection committee.
2. Formal Communications - From the date of receipt of this RFP by each Offeror, until a binding contractual agreement exists with the selected Offeror, and all other Offerors have been notified, or when the University rejects all proposals, all communications between the University and the Offerors will be formal as provided for in this RFP or as requested by Procurement Services. Formal communication shall include, but not be limited to:
  - I. Pre-proposal conference
  - II. Oral presentation, if requested
  - III. Site visits, etc.

**AA. INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, good or equipment delivered.

**BB. INDEPENDENT CONTRACTOR RELATIONSHIP:** In performing any and all of the services to be provided under this contract, the Contractor shall at all times and for all purposes be and remain an independent contractor. In no case and under no circumstances shall the Contractor or any of its employees, including but not limited to those of its employees actually performing any of the services, have authority to make any representations or commitments on behalf of the University or be considered the agent of the University for any purpose whatsoever. No persons engaged by the Contractor in connection with the provision of Services shall be considered employees of the University. As between the parties, the Contractor shall be responsible for hiring, supervising, training and instructing those individuals performing the services and shall pay any required state and federal taxes on behalf of such persons and provide them with any legally required employee benefits.

**CC. INSPECTION:** All work and materials in each project shall be subject to final inspection by an authorized representative of the University. Any omission or failure on the part of such representative to disapprove or reject inferior or defective work or materials shall not be construed to be an acceptance of any such work or material. If any defective work or materials are found during inspection, the contractor shall remove or repair, at his own expense, such defective work or rejected material and shall correct and/or replace same without extra charge.

**DD. INSPECTION OF JOB SITE:** Contractor certifies that they have inspected the job site and are aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the University.

**EE. INSTALLATION:** All items must be assembled and set in place, ready for use. All crating and other debris must be removed from the premises.

**FF. INSURANCE:** By signing this contract, the Contractor certifies it will have the following insurance coverage at the time the contract is awarded and through the term of each contract renewal period. For construction contracts, if any subcontractors are involved, the subcontractor will have worker's compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et. Seq. of the Code of Virginia. The Contractor further certifies that the Contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**Minimum Insurance Coverages and Limits Required for Most Contracts:**

1. **Workers' Compensation -** Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
2. **Employer's Liability -** \$100,000.
3. **Commercial General Liability -** \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
4. **Automobile Liability -** \$1,000,000 per occurrence (Only used if motor vehicle is to be used in the contract.)

**GG. KEYS:** If the Contractor is given keys for this project, it is the Contractor's responsibility to return the keys when the contract is terminated, as well as for the safekeeping of the keys during the contract period. The Contractor shall not loan or duplicate the keys. In the event the Contractor loses the keys, they will be charged for the replacement of the keys and any locks which are rekeyed or replaced.

**HH. LATE PROPOSALS:** To be considered for selection, proposals must be uploaded to eVa by the specified due date and time. After this deadline, eVa will not accept file uploads, resulting in the proposal not being submitted and contractor's ineligibility for contract award.

**II. LIQUIDATED DAMAGES, FURNISH AND INSTALL:** Work shall begin at the designated date and time requested by the contract administrator and all work shall be completed by the date and time stated on the purchase order. It is hereby understood and agreed by the contractor that time is of the essence in the delivery of supplies, services, materials, or equipment of the character and quality specified. In the event these specified supplies, services, materials, or equipment are not delivered by the date specified, the contractor will be responsible for re-procurement costs including, but not limited to, contracting with a new vendor to complete the necessary services; except that if the delivery be delayed by act, negligence or default on the part of the Commonwealth, public enemy, war, embargo, fire, or explosion not caused by the negligence or intentional act of the contractor or his supplier(s), or by riot, sabotage, or labor trouble that results from cause or causes entirely beyond the control or fault of the contractor or his supplier(s), a reasonable extension of time as the procuring public body deems appropriate may be granted. Upon receipt of a written

request and justification for an extension from the contractor, the purchasing office may extend the time for performance of the contract or delivery of goods herein specified at the purchasing office's sole discretion for good cause shown.

- JJ. MISS UTILITIES:** As required, it shall be the Contractor's responsibility to contact Miss Utilities a minimum of forty-eight (48) hours prior to installation to have all existing underground utilities located, and shall be responsible for any damage to the underground utilities during the performance of this contract.
- KK. OPERATING VEHICLES ON UMW CAMPUS:** Operating Contractor vehicles on sidewalks, plazas, grass, flower beds, walkways, fountains, and University seal is prohibited. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.
- LL. ORDERING PROCEDURES:** The awardee of a contract under this solicitation shall be issued one (1) master contract, which will be valid for the term of the contract. Individual purchase orders will be issued on a per occurrence basis when goods are required. Each purchase order will reference the particular goods to be provided and the master contract number.

**MM. PERMITS:**

- 1. The University will be responsible to obtain all necessary permits for work directed under this contract.
- 2. The Contractor shall comply with all applicable federal, state, and local laws, codes, and regulations in connection with the accomplishment of work under this contract. The Contractor shall be responsible for all damages to persons and/or property that occur as a result of his fault or negligence. He shall take proper safety and health precautions to protect the work, the workers, the public and the property.

**NN. PREBID/PREPROPOSAL CONFERENCE – OPTIONAL:** An optional preproposal conference will be held at 10:00 a.m., June 12, 2025 at the Eagle Village Executive Offices, Suite 480, 1125 Emancipation Hwy., Fredericksburg, VA 22401. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

**OO. PRICE ESCALATION/DE-ESCALATION:**

- 1. Price adjustments may be permitted for changes in the contractor's cost of materials and are only authorized at time of renewal (exercise of option periods) and only if formally documented in a corresponding contract modification. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the University.
- 2. Contractor shall give not less than ninety (90) days advance notice of any price increase to the Procurement office. Any approved price changes will be effective only at the beginning of the term of the next option period. The contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the contractor's request for increase which will:
  - I. Verify that the requested price increase is general in scope and not applicable just to the University
  - II. Verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers.
- 3. The Procurement office will notify the using agencies and contractor in writing of the effective date of any increase which it approves. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The contractor is further advised that

decreases which affect the cost of materials are required to be communicated immediately to the Procurement office.

**PP. PROPOSAL ACCEPTANCE PERIOD:** Any offer in response to this solicitation shall be valid for ninety (90) days. At the end of the 90 days the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

**QQ. PUBLIC POSTING OF COOPERATIVE CONTRACTS:** UMW maintains a web-based contracts database with a public gateway access. Any resulting cooperative contract to this solicitation will be posted to the publicly accessible website. Contents identified as proprietary information will not be made public.

**RR. RECYCLING POLICY:** It shall be the policy of the University of Mary Washington to support and encourage conservation and recycling efforts by vendors, students, faculty and staff.

**SS. RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth for five (5) successive periods, or as negotiated, under the terms and conditions of the original contract except stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.

1. If the University elects to exercise the option to renew the contract for an additional one- year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by more than the percentage increase/decrease of all the services category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the all services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

**TT. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:** It is the goal of the Commonwealth that 42% of its purchases are made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential bidders/offerors are required to submit a Small Business Subcontracting Plan. Unless the bidder/offeror is registered as a Virginia Department of Small Business and Supplier Diversity (DSBSD)-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No bidder/offeror or subcontractor shall be considered a Small Business, a Women- Owned Business or a Minority-Owned Business unless certified as such by the DSBSD by the due date for receipt of bids or proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.

- i. Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution on a monthly or quarterly basis, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. When such business has been

subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information:

- I. Name of firm with the DSBSD certification number
- II. Phone number
- III. Total dollar amount subcontracted
- IV. Category type (small, women-owned, or minority-owned)
- V. Type of product or service provided

Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies to include, but not be limited to, termination for default.

2. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution on a monthly or quarterly basis, information on use of subcontractors that are not DSBSD-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, and type of product or service provided.

**UU. STANDARDS OF CONDUCT:** The work site will be occupied by students and University Personnel during the times work is performed. Contractor and Contractor's personnel shall exercise a particularly high level of discipline, safety and cooperation at all times while on the job site. The Contractor shall be responsible for controlling employee conduct, for assuring that its employees are not boisterous or rude, and assuring that they are not engaging in any destructive or criminal activity. The Contractor is also responsible for ensuring that its employees do not disturb papers on desks, or open drawers, cabinets, or briefcases, or use State phones, and the like, except as authorized.

UMW, an agency of the Commonwealth of Virginia, strictly forbids harassment of any employee, applicant for employment, vendor, contractor or volunteer in the workplace\*, or on the basis of an individual's race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability. The Commonwealth will not tolerate any form of retaliation directed against an employee or third party\* who either complains about harassment or who participates in any investigation concerning harassment.

The Commonwealth expressly prohibits workplace violence\*. Prohibited conduct includes, but is not limited to: Injuring another person physically; Engaging in behavior that creates a reasonable fear of injury to another person; Engaging in behavior that subjects another individual to extreme emotional distress; Possessing, brandishing, or using a weapon that is not required by the individual's position while on state premises or engaged in state business; Intentionally damaging property; Threatening to injure an individual or to damage property; Committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and Retaliating against any employee who, in good faith, reports a violation of this policy.

Violations of the above standards of conduct may result in requests for apparent offenders to temporarily or permanently leave the workplace.

**VV. STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia, §2.2-4311.2 Section B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to

Title 13.1 or Title 50 is required to include in its bid or proposal the Identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Title 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and is not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the bidder or offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance. Reference Attachment 1.

**WW. SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

The contractor shall be responsible for completely supervising and directing the work done under this contract by subcontractors that may be utilized in support of the contract, using the contractor's best skill and attention. Subcontractors performing work under this contract shall be accountable to the prime contractor.

**XX. SUBMISSION OF INVOICES:** All invoices shall be submitted within thirty (30) days of contract term expiration for the initial contract period as well as for each subsequent contract renewal period. Any invoices submitted after the thirty (30) day period will not be processed for payment.

**YY. UNDERSTANDING OF REQUIREMENTS:** It is the responsibility of each offeror to inquire about and clarify any requirements of this solicitation that is not understood. The University will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries deemed to be substantive in nature must be in writing and submitted to the responsible buyer in the Procurement Services Office. Offerors must ensure that written inquiries reach the buyer at least fourteen (14) days prior to the time set for receipt of proposals. A copy of all queries and the respective response will be provided in the form of an addendum. Your signature on your Offer certifies that you fully understand all facets of this solicitation.

**ZZ. USE OF PREMISES AND REMOVAL OF DEBRIS:** The contractor shall:

1. Perform his contract in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises or with the work of any contractor;
2. Store his apparatus, materials, supplies, and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of his work or the work of any other contractor; and
3. Place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work.
4. To clean up frequently all refuse, rubbish, scrap materials, and debris caused by his operations, to the end at all times the site of the work shall present a neat, orderly and workmanlike appearance.
5. Vehicle parking shall be permitted in designated areas. Contractor shall obtain approval from the Contract Administrator for parking in other areas.

**AAA. WARRANTY OF MATERIALS AND WORKMANSHIP:** The Contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the contract be new, in first class condition, and in accordance with the contract documents. The Contractor further warrants that all workmanship shall be of the highest quality and in accordance with contract documents and shall be performed by persons qualified at their respective trades. Work not conforming to these warranties shall be considered defective. This warranty of materials and workmanship is separate and independent from and in addition to any of the Contractor's other guarantees or obligations in this contract.

**BBB. WORK SITE DAMAGES:** Any damage to existing utilities, equipment or furnished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.

**CCC. WORK SITE USE:** The Contractor expressly undertakes, either directly or through its Subcontractor(s):

1. To comply with the regulations governing the operation of premises and to perform its contract in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises or at the location of the work.
2. To store all apparatus, materials, supplies and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of the work or the University's use of the facilities.
3. To place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work.
4. To clean up frequently all refuse, rubbish, scrap materials, and debris caused by his operation, to the end that all times the site of the work shall present a neat, orderly and workmanlike appearance.

**DDD. CONFLICT OF TERMS:** In the event of any inconsistency or conflict between the provisions of this Agreement and any other related rental agreements, policies, or documents referenced herein, the terms of this Agreement shall prevail.

**XIII. SUPPLIER ONBOARDING and METHOD OF PAYMENT:** *All awarded Contractors must be registered with the University to receive payment via University-issued check or ACH.* The Contractor shall be paid using one of the following methods for all University initiated procurements:

1. University Charge Card: At the time of verified receipt of goods or services, and proper invoice, if the Contractor's eVA profile indicates acceptance of credit cards in payment, the University will authorize payment by University charge card, currently through the Bank of America Visa, under the following terms:
  - a. Any "Check-out fees" imposed by the contractor must be disclosed prior to the purchase.
  - b. No check-out fee or surcharge, that was appropriately disclosed in advance of the sale/purchase, shall be greater than 3% of the total sale., effective 4/15/2023. The University expects that these costs, as well as all contractor business expenses will be built into the contractor's quoted price.
2. Virtual Payables through Bank of America: All payments made under Virtual Payables will have a net 16 payment term. For more information about this payment option, contact UMW's Accounts Payable department at: [payables@umw.edu](mailto:payables@umw.edu) or view <http://www.bankofamerica.com/epayablesvendors>.
3. UMW Check or ACH: *Payment will be made per the terms of the contract, or 30 days after satisfactory performance of the contract in all provisions thereof and upon receipt of a properly completed invoice, whichever is later; in accordance with Chapter 43, VPPA, Article 4, Code of Virginia.*

NOTE: ACH must be set up in advance prior to submittal of any invoices.  
<https://www.doa.virginia.gov/reference.shtml#edi>

To be considered eligible for payment, all physical invoices must be received at the address below and should reference the eVA purchase order and UMW contract numbers as applicable. All electronic invoices must be sent to [invoices@mail.umw.edu](mailto:invoices@mail.umw.edu). The University will not be responsible for late payment or nonpayment of invoices not received directly by Accounts Payable at this email address or at the mailing address indicated (below).

UNIVERSITY OF MARY WASHINGTON  
Attn: ACCOUNTS PAYABLE  
1301 COLLEGE AVENUE  
FREDERICKSBURG, VA 22401

**XIV. ATTACHMENTS:**

The following Attachments are provided herein for completion by the Offeror and included within the proposal submission:

- Attachment 1. Single, Emergency and Administrative Point of Contact Identification Sheet
- Attachment 2. Contractor Data Sheet
- Attachment 3. Pricing Schedule
- Attachment 4. SWAM Subcontracting Plan
- Attachment 5. Subcontracting spend Reporting
- Attachment 6. Proposal Checklist
- Attachment 7. Staging Diagram

**ATTACHMENT 1**  
**POINT OF CONTACT INFORMATION SINGLE POINT OF CONTACT**  
**RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE**

**PRIMARY POINT OF CONTACT**

CONTACT PERSON'S NAME	Ayla Airhart
CELL PHONE NUMBER	(804) 840-6309
IS CELL PHONE CAPABLE OF RECEIVING TEXT MSGS?	Yes
BEEPER/PAGER NUMBER	N/A
TELEPHONE NUMBER – NORMAL WORKING HOURS	(804) 359-2400
TELEPHONE NUMBER – AFTER WORKING HOURS	(804) 592-1264
FAX NUMBER	(804) 355-0476
EMAIL ADDRESS	Ayla@partyperfect.com

**EMERGENCY POINT OF CONTACT**

CONTACT PERSON'S NAME	Angela Bowles
CELL PHONE NUMBER	(804) 840-0753
IS CELL PHONE CAPABLE OF RECEIVING TEXT MSGS?	Yes
BEEPER/PAGER NUMBER	N/A
TELEPHONE NUMBER – NORMAL WORKING HOURS	(804) 359-2400
TELEPHONE NUMBER – AFTER WORKING HOURS	(804) 592-1264
FAX NUMBER	(804) 355-0476
EMAIL ADDRESS	Angela@partyperfect.com

(Attachment 1 Continued)

INVOICING/PAYMENT POINT OF CONTACT

CONTACT PERSON'S NAME	Renata Knyazher
CELL PHONE NUMBER	N/A
IS CELL PHONE CAPABLE OF RECEIVING TEXT MSGS?	N/A
BEEPER/PAGER NUMBER	N/A
TELEPHONE NUMBER – NORMAL WORKING HOURS	(804) 359-2400 ext. 305
TELEPHONE NUMBER – AFTER WORKING HOURS	(804) 592-1264
FAX NUMBER	(804) 355-0476
EMAIL ADDRESS	RenataK@partyperfect.com

**ATTACHMENT 2 CONTRACTOR DATA SHEET**  
**RETURN THIS COMPLETED FORM WITH YOUR PROPOSAL PACKAGE**

**QUALIFICATION OF CONTRACTOR:** The Contractor must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

- **YEARS IN BUSINESS:** Indicate the length of time in business providing this type of service.

29 Years 5 Months

- **REFERENCES:** Indicate below a list of at least four (4) recent references, either commercial or governmental, for which this type of service has been provided. Include the date the service was furnished, and the name and address of the person the University has permission to contact, date of service, value or order, and contract number:

Name & Address	Contact Person	Email Address	Telephone Number	Description of Work & Date Completed

*Refer to our Reference sheet - Attachment 9.*

**ATTACHMENT 3-- PRICING SCHEDULE**

**RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE**

The Contractor agrees to provide the services in compliance with the scope of work for each specific line item/services at a firm fixed price for the period of this agreement as follows.

In any instance where the contractor cannot provide the required services within an acceptable timeframe, the University reserves the right to purchase these services on the open market.

The quantities are estimated quantities used for evaluation purposes only. The University reserves the right to purchase those services actually needed and in quantities as required by the University regardless of whether such total quantities are more or less than those shown.

Item No	Description	Daily Rental	Quantity	Unit	Total
<b>TENTS and Canopies (Provide, Install, and Remove)</b>					
<b>To include poles and concrete anchors, courtyard tents (all require concrete anchors)</b>					
1	Tents, 10' x 10', Standard Tent	\$200.00	7	Each	\$ 200.00
2	Tents, 10' x 10', High Peaked	\$200.00	48	Each	\$ 200.00
3	Tents, 15' x 15'	\$300.00	6		300.00
4	Tents, 15' x 30'	\$500.00	5	Each	\$ 500.00
5	Tents, 20' x 20'	\$500.00	21	Each	\$ 500.00
6	Tents, 30' x 30'	\$900.00	10	Each	\$ 900.00
7	Tents, 30' x 40'	\$		Each	\$
8	Tents, 30' x 45'	\$1300.00	10	Each	\$ 1300.00
9	Tents, 30' x 50'	\$		Each	\$
10	Tents, 30' x 60'	\$1800.00	8	Each	\$ 1800.00
11	Tents, 30' x 75'	\$2200.00	6	Each	\$ 2200.00
12	Tents, 40' x 80'	\$3100.00	4	Each	\$ 3100.00
13	Tents, 60' x 100' POLE tent	\$5200.00	2	Each	\$ 5200.00
14	Tents, 80' x 100' POLE tent	\$7000.00	2	Each	\$ 7000.00
15	Tents, 80' x 210"	\$		Each	\$
16	Clear Top Tent, 30' x 30'	\$1100.00	3	Each	\$ 1100.00
17	Clear Top Tent, 30' x 40'	\$1500.00	2	Each	\$ 1500.00
18	Clear Top Tent, 30' x 45'	\$1700.00	2	Each	\$ 1700.00
19	Clear Top Tent, 30' x 50'	\$1900.00	1	Each	\$ 1900.00
20	Clear Top Tent, 30' x 60'	\$2300.00	1	Each	\$ 2300.00
21	Clear Top Tent, 30' x 30'	\$1100.00	3	Each	\$ 1100.00
22	Clear Top Tent, 30' x 75'	\$2800.00	2	Each	\$ 2800.00
23	Clear Top Tent, 30' x 90'	\$3400.00	1	Each	\$ 3400.00
24	Clear Top Tent, 40' x 45'	\$2300.00	1	Each	\$ 2300.00
25	Clear Top Tent, 40' x 50'	\$2500.00	2	Each	\$ 2500.00
26	Clear Top Tent, 40' x 60'	\$3000.00	1	Each	\$ 3000.00
27	Clear Top Tent, 40' x 80'	\$4000.00	1	Each	\$ 4000.00
28	Clear Top Tent, 40' x 100'	\$5100.00	1	Each	\$ 5100.00
29	Clear Peak Tent, 10' x 10'	\$		Each	\$
30	Clear Peak Tent, 10' x 20'	\$		Each	\$
31	Clear Peak Tent, 15' x 15'	\$		Each	\$
32	Clear Peak Tent, 20' x 20'	\$		Each	\$

33	Clear Peak Tent, 20' x 30'	\$		Each	\$
34	Clear Peak Tent, 20' x 40'	\$		Each	\$
35	Sail Cloth Tent, 45' x 44'	\$2,000.00	2	Each	\$2,000.00
36	Sail Cloth Tent, 45' x 64'	\$3,200.00	2	Each	\$3,200.00
37	Sail Cloth Tent, 45' x 84'	\$4,400.00	2	Each	\$4,400.00
38	Sail Cloth Tent, 45' x 104'	\$5,600.00	2	Each	\$5,600.00
<b>TENT Accessories (Provide, Install, and Remove)</b>					
39	Concrete Anchors	\$23.25	185 (400lb)	Each	\$23.25
40	Concrete Covers	\$6.75	88	Each	\$6.75
41	Tent Pole Covers	\$68.00	70	Each	\$68.00
42	Tent Liner for Each Size Tent	\$2,894.50	multiple sizes	Each	\$2,894.50
43	Tent Lights, Bistro - Black and White	\$3.00/FT.	5,800 sq. ft.	Each	\$3.00
44	Tent Lights, Lanterns, Japanese 12", 16", 20" and 24"	\$		Each	\$
45	Tent Fan	\$		Each	\$
46	Tent Fan - 12"	\$68.00	50	Each	\$68.00
47	Tent Fan - 18"	\$68.00	6	Each	\$68.00
48	Drum Fan, 24"	\$56.75	10	Each	\$56.75
49	Tent Gutter	\$26.58 ea.	40	Each	\$58.00
<b>TABLES (Rental, Set-up, Breakdown)</b>					
50	Banquet Rectangular 4' x 30"	\$9.42	27	Each	\$9.42
51	Banquet Rectangular 6' x 30"	\$9.63	278	Each	\$9.63
52	Banquet Rectangular 8' x 30"	\$10.04	389	Each	\$10.04
53	Banquet Rectangular 6' x 18"	\$12.62	26	Each	\$12.62
54	Banquet Rectangular 8' x 18"	\$13.91	26	Each	\$13.91
55	Banquet Rectangular 8' x 30" Children's Table	\$10.75	4	Each	\$10.75
56	Banquet Round 3'	\$8.60	69	Each	\$8.60
57	Banquet Round 4'	\$9.42	99	Each	\$9.42
58	Banquet Round 5'	\$12.26	229	Each	\$12.26
59	Banquet Round 6'	\$17.00	102	Each	\$17.00
60	Cocktail Rounds Tall and Standard Heights 24"	\$12.10		Each	\$12.10
61	Cocktail Rounds Tall and Standard Heights 30"	\$12.10	167	Each	\$12.10
62	Square 2', Standard and High Top	\$12.10		Each	\$12.10
63	Square 4', Standard	\$13.34	7	Each	\$13.34

64	Square 5', Standard	\$ 14.94	10	Each	\$ 14.94
65	Serpentine 8'	\$ 12.10	35	Each	\$ 12.10
66	Timberwood Farm Table, 4' x 8'	\$ 95.02	31	Each	\$ 95.02
67	Timberwood Benches for Farm Table	\$ 39.14	6	Each	\$ 39.14
68	King Table, 4' x 8' Rectangular Table	\$ 22.66	8	Each	\$ 22.66
<b>CHAIRS (Rental, Set-up, Breakdown)</b>					
69	Padded Garden, White, Black and Natural	\$ 4.12	1,559	Each	\$ 4.12
70	Folding Black, White, and Tan	\$ 1.55-2.06	17,940	Each	\$ 2.06
71	Chivari Barstool, Black and Natural; mahogany,	\$ 14.42	104	Each	\$ 14.42
72	Chivari Black, Gold, Silver, Mahogany, and White	\$ 8.76	1,274	Each	\$ 8.76
73	Set Up/ Knock Down of Chairs	\$ 1.27-3.00		Each	\$ 3.00
<b>STAGE SECTIONS, 4' X 8' (PROVIDE, INSTALL, AND REMOVE)</b>					
74	Stage, 12" High	\$ 77.00		Each	\$ 77.00
75	Stage, 32" High	\$ 154.00		Each	\$ 154.00
<b>STAGE EQUIPMENT (PROVIDE, INSTALL AND REMOVE)</b>					
76	Staging (Risers 4 x 4)	\$ 40.00	374	Each	\$ 40.00
77	Staging Steps	\$ 25.00	10	Each	\$ 25.00
78	Black Astroturf Covering for Stage	\$ 1.00/sq. ft.	15,600 sq. ft.	Each	\$ 1.00
79	4' Guard Rails for Staging	\$ 12.00	85	Each	\$ 12.00
80	ADA Access Ramps by the Foot	\$ 11.17		Each	\$ 11.17
<b>STAIRS (PROVIDE, INSTALL AND REMOVE)</b>					
81	Stairs, 12" High	\$ 41.00	10	Each	\$ 41.00
82	Stairs, 32" High	\$ 77.00	10	Each	\$ 77.00
<b>PIPES AND DRAPES (RENTAL ONLY)</b>					

83	10' High Black, Navy Blue and Royal Blue, White	\$ 63.25/10ft. sect.		Each	\$ 63.25
84	12' High Black, Navy Blue and Royal Blue, White	\$ 63.25/10ft. sect.		Each	\$ 63.25
85	20' High Black, Navy Blue and Royal Blue, White	\$		Each	\$
<b>STANCHIONS (RENTAL ONLY)</b>					
86	36" High, without Rope	\$ 13.39	33	Each	\$ 13.39
87	White Plastic with White Plastic Chain	\$ 9.82/10ft. sect.	69	Each	\$ 9.82
<b>STANCHIONS CHROME PORTA POST</b>					
88	6' Section Red and Black Velour Rope	\$ 32.70	Red / Black 5 / 8	Each	\$ 32.70
89	8' Section Red and Black Velour Rope	\$ 34.76	17 Red	Each	\$ 34.76
<b>ARCHES (PROVIDE, INSTALL AND REMOVE)</b>					
90	Wood	\$ 125.00	1	Each	\$ 125.00
<b>COLUMN (PROVIDE, INSTALL AND REMOVE)</b>					
91	33"	\$		Each	\$
92	46"	\$		Each	\$
93	56"	\$		Each	\$
94	76"	\$		Each	\$
95	Stage Façade, 3' x 4'	\$ 103.00	6	Each	\$ 103.00
96	Bar Top for Rectangular Table and Skirting, 6'	\$ 57.63	10	Each	\$ 57.63
<b>SCREEN (PROVIDE, INSTALL AND REMOVE)</b>					
97	6 Panel Bi-Fold Screen, White	\$		Each	\$
<b>LOUNGE FURNITURE (PROVIDE, INSTALL AND REMOVE)</b>					
98	Sectional Full Sofa	\$		Each	\$
99	Sectional Love Seat	\$		Each	\$
100	Sectional Arm Chair	\$		Each	\$

101	Sectional Ottoman	\$		Each	\$
<b>FLOORING (PROVIDE, INSTALL AND REMOVE)</b>					
102	Deck Flooring	\$ 2.00/sq. ft.	8,160 sq. ft.	Each	\$ 2.00
103	Dance Floor	\$ 38.96/panel	(see list)	Each	\$ 38.96
104	25' Red Carpet	\$ 57.75	3	Each	\$ 57.75
105	50' Red Carpet	\$ 90.25	4	Each	\$ 90.25
<b>MISCELLANEOUS (PROVIDE, INSTALL AND REMOVE)</b>					
106	6' Bar Tops for Rectangular Tables	\$ 14.50	10	Each	\$ 14.50
107	Portable Bar (collapsible w/ skirt)	\$ 102.50	1	Each	\$ 102.50
<b>BAR</b>					
108	Portable Acrylic Bar	\$ 320.75	1	Each	\$ 320.75
<b>COMMENCEMENT STAGING</b>					
	See requirements for staging along with diagrams (Reference Attachment 7 to this RFP)	\$		Each	\$
<b>DELIVERY</b>					
		(Per Order)	(Flat Rate)		
109	Delivery and Pickup Charge, Flat Rate, for Chairs, Tables, Pipe and Drapes, Stanchions, and other items as Required.	\$ 250/truck	\$	Events	\$ 250.00 per truck
<b>TOTAL NET PRICING:</b>					\$ 76,543.44
110	Informational Pricing: The Contractor offers to the University the following discount from the contractor's standard published list price in effect at the time of the rental for all items not listed above % - Listed Price				

**ATTACHMENT 4 -- SMALL BUSINESS SUBCONTRACTING PLAN**  
**MUST BE COMPLETED AND RETURNED WITH PROPOSAL**

All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (DSBSD) by the due date of the solicitation to participate in the SWaM program. Certification applications are available through DSBSD online at <http://sbsd.virginia.gov>.

**DEFINITIONS:**

**"Micro Business"** means a business that is a certified Small Business under the SWaM Program and has no more than twenty-five (25) employees and no more than \$3million in average annual revenue over the three-year period prior to their certification.

**"Small business"** means a business independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business. *Note: DSBSD-certified women- and minority-owned businesses shall also be considered small businesses when they have received DSBSD small business certification. (Code of Virginia, § 2.2-4310)*

**"Woman-owned business"** means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women. *(Code of Virginia, § 2.2-4310)*

**"Minority-owned business"** means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals. *(Code of Virginia, § 2.2-4310)*

Bidder Name: KAP, Inc. dba Party Perfect  
Preparer Name: Angela Bowles Date: 7/1/25

**INSTRUCTIONS:**

- A. If you are certified by the Department of Small Business and Supplier Diversity (DSBSD) as a small business, complete only Section A of this form. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business in Section B.

**ATTACHMENT 4 (CONT'D)**

**Section A**

If you are certified by the Department of Small Business and Supplier Diversity (DSBSD), are you certified as a:

Check All That Apply:  Micro Business  Small Business  Woman-Owned Business  Minority-Owned Business

DSBSD Certification No.: 654264 Expiration Date: 12/05/28

**Section B**

Populate the table below to show your plans for utilization of DSBSD-certified small businesses in the performance of this contract. This shall not exclude DSBSD-certified women-owned and minority-owned businesses that have received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

**Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement**

Small Business Name, Address & DSBSD Cert No.	Indicate if also: Micro (O), Women (W), or Minority (M) Certified	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract (%)	Planned Contract Dollars During Initial Period of the Contract (\$)
<b>Total Planned Subcontracting Spend (\$)</b>					

# ATTACHMENT 5 -- SMALL BUSINESS SUBCONTRACTING PLAN

FORM LOCATED ON PROCUREMENT SERVICES WEBSITE  
<http://adminfinance.umw.edu/procurement/vendors-2/swam-reporting/>

Administration and Finance

## Procurement Services

Navigation menu: [Laws, Policies and Procedures](#) | [Buyer Resources](#) | [SPCC](#) | [Technology Purchases](#) | **Vendors** | [UMW Supplier Expo](#)

Forms: [DSBSD - SWaM](#) | [Contracts](#) | [Contact Us](#)

QUICK LINKS

Vendor Resources: [Vendor Resources](#) | [Vendor Policies and Guidelines](#) | [Current Bids & Proposals](#) | **SWaM and Non-SWaM Reporting** | [Vendor Feedback](#)

Agency Reports: [Agency Reports](#) | [UMW's Expenses](#)



### SWaM Subcontractor Reporting

This form should be used by vendors to report their Small, Woman-owned and Minority-owned (SWaM) business spend.

**Vendor \***  **Contract Number**

Please enter the name of the COMPANY Please enter the CONTRACT NUMBER

**Name \***

FIRST LAST

Please enter the SUBMITTER'S first and last name

**Email \***

Please enter the SUBMITTER'S email address

**Select Reporting Method \***

Upload Spreadsheet/Document **Upload Document - Excel or Word only**

Manual Input **Manually type information for each sub-contractor**

**ATTACHMENT 6**  
**Proposal Submission Checklist**  
**NOT REQUIRED TO BE INCLUDED IN PROPOSAL**

It is important that the Offeror carefully read through the RFP and provide all required documentation. The proposal **MUST** be submitted and received on time to qualify for a chance at evaluation. Use this checklist as a guideline to ensure the proposal is complete before submission.

**IMPORTANT DATES & REMINDERS**

---

- No Questions Accepted after June 12, 2025, 2:00 p.m. All Questions must be directed toward the Procurement Officer for this solicitation: Kenneth Manahan, [kmanaha2@umw.edu](mailto:kmanaha2@umw.edu), and 540-654-1006.
- Proposal Due Date: July 3, 2025, no later than 2:00 p.m.- eVA will disallow any proposal uploads after 2:00 p.m., and therefore will not be accepted.
- Proposals shall be uploaded via the electronic online response function within the solicitation posting on the eVA Virginia Business Opportunities (VBO).  
\*If you run into issues submitting your proposal electronically through eVA, please contact eVA Customer Care at 1-866-289-7367.
- Read the ENTIRE RFP including terms and conditions and attachments carefully before submitting a proposal.

**REQUIRED DOCUMENT SUBMISSION**

---

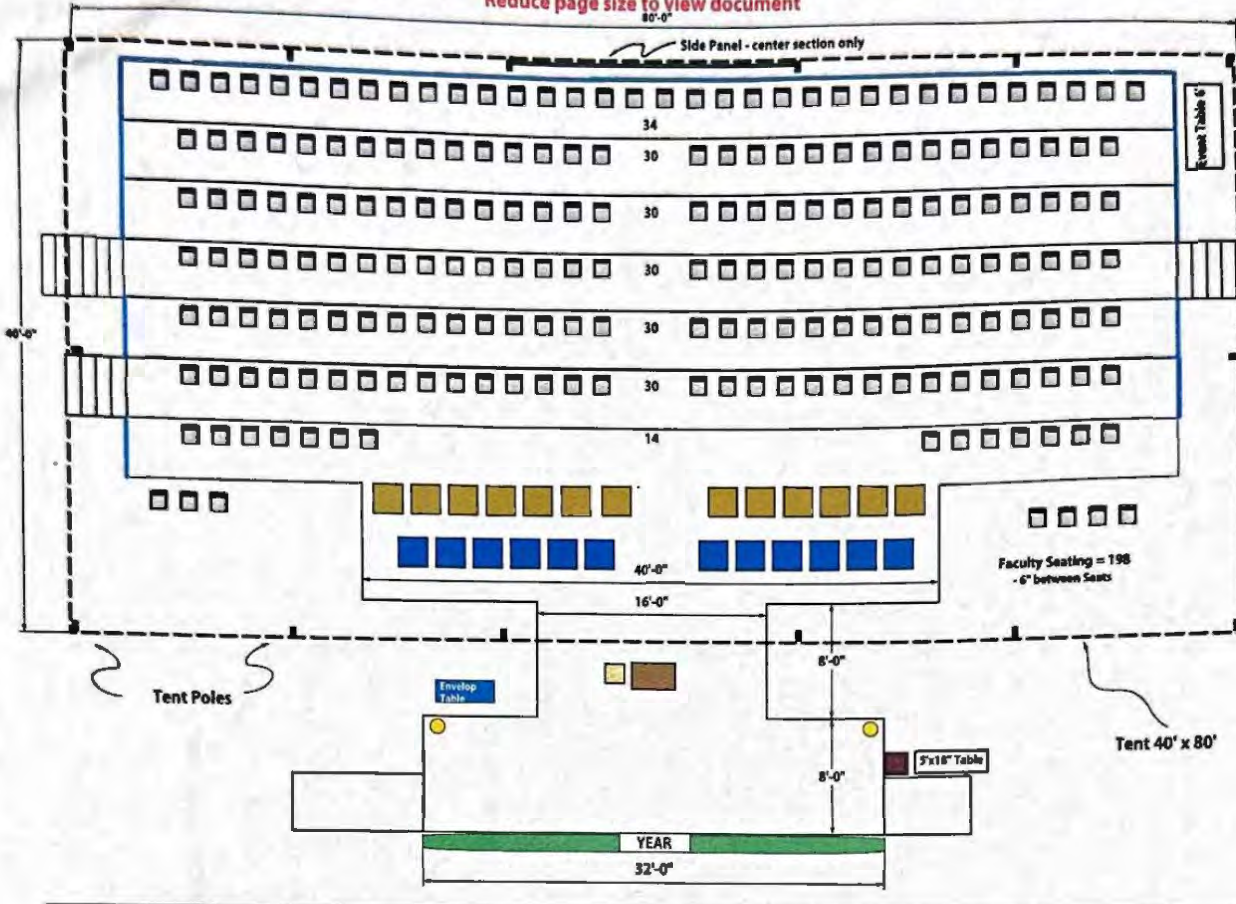
Acknowledgement:

The classification of an entire proposal document, line-item prices and/or total proposal prices as proprietary or as a trade secret is not acceptable. If, after being given reasonable time, the Offeror refuses to withdraw an entire classification designation, the proposal will be rejected.

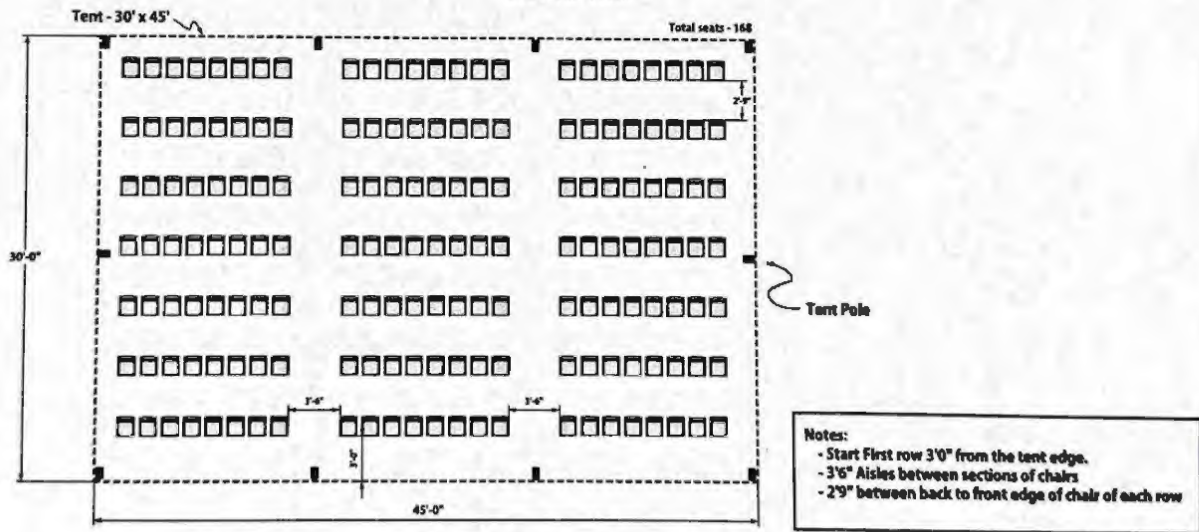
Documents to Submit:

- Completed and signed RFP cover page.
- Any/All signed addenda.
- Electronic Copy of Proposal (Original and Redacted)
- Completed Attachment 1, Single, Emergency and Administrative Point of Contact Identification Sheet.
- Completed Attachment 2, Contractor Data Sheet.
- Completed Attachment 3, Pricing Schedule.
- Completed Attachment 4, Small Business Subcontracting Plan.
- Current Certificate of Liability Insurance

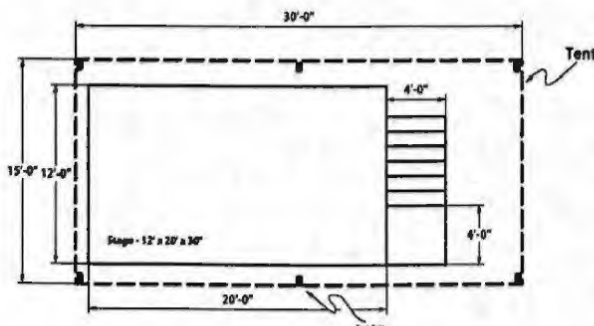
**UMW 2025 Commencement Main Stage Layout**  
 Reduce page size to view document



**2025 VIP Tent**



**AV Tent/Tower**



TENT and STAGE DETAILS		Plate #
BALL CIRCLE UNIVERSITY OF MARY WASHINGTON Drawn By: DOUGLAS E. NOBLE		
Revised Date: May 5, 2025	Scale: 1/4" = 1'-0"	<b>5</b>



VI.

B.

1. See Attached signed RFP cover page. and Addendum.

2. Company Information:

- a. Founded in 1996, Party Perfect is a family-owned and operated event rental company built on the core values of integrity, kindness, appreciation, and commitment. Led by founder Nelson Parker and his three children, we have over 25 years of experience providing high-quality tent and event rentals across the region. Our team is dedicated to delivering exceptional service through transparent communication, attention to detail, and industry expertise. We offer complimentary showroom consultations and site visits to ensure seamless planning and flawless execution. Our constantly updated inventory reflects the latest trends, allowing us to support a wide range of events with professionalism and reliability.
- b. University of Mary Washington - \$55,102  
Longwood University - \$74,211  
Christopher Newport University - \$9,959  
Hampton University - \$13,177  
Virginia Commonwealth University – Approx. \$10,000.00 across multiple accounts
- c. 2400 Magnolia Court Richmond, VA 23223 (59 miles from UMW)
- d. See Insurance Attachment

3. Provide an understanding of the Section XII Special Terms & Conditions requirements for the following sections:

- a. It is Party Perfect's understanding that we will be responsible for conducting criminal background checks on all employees, and that it is going to be up to our best judgement to decide when someone's criminal history makes them ineligible to work on campus grounds. If we have any question as to someone's eligibility we will consult UMW.
- b. We will maintain a drug free workplace, posting signage of such and performing random drug tests on all employees.

4. Include the following completed Attachments within the proposal:

- a. Point of Contact Information, See Attachment 1 and Party Perfect Attachment 5
- b. Contractor Data Sheet, See Attachment 2 and Party Perfect Attachment 6
- c. Pricing Schedule, See Attachment 3 and Party Perfect Attachment 7
- d. Subcontracting Plan, See Attachment 4 and Party Perfect Attachment 8

5. Offerer's Qualifications, Experience, and Past Performance:

- a. Party Perfect has vast knowledge of structure permits. We are aware of all requirements for exit signage, egress lighting, and fire extinguishers within structures. We have all necessary flame certificates for all tenting, and can create CAD drawings for interiors and exteriors of tenting. We obtain dozens of permits every year all over the Commonwealth.
- b. **See Attachment 1 and Party Perfect Attachment 5**
- c. **See Attachments 2 and Party Perfect Attachment 6**
- d. Party Perfect has over 29 years of experience in the events industry. Our employees have a combined 175 years of experience in conventions and events. Throughout the year we help execute hundreds of events ranging from weddings to corporate events to graduations.
- e. Party Perfect has fourteen experienced and licensed drivers who lead separate crews, allowing us to meet the needs of many events at one time. In any given weekend we perform 40 – 70 “small” deliveries, or 15-20 “large” deliveries. We consider a “small” delivery to be drop-offs of tables and chairs, tenting installations under 20x20, or party orders for guest counts under 150. We consider “large” deliveries to be full-service graduations with tenting, staging, tables, chairs, etc., or large weddings with tenting, tables, chairs, linens, glassware, etc. We typically deliver and install the business day before the event at the very latest, but we prefer to provide more time with the equipment on site if that is workable with our clients. We do not charge an additional fee for having the equipment on-site for extra days. We typically remove equipment the business day following our clients’ event. We do have additional fees if our client requires specific time-frames for delivery or pick up or if a delivery or pick up needs to take place outside of normal business hours. Our normal business hours are Monday – Friday 8am – 5pm.
- f. We guarantee that our equipment will be rental quality – good condition, some items may have minor wear and tear. If anything does not meet our clients’ standards we request a photo of the equipment be sent via email or text message to Ayla Airhart or Angela Bowles, and they will either 1) offer a speedy and suitable replacement or 2) refund equipment – it is up to the client which they would prefer.
- g. Party Perfect is 5WAM Certified, V3-Certified and has a Class A contractor’s license. At least one of our owners is CERP (Certified Event Rental Professional) certified.
- h. The crews that perform all UMW contracts will be supervised by one of our Lead Techs with the most UMW experience – currently Chris Nedervelt and Ned Parker. All of our crews will have proper instruction on the full scope of all events before leaving our warehouse, and will be trained thoroughly on installation and safety procedures. The Lead Tech will be responsible for overseeing crews on site at UMW, but will be periodically checked-in on by one of our Management team (**See Attachment 1 and Party Perfect Attachment 5**) when necessary. Ayla Airhart will be available for a final walkthrough with UMW at any time, but requests a two-week notice on that appointment.
- i. Party Perfect maintains manufacturer certifications for all applicable rental items, including flame resistance certificates and structural engineering documents for tenting

and staging. All certifications are kept on file and can be provided upon request or submitted prior to the event as required by campus safety officials or fire marshals.

- i. Flame retardant certifications for all tent fabrics, sidewalls, draping, and linens
  - ii. Structural engineering documents for tents, including wind load and snow load ratings
  - iii. Load-bearing specifications for stages and flooring systems
- j. See Attachment 1 and Party Perfect Attachment 5

6. Offeror's Ability to Provide Types of Products/Services identified and the Quality of the Products/Services Offered (based on product list, descriptive literature, online capability, etc.):

- a. Our main website is [www.PartyPerfect.com](http://www.PartyPerfect.com). From the main page you can click on "RENTAL CATALOG" at the top of the page to get to the rental catalog or go directly to <https://www.partyperfect.com/party-rentals.asp>. We also have a photo gallery at <https://www.partyperfect.com/event-galleries.asp>.
- b. Chair Options and pricing can be seen at: <https://www.partyperfect.com/equipment.asp?action=category&category=16>. (See Attachment 3 and Party Perfect Attachment 7 for all shapes and sizes available with pricing).
- c. We offer Biljax Staging. Our staging comes in 4'x4' sections and ranges from 6" to 84" tall. We offer ramps, skirting, turf covering, rails, and steps with kick plates. You can see photos of this equipment at <https://www.partyperfect.com/equipment.asp?https://www.partyperfect.com/equipment.asp?action=category&category=30>. We have 374 staging pieces in our inventory, which translates to a stage as large as 5,984sq ft. Staging can be set at many different heights, to create choral-riser style stages, or it can be perfectly level. We like to cover our stage with black astroturf as the top is unfinished wood. We also offer skirting to cover the feet on the front and side panels of the stage. The turf and skirting create a clean, even look. (See Attachment 3 and Party Perfect Attachment 7 for sizes and pricing)
- d. Table options and pricing can be seen at: <https://www.partyperfect.com/equipment.asp?action=category&category=31>. (See Attachment 3 and Party Perfect Attachment 7 for pricing, sizing, and quantities available).
- e. We offer tents ranging from 10x10 to 80x190 (113+ options). We have frame tents available in solid white tops, clear tops, gable-ended, hip-ended, high-peak frame, and sailcloths. We offer pole tents as well. Photos of some of these items can be seen on our website: <https://www.partyperfect.com/equipment.asp?action=category&category=2>. We offer sidewall in solid, French windows, or clear. We also offer lighting (bistro lights in white or black strands, cage lights, single light fixtures), fans, heaters, pole covers, leg drapes, and tent liners. (See Attachment 3 and Party Perfect Attachment 7 for pricing and available sizes/styles).
- f. Party Perfect does not provide restroom trailers directly; however, we can coordinate and subcontract them through a trusted partner if needed for your event. (See Attachment 4 and Party Perfect Attachment 8 ).
- g. Party Perfect provides a 6500 watt generator for \$160.00.

- h. Party Perfect also offers linens, glassware, flatware, china, crowd control such as stanchions, rope, and fencing. We also offer catering equipment and bars.. You can see all equipment and pricing at: <https://www.partyperfect.com/party-rentals.asp>.

7. Offeror's Specific Plans or Methodology to be used in performing services (including capability and plan of action to meet UMW demand signal for regularly scheduled key events, for short-fuse events, to address inclement weather alterations, etc..

- a. We typically deliver and install the business day before the event at the very latest, but we prefer to provide more time with the equipment on site if that is workable with our clients. We do not charge an additional fee for having the equipment on-site for extra days. We typically remove equipment the business day following our clients' event. Set up and knock down times will vary based on the scope of the event. For instance – we can remove a tented event at the Alumni Center in one afternoon, but it typically takes us two or more days to remove Graduation.
- b. We offer complimentary site inspections and event planning meetings whenever you would like them. If we are not familiar with an area on the campus that you are interested in installing a tent, we require a site inspection. We are more than happy to meet on-site with you and anyone involved in planning the event and try to bring a sales consultant as well as a member of our management team or a Team Lead for any large scale events. We are in office to answer any questions you have that do not require an on-site meeting Monday – Friday 8am-5pm.
- c. Cancellation Policy:  
Orders may be canceled up to 48 hours prior to delivery, with the cancellation resulting in the forfeiture of only 30% of the contract. If cancellation occurs after the items have been loaded for delivery or delivered to the site, the customer is responsible for 100% of the order total.  
We do allow for postponement of any events with a 48 hour notice at no fee, as long as all items are available for the new date.
- d. Upon an event's closure in our system—signifying item pickup and return to our warehouse, and successful accounting—an invoice will be dispatched via email to the ordering party and the designated payment responsible. Subsequently, UMW will have a 30-day period to settle the contract. A sample invoice is appended for reference. (See Attachment 10)
- e. We can absolutely accommodate unexpected events. Recently, we received a call on our after-hours emergency line from UMW stating that they needed tables delivered the next morning. When the office opened at 8am, we scheduled the delivery and had the items out to UMW by midday. Ayla and Angela also check their emails and all voicemails left overnight on the regular line as soon as business opens, and UMW calls receive first priority. If ever Ayla or Angela cannot be reached at the office, they may be reached on their cell phones provided on Attachment 2.
- f. Party Perfect maintains comprehensive Standard Operating Procedures (SOPs) designed to minimize risk to UMW's campus, students, staff, and visitors. These procedures include:
  - i. Pre-event site inspections to assess potential hazards and ensure proper tent anchoring in compliance with engineering specifications.
  - ii. Safety protocols for equipment installation, including staff training on safe handling of tents, staging, flooring, and heavy equipment.

- iii. Adherence to all fire safety requirements, with flame-retardant certifications provided for tents, sidewalls, and fabrics.
- iv. Weather monitoring and response procedures, including criteria for tent evacuation or removal in severe weather conditions.
- v. Post-event inspections to ensure the site is left in its original condition, free of damage or debris.
- vi. Maintenance of full insurance coverage, including general liability, workers' compensation, and vehicle coverage.

Our SOPs are available upon request and are reviewed regularly to ensure compliance with industry standards and the specific requirements of our college and university partners.

- g. Party Perfect has seven main types of employees associated with UMW events. See below:

Type	# of Employees	Responsibilities
Drivers/Crew Leads	14	Driving, loading, unloading, on-site point of contact for client
General Crew	10	Loading, unloading, assisting in installation and removal of equipment
Warehouse	4	Check-in and check-out of equipment, equipment maintenance, inventory
Dish	3	Dish and catering equipment cleaning, maintenance, inventory, and pulling
Linen	2	Linen cleaning, maintenance, inventory, and pulling
Sales	4	Contract creation, in-office point of contact for client, performs site inspections and on-site client meetings
On-Call	1 – Rotating	Answers the on-call emergency phone for any true emergencies outside of business hours

- h. We will only take on one event the scope of UMW's commencement at a time unless we are 100% positive that we can handle more than one seamlessly. We are committed to a full crew of experienced workers for this commencement.
- i. If required, we can subcontract necessary equipment. **(See Attachment 4 and Party Perfect Attachment 8).**
- j. For inclement weather after tent installation, we will ensure proper tent security. In cases of dangerous weather or heavy snowfall, we will determine if tent tops need to be removed to prevent property damage, a decision that will be discussed with the main point of contact for each affected order. We generally advise reserving "rain plan" items on contracts and removing them if unnecessary with a 30% cancellation fee.

8. Pricing (prices, rebates, discounts, internships, sponsorships, etc.):

- a. **See Attachment 3 and Party Perfect Attachment 7.**
- b. Party Perfect would like to offer the following rebate for future orders:
  - i. If UMW spends \$50,000 in one year with Party Perfect, we will offer 5% of the total amount spent on credit for the following year's rentals. The credit will apply

towards in-house rentals only and will expire at the end of the calendar year. For example, if UMW spends \$100,000.00 between 1/1/26 and 12/31/26, you will receive a credit of \$5,000.00 for 2026 events, to be used on in-house rentals only, and that money must be spent by 12/31/27.

- ii. We would be happy to investigate sponsoring events on a case-by-case basis. All sponsorships must be requested through Ayla or Angela, and we require written notice of the scope of events and items needed, details of events, and what we will get in exchange for sponsorship.
- c. Additional Charges are as follows:
  - i. After Hours Fees – A \$250+ fee typically applies for deliveries or pickups outside of regular business hours. This fee is subject to change based on the scope of the delivery or pickup.
  - ii. Time Specific Fees - These fees range between \$75-\$250 depending on the window of time we are provided and are incurred if a delivery or pick up needs to happen within business hours at a *specific* time. I.E. 2:00pm arrival, 3:30pm pick up, etc.
  - iii. Additional Delivery Fees – You may incur more than one delivery fee if 1) Items are added on to the order and need to be delivered after we have already left for the first delivery or 2) Items cannot fit on one truck due to space or weight restrictions.
  - iv. Equipment Protection Plan (EPP) aka Damage Waiver – 12% of the rental cost – covers any damage to the equipment while in your possession. Can be removed by sending a copy of the liability insurance. Does not cover missing items or negligent damage.
  - v. Negligent Damage or Missing Item Replacement Cost – If damage is not covered under EPP OR EPP is removed on an order and items are damaged or missing, we will charge the replacement fee on those items.

9. Party Perfect takes no exceptions to the terms and conditions as stated in the RFP.

10. At this time, Party Perfect does not have any additional information to submit beyond the materials already provided in this proposal. We believe the information included accurately reflects our capabilities, experience, and commitment to providing high-quality service to the University of Mary Washington.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/27/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Foundation Insurance Group Inc 3190 Fairview Park Dr. Ste 104 Falls Church VA 22042		<b>CONTACT NAME:</b> Certificate Department		<b>FAX (A/C, No):</b> 703-532-8300
		<b>PHONE (A/C, No, Ext):</b> 703-527-8780		
		<b>E-MAIL ADDRESS:</b> certificates@figva.com		
		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		<b>INSURER A:</b> Axis Insurance Company		37273
		<b>INSURER B:</b> Erie Insurance Exchange		28271
		<b>INSURER C:</b> Flagship City Insurance Company		35585
		<b>INSURER D:</b> At-Bay Specialty Insurance Company		
		<b>INSURER E:</b>		
		<b>INSURER F:</b>		

**COVERAGES**      **CERTIFICATE NUMBER:** 1129943050      **REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL/SUBR (INSR) (WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	A1PAVA003-042585-18	1/25/2025	1/25/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		Q01-2540033	1/25/2025	1/25/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		A5PAVA003-042588-16	1/25/2025	1/25/2028	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	Q85-7500095	1/25/2025	1/25/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A/D	Equipment Floater Cyber		A1PAVA003-042585-16 AB-6667335-01	1/25/2025 10/2/2024	1/25/2026 10/2/2025	Inventory Each Occurrence \$2,400,000 \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate holder is an Additional Insured when required by written contract.

### CERTIFICATE HOLDER

### CANCELLATION

University of Mary Washington Director of Purchasing & Store 1301 College Avenue Fredericksburg VA 22401	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



## Point of Contact Information Sheet

RFP# UCPUMW 25 – 1937  
ATTACHMENT 5

---

- **Name:** Angela Bowles
  - **Title:** Sales Manager
  - **Experience:** 23 years of event industry experience. 9 years UMW experience. Extensive knowledge of the set ups required for different events on the UMW campus.
  - **Phone:** O (804) 359-2400 / C (804) 840-0753
  - **Email:** Angela@PartyPerfect.com
- 

- **Name:** Ayla Airhart
  - **Title:** Sales Representative
  - **Experience:** 6 years of event industry experience. 3 years UMW experience. Extensive knowledge of the set ups required for different events on the UMW campus.
  - **Phone:** O (804) 359-2400 / C (804) 840-6309
  - **Email:** Ayla@PartyPerfect.com
- 

- **Name:** Ned Parker
  - **Title:** Vice President & Co-Owner / Driver, Production Manager, Warehouse Manager
  - **Experience:** 10 years of event industry experience. 10 years UMW experience and has been a lead tech at UMW installations for the last several years.
  - **Phone:** O (804) 359-2400 / C (804) 437-9022
  - **Email:** Ned@PartyPerfect.com
- 

- **Name:** Chris Nedervelt
- **Title:** Driver and Lead Tech
- **Experience:** 11 years of event industry experience. 11 years UMW experience and has been a lead tech at UMW installations for the last 9 years.
- **Phone:** O (804) 359-2400 / C (804) 297-1629



## Contractor Data Sheet

RFP# UCPUMW 25 – 1937  
ATTACHMENT 1

---

### 1. Company Information

- **Legal Business Name:** KAP, Inc
  - **DBA:** Party Perfect
  - **Year Established:** 1996
  - **Years in Business:** 29 years
  - **Business Address:** 2400 Magnolia Court Richmond, VA 23223
  - **Phone:** (804) 359-2400
  - **Website:** [www.PartyPerfect.com](http://www.PartyPerfect.com)
  - **FEIN (Federal Tax ID):** 54-1781476
  - **DUNS Number:** 654264
  - **Business Type:** Small, Family-Owned Business
- 

### 2. Ownership and Management

- **Owner:** Nelson Parker
  - **Principals:**
    - Nelson Parker – Owner
    - Ned Parker – VP, Co-Owner, & Routing Manager
    - Lucy Trapp – Co-Owner & Operations Manager
    - MaryAlden Parker – Co-Owner & Warehouse Manager
- 

### 3. Capabilities and Services

Party Perfect provides tenting, staging, flooring, seating, lighting, and full event rental solutions to universities, colleges, and a wide variety of clients. Our services include delivery, setup, breakdown, and on-site logistics support. We specialize in large-scale institutional events such as

commencements, convocations, orientations, and donor events, as well as student activities and community gatherings.

- **Number of full-time employees:** 30
  - **Number of part-time/seasonal employees:** 5-10
  - **Service Area:** State of Virginia
- 

#### **4. Relevant Experience and Clients**

**Party Perfect** has provided event rental services for a wide range of higher education institutions and public entities, including:

- **University of Mary Washington** – Commencement and Convocation Tent Services as well as other university events
- **Longwood University** – Commencement and Convocation Tent Services as well as other university events
- **Virginia Commonwealth University** – Commencement Tent Services as well as many departmental university events
- **Christopher Newport University** – Commencement Chairs
- **Hampton University** – Commencement Chairs, Staging, and other university events

We have nearly 30 years of experience supporting higher education with reliable, timely, and professional event solutions.

---

#### **5. Licenses, Certifications, and Insurance**

- **Business License:** 28050 – City of Richmond
- **Class A Contractors License:** CIC RFC #2705124019
- **General Liability Insurance:** Foundation Insurance Group, \$1 Million Coverage
- **Workers' Compensation Insurance:** Foundation Insurance Group – \$1 Million Coverage
- **Auto Liability Insurance:** Foundation Insurance Group – \$1 Million Coverage

Proof of insurance has been included in this RFP submission as an Attachment.

---

#### **6. Safety and Compliance**

- No OSHA violations in company history.
- Compliance with all local, state, and federal safety regulations.

- Adherence to university and campus policies for on-site work, safety, and insurance requirements.
- 

### 7. Authorized Signatory

- **Name:** Ned Parker
  - **Title:** Vice President & Co Owner
  - **Signature:** Ned Parker
  - **Date:** 7/2/25
- 

### 8. Billing Contact (if different)

- **Name:** Renata Knyazher
- **Title:** Office Manager / Accountant
- **Email:** Renata@partyperfect.com
- **Phone:** (804) 359-2400 EXT. 305



## Pricing Schedule

RFP# UCPUMW 25 – 1937  
ATTACHMENT 7

### 1. Tent Rentals

We offer tents ranging from 10x10 to 80x190 (113+ options). We have frame tents available in solid white tops, clear tops, gable-ended, hip-ended, high-peak frame, and sailcloth. We offer pole tents as well. Photos of some of these items can be seen on our website under Rental Catalog – Tent Rentals. We offer sidewall in solid, French window, or clear. We also offer lighting (bistro lights in white or black strands, cage lights, single light fixtures), fans, heaters, pole covers, leg drapes, and tent liners.

10x10 Marquee Frame Tent	200.00
10x10 High Peak Frame Tent	200.00
10x10 Customer Pop Up Tent	80.00
10x20 Marquee Frame Tent	300.00
10x20 High Peak Frame Tent	300.00
10x30 Marquee Frame Tent	400.00
10x40 Marquee Frame Tent	600.00
10x40 Lean To Frame Tent	600.00
10x50 Marquee Frame Tent	700.00
10x60 Marquee Frame Tent	900.00
10x70 Marquee Frame Tent	1000.00
10x80 Marquee Frame Tent	1200.00
10x90 Marquee Frame Tent	1300.00
10x100 Marquee Frame Tent	1400.00
10x110 Marquee Frame Tent	1600.00
15x15 Frame Tent	300.00
15x15 High Peak Tent	300.00
15x15 Clear Frame Tent	500.00
15x30 Frame Tent	500.00
15x30 Clear Frame Tent	700.00

15x45 Frame Tent	700.00
15x60 Frame Tent	900.00
15x75 Frame Tent	1200.00
15x90 Frame Tent	1400.00
20x20 Frame Tent	500.00
20x20 High Peak Tent	500.00
20x30 Frame Tent	600.00
20x30 High Peak Tent	600.00
20x40 Frame Tent	800.00
20x40 High Peak Tent	800.00
20x40 Gable Tent	800.00
20x50 Frame Tent	1000.00
20x50 Gable Tent	1000.00
20x50 Clear Gable Tent	1200.00
20x60 Frame Tent	1200.00
20x60 Gable Tent	1200.00
20x70 Frame Tent	1400.00
20x80 Frame Tent	1600.00
20x90 Frame Tent	1800.00
20x100 Frame Tent	2000.00
20x110 Frame Tent	2200.00

20x120 Frame Tent	2400.00
20x130 Frame Tent	2600.00
20x140 Frame Tent	2700.00
30x30 Hip End Frame Tent	900.00
30x30 Gable Tent	900.00
30x30 Clear Gable Tent	1100.00
30x30 Clear Hip End Frame Tent	1100.00
30x30 Century Pole Tent	700.00
30x30 Kedered Conversion Tent	900.00
30x40 Clear Gable Tent	1500.00
30x45 Hip End Frame Tent	1300.00
30x45 Gable Tent	1300.00
30x45 Clear Gable Tent	1700.00
30x45 Century Pole Tent	1100.00
30x45 Kedered Conversion Tent	1300.00
30x50 Clear Gable Tent	1900.00
30x60 Hip End Frame Tent	1800.00
30x60 Gable Tent	1800.00
30x60 Kedered Conversion Tent	1800.00
30x60 Clear Gable Tent	2300.00
30x70 Hip End Frame Tent	1800.00
30x75 Hip End Frame Tent	2200.00
30x75 Gable Tent	2200.00
30x75 Kedered Conversion Tent	2200.00
30x75 Clear Gable Tent	2800.00
30x90 Hip End Frame Tent	2600.00
30x90 Gable Tent	2600.00
30x90 Clear Gable Tent	3400.00
30x90 Kedered Conversion Tent	2600.00
30x120 Kedered Conversion Tent	3500.00
40x40 Hip End Frame Tent	1600.00
40x40 Gable Tent	1600.00
40x40 Century Pole Tent	1300.00
40x45 Clear Gable Tent	2300.00
40x50 Clear Gable Tent	2500.00
40x60 Hip End Frame Tent	2400.00
40x60 Gable Tent	2400.00
40x60 Clear Gable Tent	3000.00
40x60 Century Pole Tent	2000.00

40x65 Clear Gable Tent	3300.00
40X80 Hip End Frame Tent	3100.00
40x80 Gable Tent	3100.00
40x80 Clear Gable Tent	4000.00
40x80 Century Pole Tent	2600.00
40x100 Hip End Frame Tent	3900.00
40x100 Gable Tent	3900.00
40x100 Clear Hip End Frame Tent	5100.00
40x100 Century Pole Tent	3300.00
40x120 Hip End Frame Tent	4700.00
40x120 Gable Tent	4700.00
40x120 Century Pole Tent	4000.00
40x140 Gable Tent	5500.00
40x140 Century Pole Tent	4600.00
40x150 Gable Tent	5900.00
50x60 Gable Tent	2900.00
60x40 Century Pole Tent	2100.00
60x70 Century Pole Tent	3700.00
60x100 Century Pole Tent	5200.00
60x130 Century Pole Tent	6800.00
60x190 Century Pole Tent	9900.00
60x220 Century Pole Tent	11,500.00
80x60 Century Pole Tent	4200.00
80x70 Century Pole Tent	4900.00
80x90 Century Pole Tent	6300.00
80x100 Century Pole Tent	7000.00
80x120 Century Pole Tent	8400.00
80x130 Century Pole Tent	9100.00
80x150 Century Pole Tent	10,500.00
80x160 Century Pole Tent	11,200.00
80x180 Century Pole Tent	12,600.00
80x190 Century Pole Tent	13,300.00
40x120 Conversion Frame Tent	3,432.00
45x44 Aurora Sailcloth Tent	2000.00
45x64 Aurora Sailcloth Tent	3200.00
45x84 Aurora Sailcloth Tent	4400.00
45x104 Aurora Sailcloth Tent	5600.00
50 Gallon Water Barrel	23.25
75 Gallon Water Barrel	34.00

400lb Concrete Tent Anchor	23.25
1800lb Concrete Tent Anchor	57.75
Concrete Block Covers	6.75
Propane Tent Heater w/Propane	379.25
12" Tent Fan	68.00
18" Tent Fan	68.00

24" Drum Fan	56.75
Tent Sidewall – Solid, Window, or Clear	3.50/ft
8x10 Sailcloth Sidewall CLEAR	36.00
Tent Gutters – 10ft-30ft	1.90/ft

## 2. Staging & Flooring

**STAGING:** We offer Biljax Staging. Our staging comes in 4'x4' sections and ranges from 6" to 84" tall. We offer ramps, skirting, turf covering, rails, and steps with kick plates. You can see photos of this equipment on our website under Rental Catalog – Staging and Flooring Rentals. We have 374 staging pieces in our inventory, which translates to a stage as large as 5,984sq ft. Staging can be set at many different heights, to create choral-riser style stages, or it can be perfectly level. We like to cover our stage with black astroturf as the top is unfinished wood. We also offer skirting to cover the feet on the front and side panels of the stage. The turf and skirting create a clean, even look.

4x4 Stage	40.00
4x8 Stage	77.00
4x12 Stage	116.00
4x16 Stage	154.00
4x20 Stage	193.00
4x24 Stage	231.00
4x28 Stage	269.00
4x32 Stage	306.00
4x36 Stage	346.00
4x40 Stage	385.00
8x8 Stage	154.00
8x12 Stage	231.00
8x16 Stage	308.00
8x20 Stage	385.00
8x24 Stage	462.00
8x28 Stage	539.00
8x32 Stage	616.00

8x36 Stage	693.00
8x40 Stage	769.00
8x44 Stage	846.00
12x12 Stage	346.00
12x16 Stage	462.00
12x20 Stage	578.00
12x24 Stage	693.00
12x28 Stage	809.00
12x32 Stage	924.00
12x36 Stage	1040.00
12x40 Stage	1155.00
16x16 Stage	616.00
16x20 Stage	770.00
16x24 Stage	924.00
16x28 Stage	1078.00
16x32 Stage	1232.00
16x36 Stage	1387.00
16x40 Stage	1540.00

20x20 Stage	963.00
20x24 Stage	1155.00
20x28 Stage	1348.00
20x32 Stage	1540.00
20x36 Stage	1733.00
20x40 Stage	1926.00
24x24 Stage	1387.00
24x28 Stage	1617.00
24x32 Stage	1849.00
24x36 Stage	2079.00
24x40 Stage	2311.00
28x28 Stage	1887.00
28x32 Stage	2157.00
28x36 Stage	2426.00
28x40 Stage	2696.00
32x32 Stage	2465.00
32x36 Stage	2773.00
32x40 Stage	3081.00

36x36 Stage	3120.00
36x40 Stage	3466.00
40x40 Stage	3851.00


--	--

**STAGE ACCESSORIES:**

16"-32" Steps	41.00
24"-48" Steps	77.00
4-6' High ADA Ramp	67.00
7-10' High ADA Ramp	184.00
11-14' High ADA Ramp	359.00
15-18' High ADA Ramp	534.00
19-22' High ADA Ramp	730.00
23-26' High ADA Ramp	905.00
27-30' High ADA Ramp	1022.00
24" Tall ADA Ramp	525.00
12" Tall ADA Ramp	263.00
8' Biljax Guard Rails	12.00

4' Rails For Biljax	12.00
6' Stage Mesh Black per FT	3.00
Black Astroturf Carpeting for Stage Top	1.00/SQ FT
12'x1' Stage Skirt	20.00
12'x2' Stage Skirt	20.00
12'x3' Stage Skirt	39.75
White Stage Façade 4' Section	101.00
White Stage Corner Column	52.00
Clear Acrylic Podium	141.75

**FLOORING:** We offer Ultra Deck sub-flooring to use under our tents or as smoother walkways on the grass. The plastic tiles snap together to run with the contour of a hard surface. It looks great covered with carpet or indoor/outdoor turf.

Type	Price Per Sq. Ft.	Quantity Owned
Ultra Deck Sub-Flooring	2.00	8,160 Sq. Ft.
Black Astrotruf	1.00	15,599 Sq. Ft.

### 3. Seating

Chair Options and pricing can be seen on our website under Rental Catalog – Chair Rentals Pricing, description, and inventory count are listed below:

Type	Price Per	Quantity Owned	Weight Limit	Notes
Tan Samsonite Folding	\$1.55	5436	200LB	These are a basic Samsonite folding chair with a plastic back and seat on a metal frame. Perfect for a short ceremony or very casual event!
Black Samsonite Folding	\$1.80	4073	200LB	These are a basic Samsonite folding chair with a plastic back and seat on a metal frame. Perfect for a short ceremony or very casual event!
White Samsonite Folding	\$2.06	8431	200LB	These are a basic Samsonite folding chair with a plastic back and seat on a metal frame. Perfect for a short ceremony or very casual event!
White Garden Folding	\$4.12	780	300LB	These are a lovely resin folding chair with a white padded cushion seat. They are comfortable and sturdy – perfect for any event!
Natural Garden Folding	\$4.12	454	300LB	These are lovely LIGHT wooden folding chairs with an ivory padded cushion seat. They are comfortable and sturdy – perfect for any event!
Black Garden Folding	\$4.12	325	300LB	These are a lovely resin folding chair with a black padded cushion seat. They are comfortable and sturdy – perfect for any event!
Timberwood Garden Folding	\$4.64	517	300LB	These are lovely DARK wooden folding chairs with a beige padded cushion seat. They are comfortable and sturdy – perfect for any event!
Chiavari Ballroom Stacking	\$8.76	White – 281 Black – 136 Mahogany – 175 Gold – 563 Silver – 119	400LB	These are incredible, high-end chairs with padded cushion seats. You can choose from black, white, or ivory cushions. These are perfect for a luxe event!
X Back Stacking	\$9.63	416	400LB	These are a gorgeous dark rustic cross backed chair, perfect for your country chic event!
Natural Willow Stacking	\$10.56	219	400LB	This is a gorgeous light rustic W backed chair, perfect for your boho-chic event! They have built-in Rattan seats.
Whitewashed Willow Stacking	\$10.56	195	400LB	This is a gorgeous white rustic W backed chair, perfect for any special event!
Natural Tie-On Cushions	\$2.58	335	n/a	These can be place on X-Backs or Willows and only come in a natural beige color and must be tied on to the chairs.
Chiavari Barstools	\$14.42	Black Resin – 40 Mahogany Wood – 64 X Backs – 22	300LB	These are incredible, high-end chairs with padded cushion seats. You can choose from black, white, or ivory cushions. These are perfect for a luxe event paired with high-top/cocktail tables.
Timberwood Bench	\$39.14	6	300LB	Pair perfectly with our Timberwood Farm Tables and can seat 4 guests comfortably per bench. 90"x13.5"

- Set Up & Knock Down (both included) of Folding Chairs \$1.27 per chair

- Set Up & Knock Down (both included) of Chiavari/X-Back/Willow \$3.00 per chair

#### 4. Tables

Table Options and pricing can be seen on our website under Rental Catalog – Table Rentals. Table pricing, description, and inventory count are listed below:

Size	Shape	Price Per	Guests it Holds Comfortably/Max	Commonly Used For	Quantity Owned
8 Foot	Rec	\$10.04	8/10	Seating, Buffet, Bar, Awards	389
6 Foot	Rec	\$9.63	6/8	Seating, Buffet, Bar, Awards	278
4 Foot	Rec	\$9.42	2/4	Seating, Food Display	27
6 Foot	Round	\$17.00	10/12	Seating	102
5 Foot	Round	\$12.26	8/10	Seating	229
4 Foot	Round	\$9.42	6/10	Seating, Food Display	99
3 Foot	Round	\$8.60	4/6	Seating	69
30 Inch	Round Standing	\$12.10	NA	Standing or Seating w/Barstools	167
4 Foot	Square	\$13.34	4	Seating	7
5 Foot	Square	\$14.94	8	Seating	10
8 Foot	Serpentine	\$12.10	NA	Food Display	35
8 Foot	Rec	\$95.02	8/10	Dark Timberwood FARM seating	31
36 Inch	Square	\$61.54	2/4	Dark Timberwood FARM seating w/Barstools or standing	4
6 Foot	Rec	\$12.62	3	Classroom 6'x18" – seat 3 ppl. on one side	26
8 Foot	Rec	\$13.91	4	Classroom 8'x18" – seat 4 ppl. on one side	26
8 Foot	Rec	\$10.75	8/10	Kids Table – 20" Tall	4
8 Foot	Rec	\$22.66	8/10	King Table – 4' x 8'	8

- Set Up & Knock Down (both included) of Tables \$2.20 per table

#### 5. Dance Floors

Dance Floors are available in 4x4 panels in all cherry, all white, all black or you can combine any two colors for a checkered design. Our sizes are listed along with pricing below:

CHERRY	
8'X12' Cherry Dance Floor	233.75
8'X16' Cherry Dance Floor	311.50
8'X20' Cherry Dance Floor	389.75
8'X24' Cherry Dance Floor	467.50
8'X28' Cherry Dance floor	546.00
8'X32' Cherry Dance Floor	623.75

8'X36' Cherry Dance Floor	701.50
12'X12' Cherry Dance Floor	350.75
12'X16' Cherry Dance Floor	467.50
12'X20' Cherry Dance Floor	584.50
12'X24' Cherry Dance Floor	701.50
12'X28' Cherry Dance Floor	818.25
12'X32' Cherry Dance Floor	935.25
12'X36' Cherry Dance Floor	1,052.25

16'X16' Cherry Dance Floor	623.75
16'X20' Cherry Dance Floor	779.75
16'X24' Cherry Dance Floor	935.25
16'X28' Cherry Dance Floor	1,091.25
16'X32' Cherry Dance Floor	1,247.25
16'X36' Cherry Dance Floor	1402.75
20'X20' Cherry Dance Floor	974.50
20'X24' Cherry Dance Floor	1,169.00
20'X28' Cherry Dance Floor	1,364.25
20'X32' Cherry Dance Floor	1,559.00
20'X36' Cherry Dance Floor	1,754.00
24'X24' Cherry Dance Floor	1,402.75
24'X28' Cherry Dance Floor	1,637.25
24'X32' Cherry Dance Floor	1,871.00
24'X36' Cherry Dance Floor	2104.75
28'X28' Cherry Dance Floor	1909.50
28'X32' Cherry Dance Floor	2182.50
28'X36' Cherry Dance Floor	2455.50
32'X32' Cherry Dance Floor	2494.75
32'X36' Cherry Dance Floor	2806.25
36'X36' Cherry Dance Floor	3157.00
40'X40' Cherry Dance Floor	3897.50
<b>WHITE</b>	
8'X12' White Dance Floor	264.00
8'X16' White Dance Floor	352.00
8'X20' White Dance Floor	440.00
8'X24' White Dance Floor	528.00
8'X28' White Dance Floor	616.00
8'X32' White Dance Floor	704.00

8'X36' White Dance Floor	792.00
12'X12' White Dance Floor	396.00
12'X16' White Dance Floor	528.00
12'X20' White Dance Floor	660.00
12'X24' White Dance Floor	792.00
16'X16' White Dance Floor	704.00
16'X20' White Dance Floor	880.00
16'X24' White Dance Floor	1056.00
16'X28' White Dance Floor	1232.00
<b>CHERRY/WHITE</b>	
12'X12' Cherry/White DF	
12'X16' Cherry/White DF	396.00
12'X20' Cherry/White DF	528.00
16'X16' Cherry/White DF	660.00
16'X20' Cherry/White DF	704.00
16'X28' Cherry/White DF	880.00
20'X20' Cherry/White DF	1232.00
24'X24' Cherry/White DF	1100.00
	1584.00
<b>BLACK</b>	
8'X8' Black Dance Floor	155.84
8'X12' Black Dance Floor	233.75
8'X16' Black Dance Floor	311.50
8'X20' Black Dance Floor	389.75
12'X12' Black Dance Floor	350.75
12'X16' Black Dance Floor	467.50
12'X20' Black Dance Floor	584.50
12'X24' Black Dance Floor	701.50
16'X16' Black Dance Floor	623.75
16'X20' Black Dance Floor	779.75

16'X24' Black Dance Floor	935.25
20'X20' Black Dance Floor	974.50
<b>BLACK/WHITE</b>	
8'X8' Black/White DF	176.00
8'X12' Black/White DF	264.00
8'X16' Black/White DF	352.00
8'X20' Black/White DF	440.00
12'X12' Black/White DF	396.00
12'X16' Black/White DF	528.00
12'X20' Black/White DF	660.00
12'X24' Black/White DF	792.00
12'X28' Black/White DF	924.00
16'X16' Black/White DF	704.00
16'X20' Black/White DF	880.00
16'X24' Black/White DF	1056.00
16'X28' Black/White DF	1232.00

20'X20' Black/White DF	1100.00
20'X24' Black/White DF	1320.00
20'X28' Black/White DF	1540.00
24'X24' Black/White DF	1584.00
24'X28' Black/White DF	1848.00
28'X28' Black/White DF	2156.00
28'X32' Black/White DF	2464.00

- Dance floors are modular and can be customized to fit different spaces.
- Prices include installation on flat, level surfaces. Additional fees may apply for uneven ground, subflooring, or special locations.

## 6. Delivery, Labor & Service Fees

We typically deliver and install on the business day before the event at the very latest, but we prefer to provide more time with the equipment on site if that is workable with our clients. We do not charge an additional fee for having the equipment on-site for extra days. We typically remove equipment the business day following our clients' event. Set up and knock down times will vary based on the scope of the event. For instance – we can remove a tented event at the Alumni Center in one afternoon, but it typically takes us two or more days to remove Graduation.

### Delivery & Pickup Pricing (Round Trip)

Distance (Miles)	Price (Round Trip)
0-15 miles	\$137.50*
16-30 miles	\$176.00*
31-45 miles	\$341.00*
46-60 miles	\$506.00*
61-75 miles	\$671.00*

Distance (Miles)	Price (Round Trip)
76-90 miles	\$836.00*
91-105 miles	\$1,001.00*

\* Fuel surcharge included

### Time-Specific Delivery Fees

Window	Fee
On the dot	\$250
1-hour window	\$200
2-hour window	\$150
3-hour window	\$100
4-hour window	\$75

---

### **7. Additional Notes:**

- All tent pricing includes standard setup and breakdown during regular business hours.
  - Delivery fees are based on distance, accessibility, and event timing.
  - Custom quotes are available for large-scale or unique event needs.
  - This pricing is valid for **5 years** from the date of submission.
  - Taxes are not included and will be applied as required.
-



## **Subcontracting Plan**

RFP# UCPUMW 25 – 1937  
ATTACHMENT 8

---

### **1. Statement of Commitment**

Party Perfect is committed to providing high-quality event rental services with reliable execution, whether performed directly by our staff or through carefully selected subcontractors when necessary. Our goal is to ensure that all work meets the highest standards for safety, quality, and timeliness.

---

### **2. Subcontracting Needs**

Party Perfect maintains the capabilities to directly perform the majority of services outlined in this contract, including tent installation, event setup, breakdown, and equipment rentals. Subcontractors may be engaged for specialized services or supplemental labor when required.

### **3. Selection of Subcontractors**

Party Perfect follows a fair and responsible process for subcontractor selection, ensuring that all vendors:

- Meet or exceed safety and performance standards
- Are fully insured and compliant with applicable laws and regulations
- Demonstrate reliability, professionalism, and quality workmanship

We prioritize the use of local businesses whenever feasible to support the communities we serve.

---

### **4. Inclusion of Small and Diverse Businesses**

Whenever possible, Party Perfect seeks to engage businesses that are:

- Small Businesses (SB)
- Women-Owned Businesses (WBE)
- Minority-Owned Businesses (MBE)
- Veteran-Owned Businesses (VOSB)
- Disadvantaged Businesses (DBE)

We maintain a list of diverse suppliers and subcontractors and actively seek opportunities to include them in our operations. This commitment aligns with our company values and the diversity initiatives of the University of Mary Washington.

---

## **5. Management of Subcontractors**

Party Perfect remains fully responsible for the work performed by any subcontractors. Oversight includes:

- Direct supervision during on-site activities
  - Quality assurance inspections before, during, and after the event
  - Communication with the client remains exclusively with Party Perfect to ensure clarity and accountability
  - Compliance with all contract terms, safety protocols, and campus policies
- 

## **6. Reporting and Compliance**

Party Perfect will comply with any subcontracting reporting requirements set forth by University of Mary Washington including:

- Identifying subcontractors used for the project
  - Reporting subcontracted dollar amounts upon request
  - Providing certifications of diversity status if applicable
- 

## **7. Conclusion**

While Party Perfect is fully equipped to self-perform the majority of the scope for this contract, we are prepared to utilize subcontractors when it enhances service delivery, maintains timelines, or is required for specialized tasks. We are committed to maintaining transparency, accountability, and a high standard of quality in all subcontracted work.



## Reference Sheet

RFP# UCPUMW 25 – 1937  
ATTACHMENT 9

### Client References

Organization	Contact Name & Title	Phone	Email	Event Description	Date(s)
<b>Longwood University</b>	Judith Campbell, Director, University Events & Ceremonies	(434) 395-20 22	campbellja3@longwood.edu	Graduation, Homecoming, Convocation, Picnics, Concerts, President's Events	1996–Pr esent
<b>Hampton University</b>	Dr. Karen Ward, Faculty Representative	(757) 876-20 07	Karen.ward@hamptonu.edu	Large-scale student events, Graduation	2023–Pr esent
<b>Christopher Newport University</b>	Sara Isenhour, Assistant Director, University Events	(757) 594-78 56	sara.isenhour@cnu.edu	Graduation	2024–Pr esent

# Attachment 10

## **KAP INC T/A PARTY PERFECT**

### **INVOICING PROCESSING**

- **Sending the invoice: The Invoice is sent using email to the appropriate individuals or through supplier portals.**
- **Information on the invoice: vendor details, invoice number, itemized list of equipment with quantity and amount, and Purchase Order**
- **Payment terms refer to the conditions agreed upon by the vendor and customer.**

Remit To:

KAP INC. PARTY PERFECT  
2400 MAGNOLIA COURT  
RICHMOND, VA 23223  
www.partyperfect.com



# Invoice

Reservation	Invoice#
Thu 8/21/2025	56641

Customer #: 19149

UNIVERSITY OF MARY WASHINGTON  
1301 COLLEGE AVENUE  
FREDERICKSBURG, VA 22401

Job Descr: PLAYFAIR ICE BREAKER 2025

Date Out Thu 8/21/2025

Terms	Aging Date
On Account	Fri 3/21/2025

Ordered By: MARY BULLOCK

Sales Rep: Ayla Airhart ayla@partyperfect.com

Delivery Wed 8/20/2025 8:00AM - 5:00PM

Pickup Fri 8/22/2025 8:00AM - 5:00PM

LILLY 804-386-5682  
CAMPUS RECREATIONS FIELD  
1301 COLLEGE AVENUE  
FREDERICKSBURG, VA 22401

LILLY 804-386-5682  
CAMPUS RECREATIONS FIELD  
1301 COLLEGE AVENUE  
FREDERICKSBURG, VA 22401

\*CALL LILLY WHEN YOU ARRIVE (804-386-5682)  
-STAGE GOING ON PLYWOOD TO PROTECT TOP SOFTEN  
CAMPUS REC FIELD - RIGHT NEXT TO THE PARKING  
DECK ON FITZHUGH ST. (SEE MAP)

\*\*CALL OR TEXT LILLY WHEN GETTING OFF THE  
FREDERICKSBURG EXIT!!!!\*\*

EVENT ON THURSDAY, AUG 21ST  
\*\*\*STARTS AT 7PM - READY TO GO AT 8PM (START INSPECTION AT 3PM!!!!)

NAME OF EVENT: PLAYFAIR ICE BREAKER  
FOR ABOUT 200-300 PEOPLE

POINT OF CONTACT:  
LILLY LESTER  
804-386-5682 CELL  
540-654-1061 OFFICE  
LLESTER@UMW.EDU

L x W x H: 8' LONG X 4' WIDE/DEEP X 1' HEIGHT/TALL - OUTSIDE ON RECREATION FIELD - NO SKIRTING, W/ BLACK ASTROTURF  
ONE PERSON ON TOP OF STAGE WITH SOME BASIC SOUND EQUIPMENT  
ONE SMALL BOX STEP COVERED IN BLACK ASTROTURF ON ONE SIDE OF THE STAGE

Qty	Items	Disc%	Each	Price
1	4x8' Stage	5%	\$73.15	\$73.15
	*RAISED 1' - NO SKIRTING*			
2	4'X4' Biljax Stage Sections	5%	\$0.00	\$0.00
32	Black Astroturf	5%	\$0.95	\$30.40
1	Steps For Staging Per Foot	5%	\$23.75	\$23.75
1	Delivery Fredericksburg, VA	0%	\$250.00	\$250.00
	*ROUND TRIP FEE*			
1	Fuel Surcharge	0%	\$25.00	\$25.00

SAMPLE

90+ Days aged

Please pay from this invoice.

Rental and Sales:				Subtotal:	VIRGINIA:
\$409.00				\$409.00	\$0.00

Total Amount:	\$409.00	Discount:	\$6.70	Total Paid	\$0.00	Total Due:	\$402.30
---------------	----------	-----------	--------	------------	--------	------------	----------

804-359-2400 Phone

www.partyperfect.com

804-355-0476 Fax