



ADDENDUM #1
22 May 2017

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference – Request for Proposals: UCPUMW 18-661 Special Events Equipment Rental
Date Issued: 22 May 2017
For Delivery to: University of Mary Washington, Commonwealth of Virginia
Proposal Due Date: 5 June 2017 2PM

This addendum consists of one page with three attachments.

A. Questions from Offerors:

1. **Are the Dimensions for #38, Cocktail Rounds 2' Standard Height, correct? Yes**

B. Attachments:

1. Attendance List for 17 May 2017 Pre-Proposal Conference (1 page).
2. Power Point Presentation from 17 May 2017 Pre-Proposal Conference (8 pages); and
3. Scenarios for Pricing and Associated Pricing Breakdown (6 pages).

C. Other:

1. The last date for submission of questions is changed from 22 May 2017 to close of business 25 May 2017.
2. Section V, Specific Requirements 10th bullet and Section VI.B 1, page 8, b. – change “50-mile radius” to “55-mile radius”.
3. Section VI. B 3, page 9. Add i. and j. : as follows:
 - i. Offerors shall identify age of all proposed equipment in the following sub-categories:
 1. **Equipment that is 1-3 years old;**
 2. **Equipment that is over 3, but under 5 years old;**
 3. **Equipment that is 5 years old or older.**
 - ii. Offerors shall provide details on approach to replacement of aged equipment (i.e., how often is equipment replaced or updated; priority of items to be replaced; pricing adjustments (if any) associated with replacement of items, etc.).

END OF ADDENDUM NO. 1

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Buyer Specialist
Procurement Services
University of Mary Washington
Phone: (540)654-1237

RFP UCPUMW 18-661 Addendum No. 1 (and all addenda) should be acknowledged and included in the RFP submittal package.

NAME OF OFFERING FIRM: _____

NAME OF OFFEROR REPRESENTATIVE: _____

OFFEROR SIGNATURE: _____

DATE: _____

SPECIAL EVENT RENTALS
RFP UCPU MW 18-661
PRE-PROPOSAL CONFERENCE 5/27/2017



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BACKGROUND

- INCUMBENT CONTRACTOR IS KAP/PARTY PERFECT (CONTRACT UCPUMW 13-10). Contract expires 7/31/2017.
- AVERAGE ANNUAL SPEND FOR SPECIAL EVENT RENTALS ESTIMATED AT BETWEEN \$60,000 AND \$70,000 ANNUALLY.
- ORDERS MAY COME THROUGH OFFICE OF EVENTS AND OTHER UMW CUSTOMERS.
- OFFICE OF EVENTS TWO PRIMARY RESPONSIBILITIES:
 - Planning Presidential and Major Institutional Events
 - Providing Consultation Services for University and Community Events.

IMPORTANT DATES

- PROPOSALS DUE: 5 JUNE 2017 @ 2pm
 - LATE IS MEASURED BY DATE/TIME STAMP IN PROCUREMENT SERVICES - LATE PROPOSALS CANNOT BE CONSIDERED.
- NO QUESTIONS ACCEPTED AFTER 22 MAY 2017 CLOSE OF BUSINESS.
- TENTATIVE AWARD: 1 AUGUST 2017

PROCUREMENT STRATEGY

- **MULTIPLE AWARDS ARE ANTICIPATED.**

Offerors should propose only those items that they can provide.

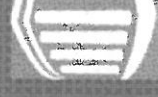
- **COOPERATIVE LANGUAGE WAS INCLUDED WHICH PERMITS OTHER AGENCIES TO USE THE AWARDED CONTRACTS WITH CONTRACTOR'S PERMISSION.**

- **FUTURE SERVICES PROVISION**

- “University reserves the right to request awarded contractor to provide additional services.”

SPECIFIC PROPOSAL REQUIREMENTS

- Mandatory Requirements (page 8)
- Offeror's Qualifications, Experience and Past Performance (page 8 and 9)
- Offerors 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.) (page 9)
- 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, and to address inclement weather alterations, etc. (page 9-10)
- Offeror's Pricing (page 10)
- Small Business Subcontracting (page 10)



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HOW WILL PROPOSALS BE EVALUATED?

Criteria	Point Value
Offeror's Qualifications and Experience in Providing Goods/Services (including experience with BCOM, 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

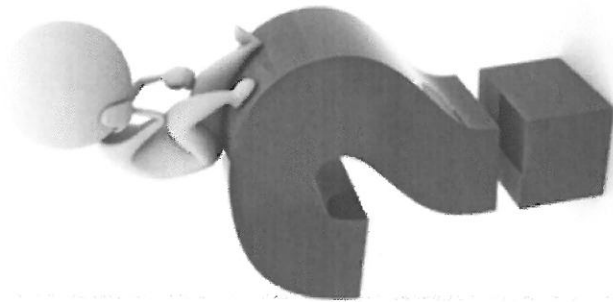
CAUTION

- FORMAL SOLICITATION COMMUNICATIONS/DISQUALIFICATION OF OFFERORS –
Page 15 of RFP.
- IDENTIFICATION ON RFP ENVELOPE – PAGE 16 OF RFP.
- LATE PROPOSALS – PAGE 17 OF RFP.



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QUESTIONS
RFP UC/PUMW 18-061

There are three scenarios included. Please price each scenario for which your company is interested in participating. If you are using subcontractors, please identify those proposed subcontractors that you have worked with in the past. If you are proposing subcontractors that you have not worked with in the past, please so note.

Use the following price breakdown and **identify any additional charges that you traditionally include in your price breakdown under "Other" with full explanation.** NOTE: During administration of the contract, Awardees will be limited to those category charges that were specifically proposed as outlined below; therefore, it is imperative that you identify any relevant charges under "Other".

Scenario One: Commencement is the premiere event for UMW. Equipment Requirements are identified below. Equipment should be in place by close of business on Thursday before Commencement Weekend with removal scheduled the following Sunday or Monday. Pricing should be all inclusive.

Item	Quantity	Unit Price	Extended Price
Tent 1 – 40x80 Kedered Gable Tent (Delivery, Set-Up, Take Down)	1	\$	
Tent 2 30x60 Conversion Frame Tent (Delivery, Set-Up, Take Down)	1	\$	
Tent 3 12x16	1	\$	
Ultra Deck Flooring	6,000	\$	
Black Astroturf	6,000	\$	
4'x4' Bijax Stage Sections	200	\$	
16" – 32" High Stage Steps (Need Backplate)	3	\$	
24" – 48" High Stage Steps (Need Backplate)	3	\$	
4' Rails for Bijax	50	\$	
Diag Brace Stage W Snap Pins	46	\$	
Stage End/Corner Cross Brace	12	\$	
6' Mesh Black Per Foot	200	\$	
Black Astroturf	3,584	\$	
4-6" High Bijax Ramp ADA	2	\$	
Handrail ADA Top Right	2	\$	
Ultra-Deck Expansion Joint	24	\$	
6' Signature Event Fencing	7	\$	
8x3 Rectangular Table	70	\$	
Fence Bike Rack 4x8 Galvanized	95	\$	
Stage, 4x4 Wooden Section	12	\$	
Stage, 4 H-Frame Starter	5	\$	
Stage, 4 H-Frame Continue	5	\$	
Stage Guard Rail 4x42	13	\$	
Stage Step 40-80 with Handrail	1	\$	
Stage 4xBrace	12	\$	
Poly Sateen, 60 per foot Black	56	\$	

Scenario Two: Reunion Weekend. Equipment should be in place by close of business on Thursday before Reunion Weekend with removal scheduled the following Monday. Pricing should be all inclusive.

Item	Quantity	Unit Price	Extended Price
9" x 132" Burgundy Poly	14	\$	
132" Round Elegant Poly	6	\$	
132" Round Light Olive Poly	4	\$	
Eggplant Sash	4	\$	
90" x 132" Gold Poly	4	\$	
Light Olive Sash	6	\$	
108" Round Light Olive Poly	4	\$	
90" x 132" Egg Plant Poly	2	\$	
90" x 132" Black Poly	7	\$	
Wine Barrel Bar	1	\$	
6' Rectangular Table (Delivery Only)	27	\$	
6' Rectangular Table (Set-Up, Knock-Down Charge)	27	\$	
White Garden Chair Padded Seat	20	\$	
Wine Barrel	2	\$	
Mesh Bag Laundry	5	\$	
72" Round Table	1	\$	
60" Round Table	11	\$	
6'x30" Banquet Table	10	\$	
24" Round Cocktail Table	6	\$	
Labor Set-up/Breakdown Tables	28	\$	
Chair Resin w/Padded Seat - White	100	\$	
Labor-Set-up Breakdown Chairs	100	\$	
Waste Box with Liner	15	\$	
60" Round Table	5	\$	
Chair with Padded Seat- Natural Wood	40	\$	
6' x 30" Banquet Table	3	\$	
120" Round Linen – BT. Orange DuPont	5	\$	
30 x 30 Frame Tent	5	\$	
20 x 20 Frame Tent	5	\$	
20 x 40 Frame Tent	1	\$	
30 x 60 Frame Tent	1	\$	
Tent Pole Fans in 30 x 60	12	\$	
Safety Package – Non Light in all tents	12	\$	
8' x 30" Banquet Table	25	\$	
48" Round Table	117	\$	
Chair White Metal Folding	700	\$	
90" x 132" Linen - Navy	25	\$	
96" Round Linen - Orange	19	\$	
96" Round Linen - Lime	20	\$	
96" Round Linen - Lemon	20	\$	

96" Round Linen- Royal Blue	19	\$	
96" Round Linen - Raspberry	19	\$	
96" Round Linen - Purple	20	\$	
96" Round Linen- White – Poly	17	\$	
Waste Box with Liner	30	\$	
Waste Box Liner	90	\$	
96" Round Linen- Watermelon	14	\$	
96" Round Linen – Maize 103	14	\$	
96" Round Linen – Mint 140	13	\$	
96" Round Linen – Lt. Blue 127	13	\$	
60" Round Table	1	\$	
120" Round Linen – Turquoise Duponi	5	\$	
6' x 30" Banquet Table	2	\$	
20 x 20 Cherry Wood Dance Floor	1	\$	
36" Round Table	53	\$	
Chair White Metal Folding	45	\$	
132" Round Linen – Black Duponi	10	\$	
4" x 108" Sash Linen – Silver Duponi	10	\$	
96" Round Linen – White Metallic Scroll	22	\$	
96" Round Linen – Turquoise Metallic Scroll	23	\$	
90" x 132" Linen - Black	4	\$	
96" Round Linen – Black Metallic Scroll	22	\$	
Labor – Set-up and Breakdown Tables	53	\$	
Delivery of Above Items to Fredericksburg, Pick-up Time specific	(Please provide details on proposed delivery pricing)	\$	
Fuel Surcharge	(Please provide details on proposed fuel surcharge)	\$	
Freight	(Please provide details on proposed freight charges)	\$	
Other: Please provide complete details for any other proposed charges).		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
TOTAL		\$	

NOTE: DAMAGE WAIVER SHOULD NOT BE PROPOSED.

[illegible]

Scenario Three: This is a sample Brompton Event. Equipment Requirements are identified below. Pricing should be all inclusive.

Item	Quantity	Unit Price	Extended Price
Chiavari Gold Chairs	135	\$	
Chiavari Silver Chairs	100	\$	
Farm Tables	3	\$	
5' Round Table	4	\$	
6' Rectangular Table	14	\$	
Gold Chiavari Ballroom Chair Wood	24	\$	
Hard Back Cushion	24	\$	
Delivery of Above Items to Fredericksburg	(Please provide details on proposed delivery pricing)	\$	
Fuel Surcharge and Travel	(Please provide details on proposed fuel surcharge and travel)	\$	
Other: Please provide complete details for any other proposed charges).		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
TOTAL		\$	

NOTE: DAMAGE WAIVER SHOULD NOT BE PROPOSED.

OTHER RELEVANT DETAILS: (Offerors shall identify assumptions and any relevant details related to staffing, scheduling, delivery, set-up, take-down and associated pricing):

[illegible]

UCPUMW 18-661 -- Special Events Equipment Rental

Pre-Proposal Conference - Wednesday, May 17, 2017 @ 10AM

Name: Ronnie Lane
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Name: Paul Czeko
 Company: Flora Rental
 Email: FSR@AOL.COM
 Phone: 540-891-8244

Name: Karen Richardson
 Company: Commonwealth Event
 Email: Karen@commonwealthevent.com
 Phone: 804-264-4621

Name: Matt Haynie
 Company: Commonwealth Event Company
 Email: mhaynie10@gmail.com
 Phone: 804-840-2352

Name: Theodore C. Rybis
 Company: Ampa Events
 Email: ted@ampaevents.com
 Phone: 804-358-5451

Name: Ashley Hareyatt
 Company: Party Perfect
 Email: ashleyh@partyperfect.com
 Phone: 804-359-2400

Name: Denn Ambush
 Company: EIS Enterprises
 Email: Denn@EISenterprises.com
 Phone: 301-305-2066

Name: Terry Lee
 Company: Architects Pro
 Email: terry-alee@yahoo.com
 Phone: (703) 928-6791

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