



Contract #UCPUMW 18-661
UNIVERSITY OF MARY WASHINGTON
Commonwealth of Virginia
Standard Contract/Master Agreement

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This contract entered into this 05th day of July 2017 by Commonwealth Tent Company dba Commonwealth Event Company, hereinafter called the "Contractor" and the Commonwealth of Virginia, University of Mary Washington called the "Purchasing Agency", or UMW.

WITNESSETH that the Contractor and the University, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF SERVICES: The Contractor shall provide the services described herein.

PERIOD OF CONTRACT: 1 August 2017 through 31 July 2018 with five (5) one-year renewal options that if exercised will extend the term of the contract through 31 July 2023.

COMPENSATION AND METHOD OF PAYMENT: Will be in accordance with the contract documents.

CONTRACT DOCUMENTS: The contract documents shall consist of this signed Contract, the general conditions, special conditions, Offeror's proposal, subsequent clarifications and modifications as described in Attachment I, all of which are incorporated herein by reference and constitute the "contract documents."

Any contractual claims shall be submitted in accordance with the contractual dispute procedures set forth in the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors.

In witness, whereof, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

By: Steve Wingfield

Title: OWNER

Date: 6-29-17

FEI/FIN# 54-1547017

PURCHASING AGENCY:

By: [Signature]

Title: INTERIM DIRECTOR
PROCUREMENT SERV.

Date: 7/16/2017

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any basis prohibited by state law relating to discrimination in employment.

ATTACHMENT I

- Commonwealth Tent Company dba Commonwealth Event Company
5611 Greendale Road, Henrico, VA 23228
Contact:
(1) Karen Richardson, Phone Normal Work Hours: (804) 264-6621, Phone After Normal Work Hours (804) 814-4036, Fax (804) 264-6610, Email: Karen@CommonwealthEvent.com.

Category	Daily Rental Rate
Tents	
Tents, 10' x 10', Standard Tent	\$165.00
Tents, 10' x 10', High Peaked	\$205.00
Tents, 15' x 15' Frame	\$194.00
Tents 15' x 25' Frame	\$325.00
Tents, 20' x 20' Frame	\$292.00
Tents, 30' x 30' Frame	\$525.00
Tents, 30' x 40' Frame	\$630.00
Tents, 30' x 45' Pole	\$743.00
Tents, 30' x 50' Frame	\$783.00
Tents, 30' x 60' Frame	\$945.00
Tents, 30' x 75' Pole	\$1,237.50
Tents, 40' x 80' Frame	\$1,976.00
Tents, 60' x 90' Pole	\$3,510.00
Tents, 80' x 90' Pole	\$4,680.00
Tents, 60' x 120' Pole	\$4,680.00
Tents, 80' x 120' Pole	\$6,240.00
Water Barrels*	\$15.00
Barrel Covers	\$3.95
Tent Pole Covers Side Poles	\$15.00 per leg
Tent Liner for Each Size Tent	N/A
Tent Lights, Twinkle	\$1.00/foot
Tent Lights, Bistro	\$1.75/foot
Tent Lights, Lanterns, Japanese 12", 16", 20" and 24".	\$15.00
Tent Fan	\$60.00
Tent Gutter	\$4.00/foot
Center Pole Covers (Pole Tents Only)	\$95.00
Tables	
Set-Up Breakdown per Table (regardless of size)	\$2.00
Banquet Table Rectangular 6' x 30"	\$7.10

Banquet Table Rectangular 8' X 30"		\$7.55	
Banquet Table Rectangular 6' x 18"		\$10.00	
Banquet Table Rectangular 8' x 18"		\$10.00	
Banquet Table Rectangular 8' x 30" (children's table)		\$8.50	
Banquet Round 3'		\$6.80	
Banquet Round 4'		\$7.30	
Banquet Round 5'		\$9.30	
Banquet Round 6'		\$14.25	
Banquet Round ¼ Round		N/A	
Banquet Round ½ Round		N/A	
Cocktail Rounds Tall and Standard Heights 2'		\$9.75	
Cocktail Rounds Tall and Standard Heights 3'		\$9.75	
Cocktail Rounds Tall and Standard Heights 2' Lighted		N/A	
Table Square 2'		N/A	
Table Square 4'		\$9.40	
Table Square 5'		N/A	
Table Serpentine 8'		\$12.00	
Chairs			
Chairs, Chivari Black, Gold, Silver, Mahogany, and ICE		\$9.50	
Umbrellas			
7'white Umbrellas for Outdoor Tables		\$19.80	
Stage Sections (Provide, Install and Remove)			
Commencement Staging per Diagrams		\$9,721.60	
Stage, 12" High		N/A	
Stage, 32" High		N/A	
Staging (Risers 4 x 4)		\$40.00	
Staging Steps		\$30.00-\$60.00 depending on height	
Black Astroturf Covering for Stage		\$.60/square foot	
4' Guard Rails for Staging		\$10.00	
ADA Access Ramps by the Foot		\$10.00/foot	
Flooring (Provide, Install and Remove)			
Deck Flooring		\$1.00/square foot	
Dance Floor (Cherry Wood)		\$1.75/square foot	
25' Red Carpet		\$50.00	
Miscellaneous (Provide, Install and Remove)			
6' Bar Tops for Rectangular Tables		\$8.10	
Table Extenders (Set of 4)		\$3.75/set	

Delivery		
Delivery and Pickup Charge, Flat Rate, for Chairs, Tables, Pipe and Drapes, Stanchions and other Items as Required.	\$125.00	
Discount from Contractor's Published Price List at time of the Rental for all items not listed above	10%	

*Additional anchoring with water barrels is required if tents cannot be staked into the ground. Quantity pending tent size.

ADD-ON CHARGES ARE DEFINED AS ADDITIONAL CHARGES THAT CAN BE ADDED TO PROCESS AN ORDER AND ARE LIMITED TO THE FOLLOWING FOR THIS CONTRACT

Add-On Description	Charge
Delivery Fee	\$125.00 per order
Cancellation Fee – Changes can be made up until the truck is loaded, but if cancelled must be cancelled a week out from delivery date after such time there will be a cancellation fee due to loss of rental.	25% Cancellation Fee due to Loss Rental
Credit Card Charges – Accept American Express, Visa and Master Card.	None
Sub-Contractor Add-on – If Commonwealth Event has to reach out to a subcontractor for UMW for rentals that Commonwealth Events cannot provide, there would be a mark-up on the rental cost that would be passed on to UMW for handling rental needs. The standard 10% discount that will be given to UMW (as a courtesy) off rentals does not apply to sub-rentals.	10% Mark-up on Subcontracting

OTHER AGREEMENTS:

1. Commonwealth agrees to provide a drug-free place of employment and understands that all representatives of their company that are assigned to UMW must have a criminal background check obtained and reviewed by Commonwealth Event. Commonwealth Event will only assign to work at UMW those personnel that are qualified and are acceptable to meet UMW's standard.
2. Commonwealth is committed to identify the age of all equipment with each quote. It is the goal of Commonwealth to update and replace equipment when necessary. It is the standard of Commonwealth to supply the best rental equipment to its customers for a seamless event.

Contractor Initials/Date:

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL.

Name of Offering Firm: Commonwealth Tent CO. T/A Commonwealth Event Co.
 Address of Offering Firm: 5611 Greendale Road, Henrico, VA 23228
 Check All That Apply: ☐ Micro Business ☐ Small Business ☐ Woman-Owned Business ☐ Minority-Owned Business
 RFP Notification received via: ☒ eVA ☐ Newspaper ☐ Other:
 DSBSD Certification No.: 009498 Expiration Date: 02-27-2020
 Virginia Contractor License No.: 2705105593 Class: A
 Specialty Codes: IBC SCC No.: 03556511
 eVA Vendor ID or DUNS No.: C17129 FEIN: 54-1547017
 Submitted By (Print Name & Title): Karen Richardson Sales
 Email: Karen@commonwealth-event.com Telephone: 804-264-6621
 Website: WWW.Commonwealth-event.com Fax: 804-264-6610
 Signature (In Ink): Karen Richardson Date: 6/5/17

PRE-PROPOSAL CONFERENCE: An optional pre-proposal conference will be held on **May 17, 2017** at **10:00AM** in the Hurley Convergence Center, Room 111, 1301 College Avenue, Fredericksburg, VA 22401.

- Bring a copy of the RFP with you to the conference
- Parking is available in the Parking Deck on Alvey Drive which can be accessed from Route 1, Jefferson Davis Highway. Limited on-street parking is also available along College Avenue. The Campus is located on College Avenue between William Street and Jefferson Davis Highway. The Hurley Convergence Center is closest to the Jefferson Davis Highway entrance.

PROPOSALS: Sealed Proposals to furnish the services described herein must reach the contract officer by the deadline in order to be considered. It is the responsibility of the Offeror to ensure that the proposal is received on time.

- Proposals must be submitted in a package that clearly identifies the contents as a response to this RFP.
- Submit a clearly marked redacted proposal if any portion of the proposal contains proprietary information.
- If proposal are mailed, send directly to issuing agency and buyer shown above. If proposals are hand delivered, deliver directly to a Procurement Services staff member.
- The resulting contract will be made available through UMW's Public Contracts Portal
<https://umw.cobblestonesystems.com/public/>.

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.

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 or (540) 654-2424.

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

ATTACHMENT 1 -- STATE CORPORATION COMMISSION FORM

Virginia State Corporation Commission (SCC) Registration Information. The bidder:

X is a corporation or other business entity with the following SCC identification number 03556511 -
OR-

_____ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -OR-

_____ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped in Virginia from bidder's out-of-state location) -OR-

_____ is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contracts with Virginia and describes why those contracts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Title 13.1 or 50 of the Code of Virginia.

***NOTE*>>** Initial in the following space if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): _____

RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE

ATTACHMENT 2 POINT OF CONTACT INFORMATION

SINGLE POINT OF CONTACT

CONTACT PERSON'S NAME	Karen Richardson
CELL PHONE NUMBER	804-264-6621
IS CELL PHONE CAPABLE OF RECEIVING TEXT MSGS?	yes
BEEPER/PAGER NUMBER	N/A
TELEPHONE NUMBER – NORMAL WORKING HOURS	804-264-6621
TELEPHONE NUMBER – AFTER WORKING HOURS	804-814-4036
FAX NUMBER	804-264-6610
EMAIL ADDRESS	Karen@CommonwealthEvent.com

EMERGENCY POINT OF CONTACT

CONTACT PERSON'S NAME	Karen Richardson
CELL PHONE NUMBER	804-814-4036
IS CELL PHONE CAPABLE OF RECEIVING TEXT MSGS?	yes
BEEPER/PAGER NUMBER	N/A
TELEPHONE NUMBER – NORMAL WORKING HOURS	804-264-6621
TELEPHONE NUMBER – AFTER WORKING HOURS	804-814-4036
FAX NUMBER	804-264-6610
EMAIL ADDRESS	

RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE

ADMINISTRATIVE POINT OF CONTACT

CONTACT PERSON'S NAME	Steve Wingfield
CELL PHONE NUMBER	804-640-3976
IS CELL PHONE CAPABLE OF RECEIVING TEXT MSGS?	yes
BEEPER/PAGER NUMBER	N/A
TELEPHONE NUMBER - NORMAL WORKING HOURS	804-264-6621
TELEPHONE NUMBER - AFTER WORKING HOURS	804-640-3976
FAX NUMBER	804-264-6610
EMAIL ADDRESS	Steve@Commonwealththevent.com

INVOICING/PAYMENT POINT OF CONTACT

CONTACT PERSON'S NAME	Christie Cox
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	804-264-6621
TELEPHONE NUMBER - AFTER WORKING HOURS	N/A
FAX NUMBER	804-264-6610
EMAIL ADDRESS	Christie@Commonwealththevent.com

RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE

ATTACHMENT 3
CONTRACTOR DATA SHEET

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.

27 Years _____ 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 AND ADDRESS	CONTACT PERSON	EMAIL ADDRESS	TELEPHONE NUMBER	DESCRIPTION OF WORK COMPLETED AND DATE OF COMPLETION
Collegiate School 13 N. Mooreland Road Richmond, VA 23229	Wilbur Athey Special events + Project Supervisor	Wathey@ Collegiate-va. org.	Office: 804-741- 9777 Cell: 804- 310-8443	Tents, Staging, tables Chairs - Graduation Other school events. June every year
L. Gold Cup Association P.O. Box 840 Warrenton, VA 20188	Barbara Shannon Guest Services manager	barbara@ vagoldcup.com	Office: 540- 347-2612	Tents, Staging for Horse Races Spring + Fall (2001-2017) ^{Present}
Richmond Sports Backers 10 Avenue of Champions Richmond, VA 23230	Meghan Keith Kesh	meghan@ Sportsbackers. org	804- 285- 9495	Tents, tables, staging, chairs. Event throughout the year. (2009 to present 2017)
Dowhatan Chamber of Commerce 887 Old Buckingham Rd. Dowhatan, VA 23139	Angie Cabell		804-598- 2636	Tents, tables, chairs Linen. Wine Festival/County events (2010 to 2017 present)

RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE

ATTACHMENT 4-- 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
TENTS and Canopies (Provide, Install, and Remove)					
1	Tents, 10' x 10', Standard Tent	\$ 165.00	1	Each	\$ 165.00
2	Tents, 10' x 10', High Peaked	\$ 205.00	1	Each	\$ 205.00
3	Tents, 15' x 15' Frame	\$ 199.00	1	Each	\$ 199.00
4	Tents, 15' x 30' 15' x 25'	\$ 325.00	1	Each	\$ 325.00
5	Tents, 20' x 20' Frame	\$ 292.00	1	Each	\$ 292.00
6	Tents, 30' x 30' Frame	\$ 525.00	1	Each	\$ 525.00
7	Tents, 30' x 40' Frame	\$ 630.00	1	Each	\$ 630.00
8	Tents, 30' x 45' Pole	\$ 743.00	1	Each	\$ 743.00
9	Tents, 30' x 50' Frame	\$ 783.00	1	Each	\$ 783.00
10	Tents, 30' x 60' Frame	\$ 945.00	1	Each	\$ 945.00
11	Tents, 30' x 75' Pole	\$ 1,237.50	1	Each	\$ 1,237.50
12	Tents, 40' x 80' Frame	\$ 1,976.00	1	Each	\$ 1,976.00
13	Tents, 60' x 100' 60' x 90' pole	\$ 3,510.00	1	Each	\$ 3,510.00
14	Tents, 80' x 100' 80' x 90' pole	\$ 4,680.00	1	Each	\$ 4,680.00
TENT Accessories (Provide, Install, and Remove)					
	60' x 120' Pole	\$ 4,680.00			\$ 4,680.00
	80' x 120' pole	\$ 6,240.00			\$ 6,240.00
15	Concrete Anchors Water Barrels	\$ 15.00 each		Each	\$ 15.00
16	Concrete Covers Barrel covers	\$ 3.95 each		Each	\$ 3.95
17	Tent Pole Covers Side Poles	\$ 15.00 per leg		Each	\$ 15.00
18	Tent Liner for Each Size Tent	\$ N/A		Each	\$ N/A
19	Tent Lights, Twinkle	\$ 1.00	foot	Each	\$ 1.00 ft.
20	Tent Lights, Bistro	\$ 1.75	foot	Each	\$ 1.75 ft.
21	Tent Lights, Lanterns, Japanese 12", 16", 20" and 24"	\$ 15.00	per 1	Each	\$ 15.00
22	Tent Fan	\$ 60.00	1	Each	\$ 60.00
23	Tent Gutter	\$ 4.00	per foot	Each	\$ 4.00
TABLES (Rental, Set-up, Breakdown)					
	Center pole covers (Pole tents only)	\$ 95.00	1	each	\$ 95.00
24	Banquet Rectangular 4' x 30"	\$ N/A		Each	\$ N/A
25	Banquet Rectangular 6' x 30"	\$ 7.10	1	Each	\$ 7.10

Set up / Breakdown per table

\$2.00

* Additional anchoring with Water Barrels is required, if tents cannot be Staked into the ground. Quantity pending tent size.

26	Banquet Rectangular 8' x 30"	\$7.55	1	Each	\$7.55
27	Banquet Rectangular 6' x 18"	\$10.00	1	Each	\$10.00
28	Banquet Rectangular 8' x 18"	\$10.00	1	Each	\$10.00
29	Banquet Rectangular 8' x 30" Children's Table	\$8.50	1	Each	\$8.50
30	Banquet Round 3'	\$6.80	1	Each	\$6.80
31	Banquet Round 4'	\$7.30	1	Each	\$7.30
32	Banquet Round 5'	\$9.30	1	Each	\$9.30
33	Banquet Round 6'	\$14.25	1	Each	\$14.25
34	Banquet Round ¼ Round	\$ N/A		Each	\$ N/A
35	Banquet Round ½ Round	\$ N/A		Each	\$ N/A
36	Cocktail Rounds Tall and Standard Heights 2'	\$9.75	1	Each	\$9.75
37	Cocktail Rounds Tall and Standard Heights 3'	\$9.75	1	Each	\$9.75
38	Cocktail Rounds Tall and Standard Heights 2' Lighted	\$ N/A		Each	\$ N/A
39	Square 2'	\$ N/A		Each	\$ N/A
40	Square 4'	\$9.40		Each	\$9.40
41	Square 5'	\$ N/A		Each	\$ N/A
42	Serpentine 8'	\$12.00	1	Each	\$12.00
CHAIRS (Rental, Set-up, Breakdown)					
43	Padded Garden, White, Black and Natural	\$	1	Each	\$
44	Folding Black, White, and Tan	\$		Each	\$
45	Chivari Barstool, Black and Natural	\$	1	Each	\$
46	Chivari Black, Gold, Silver, Mahogany, and ICE	\$9.50	1	Each	\$9.50
STAGE SECTIONS, 4' X 8' (PROVIDE, INSTALL, AND REMOVE)	4' X 4'	\$40.00 per section			\$40.00
47	Stage, 12" High	\$ N/A		Each	\$
48	Stage, 32" High	\$ N/A		Each	\$
STAGE EQUIPMENT (PROVIDE, INSTALL AND REMOVE)					
49	Staging (Risers 4 x 4)	\$40.00		Each	\$40.00
50	Staging Steps	\$30-60 pending height		Each	\$
51	Black Astroturf Covering for Stage	\$.60 sq ft.		Each	\$.60

52	4' Guard Rails for Staging	\$ 10.00	1	Each	\$ 10.00
53	ADA Access Ramps by the Foot	\$ 10.00	per. foot	Each	\$ 10.00
STAIRS (PROVIDE, INSTALL AND REMOVE)					
54	Stairs, 12" High	\$		Each	\$
55	Stairs, 32" High	\$		Each	\$
PIPES AND DRAGES (RENTAL ONLY)					
56	10' High Black, Navy Blue and Royal Blue	\$ N/A		Each	\$ N/A
57	12' High Black, Navy Blue and Royal Blue	\$ N/A		Each	\$ N/A
58	20' High Black, Navy Blue and Royal Blue	\$ N/A		Each	\$ N/A
STANCHIONS (RENTAL ONLY)					
59	36" High, without Rope	\$ N/A		Each	\$ N/A
STANCHIONS CHROME PORTA POST					
60	6' Section Red Velour Rope	\$ N/A		Each	\$ N/A
	8' Section Red Velour Rope	\$ N/A		Each	\$ N/A
ARCHES (PROVIDE, INSTALL AND REMOVE)					
61	Brass	\$ N/A		Each	\$ N/A
62	Wood	\$ N/A		Each	\$ N/A
COLUMN (PROVIDE, INSTALL AND REMOVE)					
63	33"	\$ N/A		Each	\$ N/A
64	46"	\$ N/A		Each	\$ N/A
65	56"	\$ N/A		Each	\$ N/A
66	76"	\$ N/A		Each	\$ N/A
SCREEN (PROVIDE, INSTALL AND REMOVE)					
67	6 Panel Bi-Fold Screen, White	\$ N/A		Each	\$ N/A
CHUPPAH (PROVIDE, INSTALL AND REMOVE)					
68	5' X 7' White Lattice	\$ N/A		Each	\$ N/A
UMBRELLA (PROVIDE, INSTALL AND REMOVE)					
69	7' White Umbrellas for Outdoor Tables	\$ 19.80		Each	\$ 19.80
70	Market Umbrella, Hunter Green	\$ N/A		Each	\$ N/A
LOUNGE FURNITURE (PROVIDE, INSTALL AND REMOVE)					
71	Sectional Full Sofa	\$ N/A		Each	\$ N/A

72	Sectional Love Seat	\$ N/A		Each	\$ N/A
73	Sectional Arm Chair	\$ N/A		Each	\$ N/A
74	Sectional Ottoman	\$ N/A		Each	\$ N/A
FLOORING (PROVIDE, INSTALL AND REMOVE)					
75	Deck Flooring	\$ 1.00	39.ft.	Each	\$
76	Dance Floor <i>Cherry wood</i>	\$ 1.75	39.ft.	Each	\$
77	White Marble Dance Floor	\$ N/A		Each	\$ N/A
78	Black Marble Dance Floor	\$ N/A		Each	\$ N/A
79	25' Red Carpet	\$ 50.00		Each	\$ 50.00
80	50' Red Carpet	\$ N/A		Each	\$ N/A
MISCELLANEOUS (PROVIDE, INSTALL AND REMOVE)					
81	6' Bar Tops for Rectangular Tables	\$ 8.10	1	Each	\$ 8.10
82	Portable Bar	\$ N/A		Each	\$ N/A
83	Table Wheels	\$ N/A		Each	\$ N/A
84	Table Extenders <i>Set of 4</i>	\$ 3.75	1 set	Each	\$ 3.75
BAR					
	Portable Acrylic Bar	\$ N/A		Each	\$ N/A
COMMENCEMENT STAGING	See requirements for staging along with diagrams	\$ 9,721.60		Each	\$ 9,721.60
DELIVERY		(Per Order)	(Flat Rate)		
85	Delivery and Pickup Charge, Flat Rate, for Chairs, Tables, Pipe and Drapes, Stanchions, and other items as Required.	\$ 125.00	\$	Events	\$
TOTAL NET PRICING:					
	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 <i>10</i> % - Listed Price				\$

ATTACHMENT 5 -- 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 <https://www.sbsd.virginia.gov/>.

DEFINITIONS:

"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: Commonwealth Tent Co. T/A Commonwealth Event Co.
Preparer Name: Karen Richardson Date: 6-5-17

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.

Section A

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

Check Only One: ☒ Small Business ☐ Small and Woman-Owned Business ☐ Small and Minority-Owned Business

DSBSD Certification No.: 009498 Expiration Date: 2-27-2020

Section B

Populate the table below to show your vendor's 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 Certificate #	Indicate if also: Women (W) or Minority (M)	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
Total Planned Subcontracting Spend (\$)					

ATTACHMENT 6

SUBCONTRACTOR APPROVAL REQUEST

No portion of the work (including equipment) shall be subcontracted to another firm or individual without prior written consent of the University of Mary Washington. In the event that the contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the University with the names, qualifications and experience of their proposed subcontractors for agency approval. The primary contractor shall, however, remain fully liable and responsible for the work performed by its subcontractor(s) and shall assure compliance with all requirements of the contract.

List proposed subcontractor(s), including name, address, contact person, and type of work to be performed under this contract below:

Company and Individual Name and Address	Contact Person and Phone Number	Type of Work to be Performed	Type of Equipment Proposed Subcontractor will Provide	Qualifications of Proposed Subcontractor
Classic Party Rentals of VA	Martha Pearce 804-356-0404	Rental	Chavari Chairs	over 10 yrs. Business

ATTACHMENT 7-- SAMPLE ONLY
Contract #XX-XX
UNIVERSITY OF MARY WASHINGTON
Commonwealth of Virginia
Standard Contract/Master Agreement

=====

This contract entered into this XX day of Month 2017 by CONTRACTOR NAME, hereinafter called the "Contractor" and the Commonwealth of Virginia, University of Mary Washington called the "Purchasing Agency", or UMW.

WITNESSETH that the Contractor and the University, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF SERVICES: The Contractor shall provide the services described herein.

PERIOD OF CONTRACT: DATE; through DATE with an option to renew for an additional (OPTIONAL RENEWALS IF ANY) additional TERM periods.

COMPENSATION AND METHOD OF PAYMENT: Will be in accordance with the contract documents.

CONTRACT DOCUMENTS: The contract documents shall consist of this signed Contract, the general conditions, special conditions, Offeror's proposal, subsequent clarifications and modifications as described in Attachment I, all of which are incorporated herein by reference and constitute the "contract documents."

Any contractual claims shall be submitted in accordance with the contractual dispute procedures set forth in the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors.

In witness, whereof, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR: Karen Richardson

PURCHASING AGENCY:

By: Commonwealth Event Co.

By: _____

Title: Sales

Title: _____

Date: 6-5-17

Date: _____

FEI/FIN# 54-1547017

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia 2.2-4343.1* or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any basis prohibited by state law relating to discrimination in employment.

Flooring

Items (per Sq Ft.)	Price
Cherry Wood Dance Floor	\$1.75
Black and White Dance Floor	\$1.75
Wood Flooring	\$1.00
Rola-Trac Flooring (gray)	\$0.75
Carpeting	\$0.60
Stage Section 4' x 4'	\$40.00
Stage Steps	\$30.00

Tables

Items	Price
6' Rectangle	\$7.10
8' Rectangle	\$7.55
3' Round	\$6.80
4' Round	\$7.30
5' Round	\$9.30
6' Round	\$14.25
8' Serpentine	\$12.00
24" Stand Up Cocktail	\$9.75
30" Stand Up Cocktail	\$9.75
Cambro Portable Bar	\$100.00
Labor for Set Up & Take Down each	\$2.00

Chairs

Items	Price
Black Metal Folding	\$1.10
White Metal Folding	\$1.40
White Resin Padded	\$3.45
Natural Wood Padded	\$3.50
Labor for Set Up & Take Down each	\$1.00

Farm Package

Items	Price
Stained Wood Side Poles	Call for Pricing
Farm Table	\$75.00
Farm Bench	\$35.00
Natural Wood Padded Chair	\$3.50
Burlap Center Pole Cover	\$95.00

Linens

Many styles, fabrics and colors available. Prices listed below are for polyester blend linens. White and most colors in all sizes.

Items	Price
54" x 54" overlay	\$4.00
72" x 72" overlay	\$5.50
90" x 90" overlay	\$6.50
60" x 120" rectangle	\$7.70
90" x 132" (floor 6' x 30" table)	\$13.60
90" x 156" (floor 8' x 30" table)	\$16.25
96" round (floor 3' rd)	\$7.10
108" round (floor 4' rd)	\$9.50
120" round (floor 5' rd)	\$12.60
132" round (floor 6' rd)	\$14.40
20" x 20" Napkin	\$0.40
Chair Sash	\$1.00
Table runner	\$8.00
7' Table Skirt	\$11.25
14' Table Skirt	\$15.25

China (White or White with Platinum Rim)

Items	Price
Dinner Plate	\$0.47
Salad Plate	\$0.47
Bread & Butter Plate	\$0.47
Saucer	\$0.47
Coffee Cup/Mug	\$0.47

Flatware (Polished or Hammered)

Items	Price
Dinner Fork	\$0.48
Salad Fork	\$0.48
Dinner Knife	\$0.48
Teaspoon	\$0.48

Glassware (Assorted Styles)

Items	Price
16 oz All Purpose Stem	\$0.48
11 oz All Purpose Stem	\$0.48
12 oz Tall Wine Stem	\$0.48
6 oz Champagne Flute	\$0.48
14 oz Double Rock Glass	\$0.48
9 oz Hi-Ball Glass	\$0.48



Commonwealth Event Company

5611 Greendale Road
Richmond, Virginia 23228
804-264-6621
Fax: 804-264-6610
www.commonwealththevent.com
info@commonwealththevent.com



@CommonwealthEvent

Flooring

Items (per Sq Ft.)	Price
Cherry Wood Dance Floor	\$1.75
Black and White Dance Floor	\$1.75
Wood Flooring	\$1.00
Rola-Trac Flooring (gray)	\$0.75
Carpeting	\$0.60
Stage Section 4' x 4'	\$40.00
Stage Steps	\$30.00

Tables

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3' Round	\$6.80
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24" Stand Up Cocktail	\$9.75
30" Stand Up Cocktail	\$9.75
Cambro Portable Bar	\$100.00
Labor for Set Up & Take Down each	\$2.00

Chairs

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Black Metal Folding	\$1.10
White Metal Folding	\$1.40
White Resin Padded	\$3.45
Natural Wood Padded	\$3.50
Labor for Set Up & Take Down each	\$1.00

Farm Package

Items	Price
Stained Wood Side Poles	Call for Pricing
Farm Table	\$75.00
Farm Bench	\$35.00
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Burlap Center Pole Cover	\$95.00

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90" x 156" (Floor 8' x 30" table)	\$16.25
96" round (Floor 3' rd)	\$7.10
108" round (Floor 4' rd)	\$9.50
120" round (Floor 5' rd)	\$12.60
132" round (Floor 6' rd)	\$14.40
20" x 20" Napkin	\$0.40
Chair Sash	\$1.00
Table runner	\$8.00
7" Table Skirt	\$11.25
14" Table Skirt	\$15.25

China (White or White with Platinum Rim)

Items	Price
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Salad Plate	\$0.47
Bread & Butter Plate	\$0.47
Saucer	\$0.47
Coffee Cup/Mug	\$0.47

Flatware (Polished or Hammered)

Items	Price
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Salad Fork	\$0.48
Dinner Knife	\$0.48
Teaspoon	\$0.48

Glassware (Assorted Styles)

Items	Price
16 oz All Purpose Stem	\$0.48
11 oz All Purpose Stem	\$0.48
12 oz Tall Wine Stem	\$0.48
6 oz Champagne Flute	\$0.48
14 oz Double Rock Glass	\$0.48
9 oz Hi-Ball Glass	\$0.48

PRICE GUIDE



Commonwealth Event Company

5611 Greendale Road
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info@commonwealthevent.com



Tents

White Frame Tents

Size (in Ft.)	Sq. Ft.	Price
10 x 10	100	\$165
12 x 12	144	\$194
12 x 24	288	\$325
15 x 15	225	\$194
15 x 25	375	\$325
15 x 35	525	\$454
15 x 45	675	\$582
20 x 20	400	\$292
20 x 30	600	\$358
20 x 40	800	\$468
20 x 50	1000	\$582
30 x 30	900	\$545
30 x 40	1200	\$630
30 x 50	1500	\$783
30 x 60	1800	\$945
40 x 40	1600	\$988
40 x 60	2400	\$1488
40 x 80	3200	\$1976
40 x 100	4000	\$2471

White Marquee Tents

Size (in Ft.)	Sq. Ft.	Price
10 x 10	100	\$165
10 x 20	200	\$193
10 x 30	300	\$275
10 x 40	400	\$358

White High Peak Frame Tents

Size (in Ft.)	Sq. Ft.	Price
10 x 10	100	\$205
15 x 15	225	\$237
20 x 20	200	\$413

White High Pole Tents

Size (in Ft.)	Sq. Ft.	Price
30 x 30	900	\$495
30 x 45	1350	\$743
30 x 60	1800	\$990
40 x 40	1600	\$880
40 x 60	2400	\$1320
40 x 80	3200	\$1760
40 x 100	4000	\$2200
60 x 60	3600	\$2340
60 x 90	5400	\$3510
60 x 120	7200	\$4680
80 x 90	7200	\$4680
80 x 120	9600	\$6240
80 x 150	12,000	\$7800
80 x 180	14,400	\$9360
100 x 90	9,000	\$5850
100 x 120	12,000	\$7800
100 x 150	15,000	\$9750

White Customer Set Up Tents

Size (in Ft.)	Sq. Ft.	Price
20 x 20	400	\$145
20 x 30	600	\$195

Mod 1: Structure Tents

Size (in Ft.)	Price
10 x 10 to 40 x 100	\$0.85 sq. ft.
60' to 100' Wide Structures	Call for Pricing

- Ask about our Long-Term Rental rates.
- Other rental items available - Not all items listed
- All pricing subject to change - Call for pricing
- Delivery charge based on mileage/event requirements
- 50% non-refundable deposit required to reserve your rentals
- Balance due 3 days prior to delivery

Equipment & Accessories

Items	Price
Solid White Sidewall (per ft)	\$1.50
Cathedral Sidewall (per ft)	\$2.75
Clear Sidewall (per ft)	\$2.75
Mesh Sidewall (per ft)	\$2.75
Tent Pole Fans	\$60.00
Tents Flags	\$15.00
Tent Pole Drapes	15.00 - 95.00
(Center & Side pole)	
80,000 BTU Heater w/propane	\$250.00
170,000 BTU Heater w/propane	\$300.00
Patio Heater w/propane	\$125.00

Lighting

Items	Price
Starlight (per ft)	\$1.00
Farm Bistro Light (per ft)	\$1.75
Chinese Lanterns	\$15.00
Track Lighting	\$30.00
LED Lights	\$60.00
Par Lights	\$35-\$55

Barriers

Items	Price
Pipe and Drape	Call for Pricing
White Post and Chain	Call for Pricing
Picket Fencing	\$15.00 per 8' section

Services

Tent Washing	\$25 per sq. ft.
Linen Cleaning & Processing	Call for Pricing

Catering

Items	Price
8 qt. Stainless Chafier	\$25.00
Waiter Tray Stand	\$5.00
Large Oval Waiter Tray	\$6.00

*Call for 10 x 10 Festival Pricing



" Add-On Charges "

Listed below is a break - down of additional charges that could occur with rentals provided by Commonwealth Event.

Delivery fee-\$125.00

Shipping Fee- Normally, there is no shipping cost that occurs(the delivery fee would take care of this)

Cancellation Fee- Changes can be made up until the truck is loaded but if cancelled must be cancelled a week out from delivery date after such time - there will be a 25% cancellation fee due to loss rental.

Credit Card Charges- None- We welcome the use of credit cards for payment. We gladly accept American Express, Visa and Master Card.

Sub-Contractor Cost- If Commonwealth Event has to reach out to a sub-contractor for UMW for rentals that CE can't provide - There would be a 10% mark-up on rental cost that would be passed on to UMW for handling rental needs. The standard 10% discount that will be given to UMW (as a courtesy) off rentals does not apply to sub-rentals.



ADDENDUM #2
30 May 2017

ADDENDUM NO. 2 TO ALL OFFERORS:

Reference – Request for Proposals: UCPUMW 18-661 Special Events Equipment Rental
Date Issued: 30 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 one attachment.

A. Questions from Offerors:

1. Can you provide a copy of the commencement tent and staging layout? Yes, attached.
2. If we don't want to bid on a particular item, should we just leave it blank or type in n/a? Type in n/a.
3. If I can subcontract an item and have my company bring in and install, is that acceptable. Yes
4. With the tents, we have frame tents and pole tents. Pole tents require to be staked (tension tents). Example 60 x 100 or 80 x 100 would be pole tent, is staking acceptable for those? For the frame tents you mention concrete anchors, are water barrels acceptable or does it have to be only concrete anchors. Staking is acceptable if the AIAe allows and water barrels are acceptable.
5. With the addendum that was sent out, there are 3 scenarios, there are items that are listed for example for the graduation as far as the stage, parts of the staging that we don't list separate (it is included in the item), should I just list (included)? Yes, but we would like a list including all the pieces.
6. The chairs, can they be all white? Or does the 6,500 only need to be brown, tan, or black? They can all be white.
7. Where would you like us to code the age of the equipment? A complete list of all your equipment should be provided with a column that indicates the age of the equipment.

END OF ADDENDUM NO. 2

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

RFP UCPUMW 18-661 Addendum No. 2 (and all addenda) should be acknowledged and included in the RFP submittal package.

NAME OF OFFERING FIRM:

Commonwealth Tent Co. T/A Commonwealth Event. Co

NAME OF OFFEROR REPRESENTATIVE:

Karen Richardson

OFFEROR SIGNATURE:

Karen Richardson

DATE:

6/5/17

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	\$ 2,720.00	\$ 2,720.00
Tent 2 30x60 Conversion Frame Tent (Delivery, Set-Up, Take Down)	1	\$ 945.00	\$ 945.00
Tent 3 12x16	1	\$ N/A	N/A
Ultra Deck Flooring	6,000	\$ 1.00	\$ 6,000.00
Black Astroturf	6,000	\$.60	\$ 3,600.00
4'x4' Bijax Stage Sections	200	\$ 40.00	\$ 8,000.00
16" - 32" High Stage Steps (Need Backplate) 2'	3	\$ 30.00	\$ 90.00
24" - 48" High Stage Steps (Need Backplate) 3'-4'	3	\$ 60.00	\$ 180.00
4' Rails for Bijax	50	\$ 10.00	\$ 500.00
Diag Brace Stage W Snap Pins	46	\$ included	included
Stage End/Corner Cross Brace	12	\$ included	included
6' Mesh Black Per Foot	200	\$ 1.50	\$ 300.00
Black Astroturf	3,584	\$.60	\$ 2,150.40
4-6" High Bijax Ramp ADA	2	\$ 40.00	\$ 80.00
Handrail ADA Top Right	2	\$ included	included
Ultra-Deck Expansion Joint	24	\$	
6' Signature Event Fencing	7	\$ N/A	N/A
8x3 Rectangular Table	70	\$ 7.55	\$ 528.50
Fence Bike Rack 4x8 Galvanized	95	\$ N/A	N/A
Stage, 4x4 Wooden Section	12	\$ 40.00	\$ 480.00
Stage, 4 H-Frame Starter	5	\$ N/A	N/A
Stage, 4 H-Frame Continue	5	\$ N/A	N/A
Stage Guard Rail 4x42	13	\$ 10.00	\$ 130.00
Stage Step 40-80 with Handrail	1	\$	
Stage 4xBrace	12	\$ included	included
Poly Sateen, 60 per foot Black	56	\$ 1.25	\$ 70.00

Chairs, Brown, Tan or Black Folding (Delivery Only)	6,500	\$ 1.40	\$ 9,100.00
Chairs, Brown, Tan or Black Folding (Set-up)	6,500	\$ 1.00	\$ 6,500.00
Chairs, Basic Folding White (Delivery Only)	2,500	\$ 1.40	\$ 3,500.00
Chairs, Basic Folding White (Set-Up)	2,500	\$ 1.00	\$ 2,500.00
Delivery of Above Items to Fredericksburg	(Please provide details on proposed delivery pricing)	\$ 125.00	\$ 125.00
Fuel Surcharge	(Please provide details on proposed fuel surcharge)	\$ N/A	N/A
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):

Staging over 1' will incur a labor charge by square footage
 2'-3' - \$.75 sq ft 4'-5' - \$ 1.00 sq ft. 6'-8' - \$ 1.25 sq ft.

Stage price includes all parts - parts not listed separately

No 12X16 Frame tent - have several sizes and style tents to complete any spacing and/or application. Site visit required for any questionable tent need. This is free of charge.

Our equipment is 1-5 years old, we continuously exchange equipment as needed yearly to ensure operational status.

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	\$ 13.60	\$ 190.40
132" Round Elegant Poly	6	\$ 14.40	\$ 86.40
132" Round Light Olive Poly	4	\$ 14.40	\$ 57.60
Eggplant Sash	4	\$ 1.00	\$ 4.00
90" x 132" Gold Poly	4	\$ 13.60	\$ 54.40
Light Olive Sash	6	\$ 1.00	\$ 6.00
108" Round Light Olive Poly	4	\$ 9.50	\$ 38.00
90" x 132" Egg Plant Poly	2	\$ 13.60	\$ 27.20
90" x 132" Black Poly	7	\$ 13.60	\$ 95.20
Wine Barrel Bar	1	\$ N/A	N/A
6' Rectangular Table (Delivery Only)	27	\$ 7.10	\$ 191.70
6' Rectangular Table (Set-Up, Knock-Down Charge)	27	\$ 2.00	\$ 54.00
White Garden Chair Padded Seat	20	\$ 3.45	\$ 69.00
Wine Barrel	2	\$ N/A	N/A
Mesh Bag Laundry	5	\$ Included	Included
72" Round Table	1	\$ 14.25	\$ 14.25
60" Round Table	11	\$ 9.30	\$ 102.30
6'x30" Banquet Table	10	\$ 7.10	\$ 71.00
24" Round Cocktail Table	6	\$ 9.75	\$ 58.50
Labor Set-up/Breakdown Tables	28	\$ 2.00	\$ 56.00
Chair Resin w/Padded Seat - White	100	\$ 3.45	\$ 345.00
Labor-Set-up Breakdown Chairs	100	\$ 1.00	\$ 100.00
Waste Box with Liner	15	\$ 7.25	\$ 108.75
60" Round Table	5	\$ 9.30	\$ 46.50
Chair with Padded Seat- Natural Wood	40	\$ 3.45	\$ 138.00
6' x 30" Banquet Table	3	\$ 7.10	\$ 21.30
120" Round Linen - BT. Orange DuPont	5	\$ 14.60	\$ 73.00
30 x 30 Frame Tent	5	\$ 520.00	\$ 2600.00
20 x 20 Frame Tent	5	\$ 292.00	\$ 1460.00
20 x 40 Frame Tent	1	\$ 468.00	\$ 468.00
30 x 60 Frame Tent	1	\$ 945.00	\$ 945.00
Tent Pole Fans in 30 x 60	12	\$ 60.00	\$ 720.00
Safety Package - Non Light in all tents	12	\$ 75.00	\$ 900.00
8' x 30" Banquet Table	25	\$ 7.55	\$ 188.75
48" Round Table	117	\$ 7.30	\$ 854.10
Chair White Metal Folding	700	\$ 1.40	\$ 980.00
90" x 132" Linen - Navy	25	\$ 13.60	\$ 340.00
96" Round Linen - Orange	19	\$ 7.10	\$ 134.90
96" Round Linen - Lime	20	\$ 7.10	\$ 142.00
96" Round Linen - Lemon	20	\$ 7.10	\$ 142.00

96" Round Linen- Royal Blue	19	\$ 7.10	\$ 134.90
96" Round Linen - Raspberry	19	\$ 7.10	\$ 134.90
96" Round Linen - Purple	20	\$ 7.10	\$ 142.00
96" Round Linen- White - Poly	17	\$ 7.10	\$ 120.70
Waste Box with Liner	30	\$ 7.25	\$ 217.50
Waste Box Liner	90	\$ 2.00	\$ 180.00
96" Round Linen- Watermelon	14	\$ 7.10	\$ 99.40
96" Round Linen - Maize 103	14	\$ 7.10	\$ 99.40
96" Round Linen - Mint 140	13	\$ 7.10	\$ 92.30
96" Round Linen - Lt. Blue 127	13	\$ 7.10	\$ 92.30
60" Round Table	1	\$ 9.30	\$ 9.30
120" Round Linen - Turquoise Duponi	5	\$ 14.60	\$ 73.00
6' x 30" Banquet Table	2	\$ 7.10	\$ 14.20
20 x 20 Cherry Wood Dance Floor	1	\$ 700.00	\$ 700.00
36" Round Table	53	\$ 6.80	\$ 360.40
Chair White Metal Folding	45	\$ 1.40	\$ 63.00
132" Round Linen - Black Duponi	10	\$ 16.40	\$ 164.00
4" x 108" Sash Linen - Silver Duponi	10	\$ 3.00	\$ 30.00
96" Round Linen - White Metallic Scroll	22	\$ 14.60	\$ 321.20
96" Round Linen - Turquoise Metallic Scroll	23	\$ 14.60	\$ 335.80
90" x 132" Linen - Black	4	\$ 13.40	\$ 54.40
96" Round Linen - Black Metallic Scroll	22	\$ 14.60	\$ 321.20
Labor - Set-up and Breakdown Tables	53	\$ 2.00	\$ 106.00
Delivery of Above Items to Fredericksburg, Pick-up Time specific	(Please provide details on proposed delivery pricing)	\$ 125.00 per	\$ 125.00 per
Fuel Surcharge	(Please provide details on proposed fuel surcharge)	\$ N/A	N/A
Freight	(Please provide details on proposed freight charges)	\$ N/A	N/A
Other: Please provide complete details for any other proposed charges).		\$	
\$125.00 per delivery location		\$	
		\$	
		\$	
		\$	
TOTAL		\$	

NOTE: DAMAGE WAIVER SHOULD NOT BE PROPOSED.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

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	\$ 9.50	\$ 1,282.50
Chiavari Silver Chairs	100	\$ 9.50	\$ 950.00
Farm Tables	3	\$ 75.00	\$ 225.00
5' Round Table	4	\$ 9.30	\$ 37.50
6' Rectangular Table	14	\$ 7.10	\$ 99.40
Gold Chiavari Ballroom Chair Wood	24	\$ N/A	N/A
Hard Back Cushion	24	\$ N/A	N/A
Delivery of Above Items to Fredericksburg	(Please provide details on proposed delivery pricing)	\$ 125.00	\$ 125.00
Fuel Surcharge and Travel	(Please provide details on proposed fuel surcharge and travel)	\$ N/A	
Other: Please provide complete details for any other proposed charges).		\$	
Set up / breakdown - Chairs		\$ 1.00 each	\$ 235.00
Set up / breakdown - Tables		\$ 2.00 each	\$ 42.00
		\$	
		\$	
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):

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

UCPUMW 18-661 -- Special Events Equipment Rental
Pre-Proposal Conference - Wednesday, May 17, 2017 @ 10AM

Name: Ronnie Lane
Company: Kelly Generator Equipment
Email: rlane@kge.com
Phone: 571-733-0699

Name: Paul Czeko
Company: Flour Rental
Email: FSR@AOL.com
Phone: 540-891-8244

Name: Karen R. Kozlowski
Company: Commonwealth Event
Email: Karen@commonwealthco.net
Phone: 804-214-1621

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

Name: Theodore C. Rybicki
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: Dana Ambush
Company: EIS Enterprises
Email: Dana@EISEnterprises.com
Phone: 301-305-2866

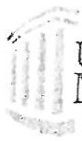
Name: TERRY LEE
Company: Ambush Pro
Email: terry-lee@yahoo.com
Phone: (703) 928-6791

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UNIVERSITY OF
MARY WASHINGTON

Procurement Services

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

Patricia A. Canciglia
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:

Commonwealth Tent Co. T/A Commonwealth Event Co.

NAME OF OFFEROR REPRESENTATIVE:

Karen Richardson

OFFEROR SIGNATURE:

Karen Richardson

DATE:

6/5/17