

## **Solicitation 18-41**

### **Rental of Furniture, Dance Floor, Misc. - Addison Special Events**

**Bid Designation: Public**



**Town of Addison**

## Bid 18-41

### Rental of Furniture, Dance Floor, Misc. - Addison Special Events

Bid Number 18-41  
 Bid Title Rental of Furniture, Dance Floor, Misc. - Addison Special Events  
 Bid Start Date Dec 15, 2017 12:46:27 PM CST  
 Bid End Date Jan 18, 2018 2:00:00 PM CST  
 Question & Answer End Date Jan 11, 2018 10:00:00 AM CST

Bid Contact Wil Newcomer  
 Purchasing Manager

Bid Contact Michele Womack  
 Accounting Specialist  
 Finance

Contract Duration 365 days  
 Contract Renewal 4 annual renewals  
 Prices Good for 150 days

Bid Comments **\*NO FAX OR EMAIL SUBMITTALS ACCEPTED.**

**Addendum # 1**

Previous Q & A End Date	Dec 28, 2017 10:00:00 AM CST	New Q & A End Date	Dec 28, 2017 2:00:00 PM CST
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**Addendum # 2**

Previous End Date	Jan 4, 2018 10:00:00 AM CST	New End Date	Jan 4, 2018 2:00:00 PM CST
Previous Q & A End Date	Dec 28, 2017 2:00:00 PM CST	New Q & A End Date	Dec 28, 2017 10:00:00 AM CST

**Addendum # 3**

New Documents	18-41_Furniture_Dance_Floor_Misc_SE.docx		
Removed Documents	18-41_Furniture_Dance_Floor_Misc_SE.docx		
Previous End Date	Jan 4, 2018 2:00:00 PM CST	New End Date	Jan 18, 2018 2:00:00 PM CST
Previous Q & A End Date	Dec 28, 2017 10:00:00 AM CST	New Q & A End Date	Jan 11, 2018 10:00:00 AM CST

**Addendum # 4**

New Documents 18-41\_Furniture\_Dance\_Floor\_Misc\_SE.docx

Removed Documents 18-41\_Furniture\_Dance\_Floor\_Misc\_SE.docx

**Item Response Form**

**Item** 18-41--01-01 - TASTE ADDISON: Tables

**Lot Description** Town of Addison Special Event

**Quantity** 250 each

**Unit Price**

**Delivery Location** **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty** 250

**Description**  
 Folding 30" x 8" tables with plywood tops

**Item** 18-41--01-02 - TASTE ADDISON: Tables

**Lot Description** Town of Addison Special Event

**Quantity** 15 each

**Unit Price**

**Delivery Location** **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty** 15

**Description**  
 Folding 8' x 18" table w/plywood tops

**Item** 18-41--01-03 - TASTE ADDISON: Tables

**Lot Description** Town of Addison Special Event

**Quantity** 25 each

**Unit Price**

**Delivery Location** **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty** 25

**Description**  
 Folding 6' x 18" table w/plywood top

**Item** 18-41--01-04 - TASTE ADDISON: Tables

Lot Description Town of Addison Special Event

Quantity 2 each

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

Qty 2

**Description**

Folding 5' x 30" table with plywood top

Item 18-41--01-05 - TASTE ADDISON: Umbrella Tables

Lot Description Town of Addison Special Event

Quantity 83 each

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

Qty 83

**Description**

48" umbrella tables staked in grass secured with base & canvas umbrella

Item 18-41--01-06 - TASTE ADDISON: Table Covers

Lot Description Town of Addison Special Event

Quantity 270 each

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

Qty 270

**Description**

48" fitted plastic umbrella table covers - assorted colors. 270 table covers over 3 days to be changed out daily.

Item 18-41--01-07 - TASTE ADDISON: Round Tables

Lot Description Town of Addison Special Event

Quantity 25 each

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

Qty 25

**Description**

60" round tables with plywood tops

Item **18-41--01-08 - TASTE ADDISON: Chairs - Folding**  
 Lot Description Town of Addison Special Event  
 Quantity **656 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 656**

**Description**

Samsonite folding chairs

Item **18-41--01-09 - TASTE ADDISON: Chairs - folding**  
 Lot Description Town of Addison Special Event  
 Quantity **25 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 25**

**Description**

White resin folding chairs

Item **18-41--01-10 - TASTE ADDISON: Bar Stools**  
 Lot Description Town of Addison Special Event  
 Quantity **30 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 30**

**Description**

Black bar stools with backs

Item **18-41--01-11 - TASTE ADDISON: 120" Linens**  
 Lot Description Town of Addison Special Event  
 Quantity **75 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 75**

**Description**

120" Round cloth linens - assorted colors; 75 lines over 3 days to be changed out daily

Item **18-41--01-12 - TASTE ADDISON: 90" x 156" Linens**

Lot Description Town of Addison Special Event

Quantity **6 each**Unit Price Delivery Location **Town of Addison**Town of Addison

P.O. Box 9010

Addison TX 75001

**Qty 6****Description**

90" x 156" Cloth linens - assorted colors

Item **18-41--01-13 - TASTE ADDISON: Table**

Lot Description Town of Addison Special Event

Quantity **15 each**Unit Price Delivery Location **Town of Addison**Town of Addison

P.O. Box 9010

Addison TX 75001

**Qty 15****Description**

30" high boy - black

Item **18-41--01-14 - TASTE ADDISON: 72" x 120 " Linen**

Lot Description Town of Addison Special Event

Quantity **12 each**Unit Price Delivery Location **Town of Addison**Town of Addison

P.O. Box 9010

Addison TX 75001

**Qty 12****Description**

72" x 120" Cloth linen - assorted colors

Item **18-41--01-15 - TASTE ADDISON: Clips**

Lot Description Town of Addison Special Event

Quantity **250 each**Unit Price Delivery Location **Town of Addison**Town of Addison

P.O. Box 9010  
 Addison TX 75001  
 Qty 250

**Description**

Plastic clips for table skirt

Item **18-41--01-16 - TASTE ADDISON: Labor**

Lot Description Town of Addison Special Event

Quantity **1 each**

Unit Price

Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
 Qty 1

**Description**

To provide and set up for the Taste Addison Event

Item **18-41--01-17 - TASTE ADDISON: Delivery and Pickup**

Lot Description Town of Addison Special Event

Quantity **1 each**

Unit Price

Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
 Qty 1

**Description**

Cost of delivery and pickup for Taste Addison Event

Item **18-41--01-18 - TASTE ADDISON: Damage Waiver**

Lot Description Town of Addison Special Event

Quantity **1 each**

Unit Price

Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
 Qty 1

**Description**

Cost of damage waiver for Taste Addison Event

Item **18-41--01-19 - TASTE ADDISON: Diesel Surcharges**

Lot Description Town of Addison Special Event

Quantity **1 each**

Unit Price

Delivery Location **Town of Addison**  
Town of Addison  
P.O. Box 9010  
Addison TX 75001  
**Qty 1**

**Description**  
If applicable

Item **18-41--02-01 - KABOOM TOWN!: Tables**  
Lot Description **Town of Addison Special Event**  
Quantity **126 each**  
Unit Price   
Delivery Location **Town of Addison**  
Town of Addison  
P.O. Box 9010  
Addison TX 75001  
**Qty 126**

**Description**  
Folding 30" x 8' tables with plywood tops

Item **18-41--02-02 - KABOOM TOWN!: Tables**  
Lot Description **Town of Addison Special Event**  
Quantity **10 each**  
Unit Price   
Delivery Location **Town of Addison**  
Town of Addison  
P.O. Box 9010  
Addison TX 75001  
**Qty 10**

**Description**  
Folding 8' x 18" table w/plywood top

Item **18-41--02-03 - KABOOM TOWN!: Umbrella Tables**  
Lot Description **Town of Addison Special Event**  
Quantity **100 each**  
Unit Price   
Delivery Location **Town of Addison**  
Town of Addison  
P.O. Box 9010  
Addison TX 75001  
**Qty 100**

**Description**  
48" umbrella tables staked in grass secured with base & canvas umbrella

Item **18-41--02-04 - KABOOM TOWN!: Table Covers**  
Lot Description **Town of Addison Special Event**

Quantity **100 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 100**

**Description**

48" fitted plastic umbrella table covers - assorted colors

Item **18-41--02-05 - KABOOM TOWN!: 72" x 120" Linen**  
 Lot Description Town of Addison Special Event  
 Quantity **10 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 10**

**Description**

72" x 120" Cloth Linen - assorted colors

Item **18-41--02-06 - KABOOM TOWN!: Clips**  
 Lot Description Town of Addison Special Event  
 Quantity **100 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 100**

**Description**

Plastic clip for table skirt

Item **18-41--02-07 - KABOOM TOWN!: Folding Chairs**  
 Lot Description Town of Addison Special Event  
 Quantity **715 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 715**

**Description**

White resin folding chairs

Item **18-41--02-08 - KABOOM TOWN!: Folding Chairs**  
 Lot Description Town of Addison Special Event  
 Quantity **85 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 85**

**Description**

Samsonite folding chairs

Item **18-41--02-09 - KABOOM TOWN!: Bar Stools**  
 Lot Description Town of Addison Special Event  
 Quantity **12 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 12**

**Description**

Black Bar Stools with backs

Item **18-41--02-10 - KABOOM TOWN!: Labor**  
 Lot Description Town of Addison Special Event  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 1**

**Description**

labor costs for KABOOM TOWN event

Item **18-41--02-11 - KABOOM TOWN!: Delivery/Pickup**  
 Lot Description Town of Addison Special Event  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 1**

**Description**

cost of delivery and pick up for KABOOM TOWN event

Item **18-41--02-12 - KABOOM TOWN!: Damage Waiver**

Lot Description Town of Addison Special Event

Quantity **1 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

Qty 1

**Description**

Cost of damage waver for KABOOM TOWN event

Item **18-41--02-13 - KABOOM TOWN!: Diesal Surcharge**

Lot Description Town of Addison Special Event

Quantity **1 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

Qty 1

**Description**

If applicable

Item **18-41--03-01 - OKTOBERFEST: Folding Tables**

Lot Description Town of Addison Special Event

Quantity **200 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

Qty 200

**Description**

Folding 30" x 8' tables with plywood tops

Item **18-41--03-02 - OKTOBERFEST: Folding Tables**

Lot Description Town of Addison Special Event

Quantity **13 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

Qty 13

**Description**

Folding 8' x 18" w/plywood tops

Item **18-41--03-03 - OKTOBERFEST: Folding Tables**

Lot Description Town of Addison Special Event

Quantity **7 each**

Unit Price

Delivery Location **Town of Addison**  
Town of Addison  
P.O. Box 9010  
Addison TX 75001  
Qty 7

**Description**

Folding 30" x 6' tables with plywood tops

Item **18-41--03-04 - OKTOBERFEST: Folding Tables**

Lot Description Town of Addison Special Event

Quantity **24 each**

Unit Price

Delivery Location **Town of Addison**  
Town of Addison  
P.O. Box 9010  
Addison TX 75001  
Qty 24

**Description**

Folding 6' x 18" tables w/plywood tops

Item **18-41--03-05 - OKTOBERFEST: Umbrella Tables**

Lot Description Town of Addison Special Event

Quantity **50 each**

Unit Price

Delivery Location **Town of Addison**  
Town of Addison  
P.O. Box 9010  
Addison TX 75001  
Qty 50

**Description**

48" Umbrella tables staked in grass secured with base & canvas umbrella

Item **18-41--03-06 - OKTOBERFEST: Table Covers**

Lot Description Town of Addison Special Event

Quantity **200 each**

Unit Price

Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 200**

**Description**  
 48" fitted plastic umbrella table covers - assorted colors  
 174 table covers over 4 days to be changed out daily

Item **18-41--03-07 - OKTOBERFEST: Round Tables**  
 Lot Description **Town of Addison Special Event**  
 Quantity **18 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 18**

**Description**  
 72" round tables with plywood tops

Item **18-41--03-08 - OKTOBERFEST: Tables**  
 Lot Description **Town of Addison Special Event**  
 Quantity **5 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 5**

**Description**  
 Table 24" x 42" round cocktail chrome black

Item **18-41--03-09 - OKTOBERFEST: Table Covers**  
 Lot Description **Town of Addison Special Event**  
 Quantity **62 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 62**

**Description**  
 8" x 30" fitted plastic table covers - assorted colors

Item **18-41--03-10 - OKTOBERFEST: 132" Linens**

Lot Description **Town of Addison Special Event**

Quantity **120 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

**Qty 120**

**Description**

132" Round cloth linens - assorted colors

Item **18-41--03-11 - OKTOBERFEST: 90" x 156" Linens**

Lot Description **Town of Addison Special Event**

Quantity **18 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

**Qty 18**

**Description**

90" x 156" cloth linens - assorted colors

Item **18-41--03-12 - OKTOBERFEST: 72" x 120" Linens**

Lot Description **Town of Addison Special Event**

Quantity **8 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

**Qty 8**

**Description**

72" x 120" cloth linens - assorted colors

Item **18-41--03-13 - OKTOBERFEST: Chairs - Folding**

Lot Description **Town of Addison Special Event**

Quantity **703 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

**Qty 703**

**Description**

Samsonite Chairs

Item **18-41--03-14 - OKTOBERFEST: Chairs - Folding**  
 Lot Description Town of Addison Special Event  
 Quantity **51 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 51**

**Description**

White resin folding chairs

Item **18-41--03-15 - OKTOBERFEST: Bar Stools**  
 Lot Description Town of Addison Special Event  
 Quantity **46 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 46**

**Description**

Black Bar Stools with backs

Item **18-41--03-16 - OKTOBERFEST: Dance Floor**  
 Lot Description Town of Addison Special Event  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 1**

**Description**

Oktoberfest dance floor (30 x 57) with sub-floor as specified or alternative construction to meet specifications

Item **18-41--03-17 - OKTOBERFEST: Deck w/Rails & Steps**  
 Lot Description Town of Addison Special Event  
 Quantity **2 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
**Qty 2**

**Description**

Two (2) 25' x 25' stages w/rails on 4 sides, black turf &amp; steps with handrails

Item **18-41--03-18 - OKTOBERFEST: Bench Setup/Strike Labor**  
 Lot Description Town of Addison Special Event  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
 Qty 1

**Description**

Labor to setup and take down benches as described in the specifications

Item **18-41--03-19 - OKTOBERFEST: Labor**  
 Lot Description Town of Addison Special Event  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
 Qty 1

**Description**

cost of labor for Town of Addison Oktoberfest event

Item **18-41--03-20 - OKTOBERFEST: Delivery and Pickup**  
 Lot Description Town of Addison Special Event  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison  
 P.O. Box 9010  
 Addison TX 75001  
 Qty 1

**Description**

cost of deliver and pick up for Oktoberfest event

Item **18-41--03-21 - OKTOBERFEST: Damage Waiver**  
 Lot Description Town of Addison Special Event  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Town of Addison**  
Town of Addison

P.O. Box 9010  
Addison TX 75001  
Qty 1

**Description**

cost of damage waiver for Oktoberfest event

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Item **18-41--03-22 - OKTOBERFEST: Diesel Surcharge**

Lot Description **Town of Addison Special Event**

Quantity **1 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

Qty 1

**Description**

If applicable



## INVITATION TO BID

The Town of Addison is accepting competitive sealed proposals from all interested parties for

Bid No: 18-41

Bid Name: Rental of Furniture, Dance Floor, Misc. for  
Town of Addison Special Events

Bid Opening: January 18, 2018 at 2:00 am  
Purchasing Division  
Town of Addison Finance Building  
5350 Belt Line  
Dallas, Texas 75254

### **SCOPE OF WORK**

The Town of Addison shall receive bids for the rental of all equipment for events on an as-needed basis. Please refer to the attached Special Event Calendar for specific events in which equipment will be required. Quantities are listed as estimates and may vary from event to event.

Since Bidsync.com maintains the vendor files for the Town of Addison, bidders do not need to notify the Town if they do not intend to bid on this project.

Please pay particular attention to Receipt and Preparation of the bid.

Questions concerning the bidding process shall be posted through BidSync. Questions will be answered in a timely manner. All participating vendors will be able to see all answers.

## **TOWN OF ADDISON INSTRUCTIONS TO BIDDERS**

### **1.0 RECEIPT AND PREPARATION OF THE BID**

- 1.1 Bids will be received by the Purchasing Manager of the Town of Addison until time specified in the Invitation to Bid, at which time bids will be publicly opened, in the Finance Building of the Town of Addison located at 5350 Belt Line Rd., Dallas, TX 75254. Bids must be received by the specified time in order to be considered, and bids submitted after this closing time will not be considered. No changes may be made to bids after opening.
- 1.2 Bid responses are to be posted using the BidSync system. Hard copy responses shall be enclosed in a sealed envelope, addressed to the Purchasing Manager, Town of Addison, 5350 Belt Line Rd, Dallas, Texas, 75254. Bids should be labeled in the lower left-hand corner with the bid name and number. Bidders should also include their company name and address on the outside of the envelope.
- 1.3 Bidders are responsible for posting responses to BidSync in a timely manner. Bidders responding by hard copy are responsible for making certain bids are delivered to the purchasing department. Mailing of a bid does not ensure that the bid will be delivered on time or at all. If bidder does not hand deliver bid, it is suggested that he/she use some sort of delivery service that provides a receipt.
- 1.4 Bids may be withdrawn prior to the above scheduled time set for closing of the bids. Any bid received after the time and date specified will not be considered.
- 1.5 The Town of Addison reserves the right to postpone the date and time for opening bids through an addendum.
- 1.6 No changes to bid, including pricing structure, time to completion, and references may be made following submission of the bid packet.

### **2.0 ADDENDA AND EXPLANATIONS**

- 2.1 Bidders having any questions regarding the true meaning of the specifications or terms and conditions shall submit these questions through the BidSync system. All addenda will be issued through BidSync and acknowledgement must be returned with your bid.

### **3.0 TAXES**

All bids are required to be submitted without State Sales tax. The Town of Addison is exempt from payment of such taxes and a Tax Exemption Certificate will be executed for the successful bidder.

### **4.0 EXAMINATION OF CONTRACT DOCUMENTS AND SITES**

- 4.1 Before submitting a bid, each bidder must thoroughly examine the contract documents and project site to ensure that the services you are proposing meets the intent of these specifications.
- 4.2 The Town of Addison is not responsible for incomplete bid packets.

## 5.0 BIDDING

- 5.1 Bidders are instructed to consider the following factors in preparation of your bid:
- a. Exceptions to any specifications, or part thereof, must be clearly stated and included with your response.
  - b. Bidders are instructed to include all necessary charges, related to this solicitation.

## 6.0 AWARD OF CONTRACT

- 6.1 The Town of Addison reserves the right to reject any or all bids, reject any particular item on a bid, and to waive immaterial formalities. The contract will be awarded to the (lowest responsible) bidder whose bid is most advantageous to the city, price and other factors considered. Award may be by line item or in total, at the sole discretion of the Town of Addison.

- 6.2 Award will be based upon an analysis of the following criteria.

Bidders overall price	20 points
Ability to produce the goods or services requested	30 points
Performance on similar contracts	25 points
Quality of equipment, labor and administrative operations	25 points

- 6.3 To demonstrate bidder's qualifications to perform the work, each bidder must submit with their bid, three (3) to five (5) customer references for similar projects, including name of customer, telephone number, email and individual to contact. See separate document titled Qualifications and Reference Statement.
- 6.3 The anticipated set-up date for each event will be as directed by the Director of Special Events.
- 6.4 **TERM CONTRACTS:** Except as otherwise provided herein, prices must remain firm for the entire contract period, including any periods of extension or renewal. At the time of any renewal or extension of the contract, the city or the supplier may request a price adjustment based upon the economy. All requests for a price adjustment must include detailed documentation and rationale to support the requested adjustment. The party to whom a request for price adjustment is made may, in its sole discretion, accept or reject the request. Any price adjustment must be mutually agreed upon in writing by the parties, and shall be effective for the applicable renewal term.

## SPECIFICATIONS: 2018 TOWN OF ADDISON BID INSTRUCTIONS

### INTENT

The Town of Addison shall receive bids for the rental of all equipment for events on an as-needed basis. (Please refer to the attached Special Event Calendar for specific events in which equipment will be required.) Some items quantities are listed as totals and vary from event to event.

### **Rental of Umbrella Tables, Tables, Chairs, Drafting Stools, Dance Floor and Other Misc. Items**

All references, qualifications, insurance and literature should be attached to bid form.

### LOCATION

Addison events will take place within the Town of Addison, primarily focusing on Addison Circle Park, 4970 Addison Circle Drive, located in the Addison Arts and Events District, Addison, TX. Parking areas are located in three parking garages at or near the intersection of the Dallas Parkway and Arapaho Road, field and street parking also available.

Addison Circle Park is 10 landscaped acres and was constructed to double as an outdoor event facility and a park in the off-season. It contains a Pavilion with a catering facility and 20 permanent restrooms, an inter-active water fountain, a 60 x 40 permanent cement stage, a 20 x 20 cement permanent stage, 54 duplex electrical outlets, 14 trash receptacles, 5 sanitary sewer hook-ups and path lighting.

### INSTALLATION/REMOVAL OF EQUIPMENT

Pending the size of the festival, **contractors will have a maximum of four days to set up for the event and three days to tear down, unless approval has been granted by site coordinator.** Please refer to the attached Special Event Calendar for specific date information. All equipment should be ready and set within adequate time prior to the opening of the event. Set-up times will vary depending on the event and a set-up schedule will be communicated at each pre-event Contractor meeting in which the Contractor is required to attend. Penalty if schedule is not adhered to.

Contractors shall be required to coordinate installation and removal with each other (i.e. electrical, stage and sound, fencing, tents and rentals etc.) Due to the nature of Addison Circle Park, driving on the grass with a motorized vehicle will not be permitted unless site coordinator has granted advance permission. If permission is granted, Contractor will be required to lay plywood on grass in order to drive with a motorized vehicle. All proven damage sustained to Addison Circle Park from a Contractor will be invoiced for the amount of repair. This includes landscape and turf areas.

### CONTRACT LENGTH

If a contract is entered into as a result of this bid, the contract will remain unchanged for a period of three (3) one year terms to include the 2018, 2019, and 2020 calendar year. The Town may extend the contract for two (2) one year terms to include the 2021 and 2022 calendar year, provided that the contractor and Town agree to the contract extension.

### MAINTENANCE

Contractor's representative shall be on-site as scheduled but generally at least two hours prior to the opening time of the event and be available to the site coordinator by cell phone, pager or radio at all times during set-up, during the event and tear down. Contractor shall have supervisory personnel inspect equipment along with site coordinator prior to the opening of each event.

### **UNIT QUANTITIES**

Addison reserves the right to rent more than or less than the specified quantities listed in each section. The Contractor will provide a line item invoice to Addison for the actual amount used per event.

### **SUSTAINABILITY EFFORTS**

The Town of Addison supports sustainability efforts. The Contractor may include sustainability options in the bid application.

### **PLACEMENT**

All rentals will be set either on concrete/pavement or grass areas. Particular rentals erected on concrete/pavement shall be secured using a heavy base and those on grass shall be staked. Contractor shall be responsible for coordinating the location of all no stake zones, underground utilities and sprinklers before installing stakes into the grass. Any expenses incurred due to damages to existing utilities, including sprinklers, shall be the responsibility of the Contractor.

### **SPONSOR UMBRELLAS**

Sponsors will occasionally provide umbrellas to use with the umbrella tables. Contractor will be responsible for staking and securing sponsor umbrellas in the same manner Contractor umbrellas are staked and secured. Addison will coordinate delivery with sponsors.

### **ADDISON OKTOBERFEST MAIN STAGE DANCE FLOOR**

Dance Floor - Contractor shall provide one (1) 30' x 57' outdoor dance floor made from laminated plywood interlocking panels. Submit color and floor surface type. Dance Floor shall be installed on uneven ground inside a 100' x 300' tent in front of a 30' wide x 24' deep x 4' high stage. Submit photographs and/or samples. Dance floor will be erected on dirt/grass surface requiring the use of a sub floor to make the dance floor level. Dance floor must be level and seams flush to ensure the safety of the performers and public.

Proposed Sub-Floor - Utilize 2 x 6 first quality pine wood to build an outer frame the size of the dance floor and then install 2 x 6 joists spaced 2' on-centers, or closer as needed to be able to support the weight of a large crowd with no sagging, across the 60' dimension of the dance floor. Install 2 x 6 cross braces 2' on-centers between the joists. Utilize sufficient length heavy-duty deck screws on all facets of the framework construction. Once the framework is complete, level it using minimal 1' square plywood shims supporting all sections of the framework not resting on solid ground. Install ¾" top quality plywood to the upper surface utilizing adequate length deck screws, minimum 2"; make screw heads flush to the surface of the plywood. Test the integrity of the installation in the presence of authorized Town of Addison staff prior to the installation of the approved flooring.

**NOTE:** This sub-floor is only proposed. Contractor may submit an alternate bid for a sub-floor for the Town's consideration that the contractor feels may better suit our needs.

### **ADDISON OKTOBERFEST BENCH LABOR**

Additional labor shall be required to unload/set-up and reload approximately 200 authentic Oktoberfest tables and 400 benches. Tables and benches will be unloaded from a truck parked on Addison Circle Drive and set-up in the Main Tent. Bench unload/set-up can be coordinated

with the placement of the dance floor in order to reduce labor costs. Benches will be reloaded into a truck parked on Addison Circle Drive 1-2 days following the event.

**QUALIFICATION AND REFERENCE STATEMENT**

**BIDDER:**

**COMPANY INFORMATION:**

Number of years in business?

Number of years at current location?

Do you maintain a permanent commercial business office?

Have you or any present partners or officers failed to complete a contract:  If yes, give name of owner and/or surety?

Can you be reached 24 hours a day (in an emergency)?

Pager#  Cell Phone#

Answer Svc#  Other#

**CUSTOMER REFERENCES**

Please provide 3 to 5 users you have provided with this product or service. Use comparable projects and government entities, if any;

Company Name	Contact Name	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## Town of Addison Indemnification Agreement

**Contractor's Indemnity Obligation.** Contractor covenants, agrees to, and shall DEFEND (with counsel reasonably acceptable to Owner), INDEMNIFY, AND HOLD HARMLESS Owner, its past, present and future elected and appointed officials, and its past, present and future officers, employees, representatives, and volunteers, individually or collectively, in both their official and private capacities (collectively, the "Owner Persons" and each being an "Owner Person"), from and against any and all claims, liabilities, judgments, lawsuits, demands, harm, losses, damages, proceedings, suits, actions, causes of action, liens, fees (including attorney's fees), fines, penalties, expenses, or costs, of any kind and nature whatsoever, made upon or incurred by Owner and/or Owner Person, whether directly or indirectly, (the "Claims"), that arise out of, result from, or relate to: (i) the services to be provided by Contractor pursuant to this Agreement, (ii) any representations and/or warranties by Contractor under this Agreement, (iii) any personal injuries (including but not limited to death) to any Contractor Persons (as hereinafter defined) and any third persons or parties, and/or (iv) any act or omission under, in performance of, or in connection with this Agreement by Contractor or by any of its owners, directors, officers, managers, partners, employees, agents, contractors, subcontractors, invitees, patrons, guests, customers, licensees, sublicensees, or any other person or entity for whom Contractor is legally responsible, and their respective owners, directors, officers, directors, officers, managers, partners, employees, agents, contractors, subcontractors, invitees, patrons, guests, customers, licensees, sublicensees (collectively, "Contractor Persons"). **SUCH DEFENSE, INDEMNITY AND HOLD HARMLESS SHALL AND DOES INCLUDE CLAIMS ALLEGED OR FOUND TO HAVE BEEN CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OR GROSS NEGLIGENCE OF OWNER OR ANY OTHER OWNER PERSON, OR CONDUCT BY OWNER OR ANY OTHER OWNER PERSON THAT WOULD GIVE RISE TO STRICT LIABILITY OF ANY KIND.**

Contractor shall promptly advise Owner in writing of any claim or demand against any Owner Person related to or arising out of Contractor's activities under this Agreement and shall see to the investigation and defense of such claim or demand at Contractor's sole cost and expense. The Owner Persons shall have the right, at the Owner Persons' option and own expense, to participate in such defense without relieving Contractor of any of its obligations hereunder. This defense, indemnity, and hold harmless provision shall survive the termination or expiration of this Agreement.

The provisions in the foregoing defense, indemnity and hold harmless are severable, and if any portion, sentence, phrase, clause or word included therein shall for any reason be held by a court of competent jurisdiction to be invalid, illegal, void, or unenforceable in any respect, such invalidity, illegality, voidness, or unenforceability shall not affect any other provision thereof, and this defense, indemnity and hold harmless provision shall be considered as if such invalid, illegal, void, or unenforceable provision had never been contained in this Agreement. **In that regard, if the capitalized language included in the foregoing indemnity is so determined to be void or unenforceable, the parties agree that:**

- (i) the foregoing defense, indemnity, and hold harmless obligation of Contractor shall be to the extent Claims are caused by, arise out of, or result from, in whole or in part, any act or omission of Contractor or any Contractor Persons; and**
- (ii) notwithstanding the provisions of the foregoing subparagraph (i), to the fullest**

**extent permitted by law, Contractor shall INDEMNIFY, HOLD HARMLESS, and DEFEND Owner and Owner Persons from and against all Claims arising out of or resulting from bodily injury to, or sickness, disease or death of, any employee, agent or representative of Contractor or any of its subcontractors, regardless of whether such Claims are caused, or are alleged to be caused, in whole or in part, by the negligence, or any act or omission, of Owner or any Owner Persons, it being the expressed intent of Owner and Contractor that IN SUCH EVENT THE CONTRACTOR'S INDEMNITY, HOLD HARMLESS, AND DEFENSE OBLIGATION SHALL AND DOES INCLUDE CLAIMS ALLEGED OR FOUND TO HAVE BEEN CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OR GROSS NEGLIGENCE OF OWNER OR ANY OTHER OWNER PERSON, OR CONDUCT BY OWNER OR ANY OTHER OWNER PERSON THAT WOULD GIVE RISE TO STRICT LIABILITY OF ANY KIND. The indemnity obligation under this subparagraph (ii) shall not be limited by any limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor under workers compensation acts, disability benefit acts, or other employee benefit acts.**

I understand that the indemnification provisions are required of all Town of Addison Contracts. I have read the provisions and agree to the terms of these provisions.

Project/Bid#:

Company Name:

Signature:  Date:

**TOWN OF ADDISON, TEXAS**  
**CONTRACTOR INSURANCE REQUIREMENTS & AGREEMENT**

**REQUIREMENTS**

Contractors performing work on TOWN OF ADDISON property or public right-of-way shall provide the TOWN OF ADDISON a certificate of insurance or a copy of their insurance policy(s) (and including a copy of the endorsements necessary to meet the requirements and instructions contained herein) evidencing the coverages and coverage provisions identified herein within ten (10) days of request from TOWN OF ADDISON. Contractors shall provide TOWN OF ADDISON evidence that all subcontractors performing work on the project have the same types and amounts of coverages as required herein or that the subcontractors are included under the contractor's policy. Work shall not commence until insurance has been approved by TOWN OF ADDISON.

All insurance companies and coverages must be authorized by the Texas Department of Insurance to transact business in the State of Texas and must have a A.M. Best's rating A-:VII or greater.

Listed below are the types and minimum amounts of insurances required and which must be maintained during the term of the contract. TOWN OF ADDISON reserves the right to amend or require additional types and amounts of coverages or provisions depending on the nature of the work.

<b>TYPE OF INSURANCE</b>	<b>AMOUNT OF INSURANCE</b>	<b>PROVISIONS</b>
1. <b>Workers' Compensation Employers' Liability</b> to include: (a) each accident (b) Disease Policy Limits (c) Disease each employee	Statutory Limits per occurrence  Each accident \$1,000,000 Disease Policy Limits \$1,000,000 Disease each employee \$1,000,000	<b>TOWN OF ADDISON to be provided a <u>WAIVER OF SUBROGATION AND 30 DAY NOTICE OF CANCELLATION</u> or material change in coverage. <b>Insurance company must be A-:VII rated or above.</b></b>
2. <b>Commercial General (Public) Liability</b> to include coverage for: a) Bodily Injury b) Property damage c) Independent Contractors d) Personal Injury e) Contractual Liability	Bodily Injury/Property Damage per occurrence \$1,000,000, General Aggregate \$2,000,000 Products/Completed Aggregate \$2,000,000, Personal Advertising Injury per occurrence \$1,000,000, , Medical Expense 5,000	<b><u>TOWN OF ADDISON to be listed as ADDITIONAL INSURED and provided 30 DAY NOTICE OF CANCELLATION</u> or material change in coverage. <b>Insurance company must be A-:VII rated or above.</b></b>
3. <b>Business Auto Liability</b> to include coverage for: a) Owned/Leased vehicles b) Non-owned vehicles c) Hired vehicles	Combined Single Limit \$1,000,000	<b><u>TOWN OF ADDISON to be listed as ADDITIONAL INSURED and provided 30 DAY NOTICE OF CANCELLATION</u> or material change in coverage. <b>Insurance company must be A:VII-rated or above.</b></b>

Certificate of Liability Insurance forms (together with the endorsements necessary to meet the requirements and instructions contained herein) may be **faxed** to the Purchasing Department: **972-**

**450-7074 or emailed to: purchasing@addisontx.gov.** Questions regarding required insurance should be directed to the Purchasing Manager.

With respect to the foregoing insurance,

1. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions applicable to the claims of the Town of Addison.
2. All insurance policies shall be endorsed to require the insurer to immediately notify the Town of Addison, Texas of any material change in the insurance coverage.
3. All insurance policies shall be endorsed to the effect that the Town of Addison, Texas will receive at least thirty (30) days' notice prior to cancellation or non-renewal of the insurance.
4. All insurance policies, which name the Town of Addison, Texas as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
5. Insurance must be purchased from insurers that are financially acceptable to the Town of Addison and licensed to do business in the State of Texas.

All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Upon request, Contractor shall furnish the Town of Addison with complete copies of all insurance policies certified to be true and correct by the insurance carrier.

This form must be signed and returned with your quotation. You are stating that you do have the required insurance and if selected to perform work for TOWN OF ADDISON, will provide the certificates of insurance (and endorsements) with the above requirements to TOWN OF ADDISON within 10 working days.

**A CONTRACT/PURCHASE ORDER WILL NOT BE ISSUED WITHOUT EVIDENCE AND APPROVAL OF INSURANCE.**

**AGREEMENT**

I agree to provide the above described insurance coverages within 10 working days if selected to perform work for TOWN OF ADDISON. I also agree to require any subcontractor(s) to maintain insurance coverage equal to that required by the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The Town accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

**Project/Bid#**

**Company:**

**Printed Name:**

**Signature:**  **Date:**

Information and Instruction Form

RESPONSES THAT DO NOT CONTAIN THIS COMPLETED FORM WILL NOT BE COMPLIANT

Section I Company Profile

Name of Business:

Business Address:

5  
 6

Contact Name:

Phone#:

Fax#:

Email:

Name(s) Title of Authorized Company Officers:

5  
 6

Federal ID #:  W-9 Form: A W-9 form will be required from the successful bidder.

DUN #:

Remit Address: If different than your physical address:

5  
 6

Section II Instructions to Bidders

Electronic Bids: The Town of Addison uses BidSync to distribute and receive bids and proposals. There will be **NO COST** to the Contractor/Supplier for Standard bids or proposals. For **Cooperative Bids and Reverse Auctions ONLY**, the successful contractor/supplier agrees to pay BidSync a transaction fee of one percent (1%) of the total amount of all contracts for goods and/or services. **Cooperative Bids and Reverse Auctions** will be clearly marked on the bid documents. To assure that all contractors/suppliers are treated fairly, the fee will be payable whether the bid/proposal is submitted electronically, or by paper means. Refer to [www.bidsync.com](http://www.bidsync.com) for further information.

Contractor/Supplier Responsibility: It is the contractor/suppliers responsibility to check for any addenda or questions and answers that might have been issued before bid closing date and time. Contractors/Suppliers will be notified of any addenda and Q&A if they are on the invited list, they view the bid, or add themselves to the watch list.

Acknowledgement of Addenda: #1  #2  #3  #4  #5

Delivery of Bids: For delivery of paper bids our physical address is:

Town of Addison  
5350 Beltline Road  
Addison, TX 75001  
Attn: Purchasing Department

Contractor/Supplier Employees: No Contractor/Supplier employee shall have a direct or indirect financial interest in any contract with the town, or be directly or indirectly financially interested in the sale of land, materials, supplies or services to the town.

Deliveries: All deliveries will be F.O.B. Town of Addison. All Transportation Charges paid by the contractor/supplier to Destination.

Payment Terms: A Prompt Payment Discount of  % is offered for Payment Made Within  Days of Acceptance of Goods or Services. If Prompt Payments are not offered or accepted, payments shall be made 30 days after receipt and acceptance of goods or services or after the date of receipt of the invoice whichever is later.

Delivery Dates: Delivery Dates are to be specified in Calendar Days from the Date of Order.

**Bid Prices: Pre-Award bid prices shall remain Firm and Irrevocable for a Period of  Days.**

Exceptions:  Contractor/Supplier does not take Exception to Bid Specifications or Other Requirements of this Solicitation.

Contractor/Supplier take the following Exception(s) to the Bid Specifications or Other Requirements of this Solicitation (Explain in Detail).



Historically Underutilized Business (HUB): It is the policy of the Town of Addison to involve HUBs in the procurement of goods, equipment, services and construction projects. Prime Contractors/Suppliers are encouraged to provide HUBs the opportunity to compete for sub-contracting and other procurement opportunities. A listing of HUBs in this area may be accessed at the following State of Texas Website. <http://www.window.state.tx.us/procurement/cmb/cmbhub.html>.

HUB Owned Business Yes  No  Include a current copy of your HUB certification with your response or insert Certification number and expire date

Other Government Entities: Would bidder be willing to allow other local governmental entities to participate in this contract, if awarded under the same Terms and Conditions? Yes  No

Bid Bond: Is Bid Bond attached if applicable? Yes  No

Termination: The town at any time after issuance of this agreement, by 30 days written notice, has the absolute right to terminate this agreement for cause or convenience. Cause shall be the contractor/supplier's refusal or failure to satisfactorily perform or complete the work within the time specified, or failure to meet the specifications, quantities, quality and/or other requirements specified in the contract/purchase order. In such case the supplier shall be liable for any damages suffered by the town. If the agreement is terminated for convenience, the supplier has no further obligation under the agreement. Payment shall be made to cover the cost of material and work in process or "consigned" to the town as of the effective date of the termination.

Bidder Compliance: Bidder agrees to comply with all conditions contained in this Information and Instruction Form and the additional terms and conditions and specifications included in this request. The undersigned hereby agrees to furnish and deliver the articles or services as specified at the prices and terms herein stated and in strict accordance with the specifications and conditions, all of which are made a part of your offer. Your offer is not subject to withdrawal after the award is made.

The Town of Addison reserves the right to reject all or part of the offer and to accept the offer considered most advantageous to the town by item or total bid.

The Town of Addison will award to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the Town.

I hereby certify that all of the information provided in sections I and II are true and accurate to the best of my knowledge.

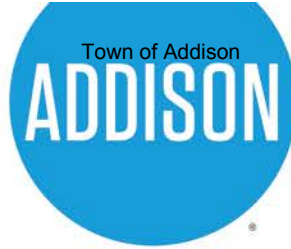
Signature:  Date:

Title:

Signature certifies no changes have been made to the content of this solicitation as provided by the Town of Addison.

1/29/13

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# 2018 SPECIAL EVENTS



### TASTE ADDISON

May 18-20 • Addison Circle Park  
[TasteAddisonTexas.com](http://TasteAddisonTexas.com)

A celebration of food, music, and fun, this three-day festival features more than 25 Addison restaurants serving generous samplings of their food at reduced prices. Festivities include musical entertainment, carnival rides, wine & beer tastings, children's entertainment and more. Admission is \$20 for ages 12 and older.



### SUMMER SERIES

Saturdays, June-August • Beckert Park  
[AddisonSummerSeries.com](http://AddisonSummerSeries.com)

Guests can pack a picnic and enjoy live entertainment Saturday nights in June, July and August. Admission is free.

### ADDISON KABOOM TOWN! ®

July 3 • Addison Circle Park  
[AddisonKaboomTown.com](http://AddisonKaboomTown.com)

Addison's most explosive party of the year features dazzling fireworks choreographed to music, food, live music, the Addison Airport Air Show featuring the spectacular Cavanaugh Flight Museum's historic warbird flyover and more. Admission is free.



### ADDISON OKTOBERFEST

September 20-23 • Addison Circle Park  
[AddisonOktoberfest.com](http://AddisonOktoberfest.com)

Named one of the country's most authentic Oktoberfest celebrations by *Forbes* and *USA Today*, Addison Oktoberfest features four days of family-oriented entertainment. Serving special "Oktoberfest" beer along with incredible German culinary fare. The festival also includes a Marketplace, music, and kid-friendly options like rides, midway games, and much more. Admission is \$10 for ages 12 and older.



[Facebook.com/VisitAddison](https://www.facebook.com/VisitAddison)  
[Twitter.com/VisitAddison](https://twitter.com/VisitAddison)  
[Instagram.com/VisitAddison](https://www.instagram.com/VisitAddison)

**SPECIAL  
EVENTS**

P.O. Box 9010  
Addison, TX 75001

phone: 972.450.2851  
fax: 972.450.6225

[ADDISONTEXAS.NET](http://ADDISONTEXAS.NET)

**IT ALL COMES  
TOGETHER.**

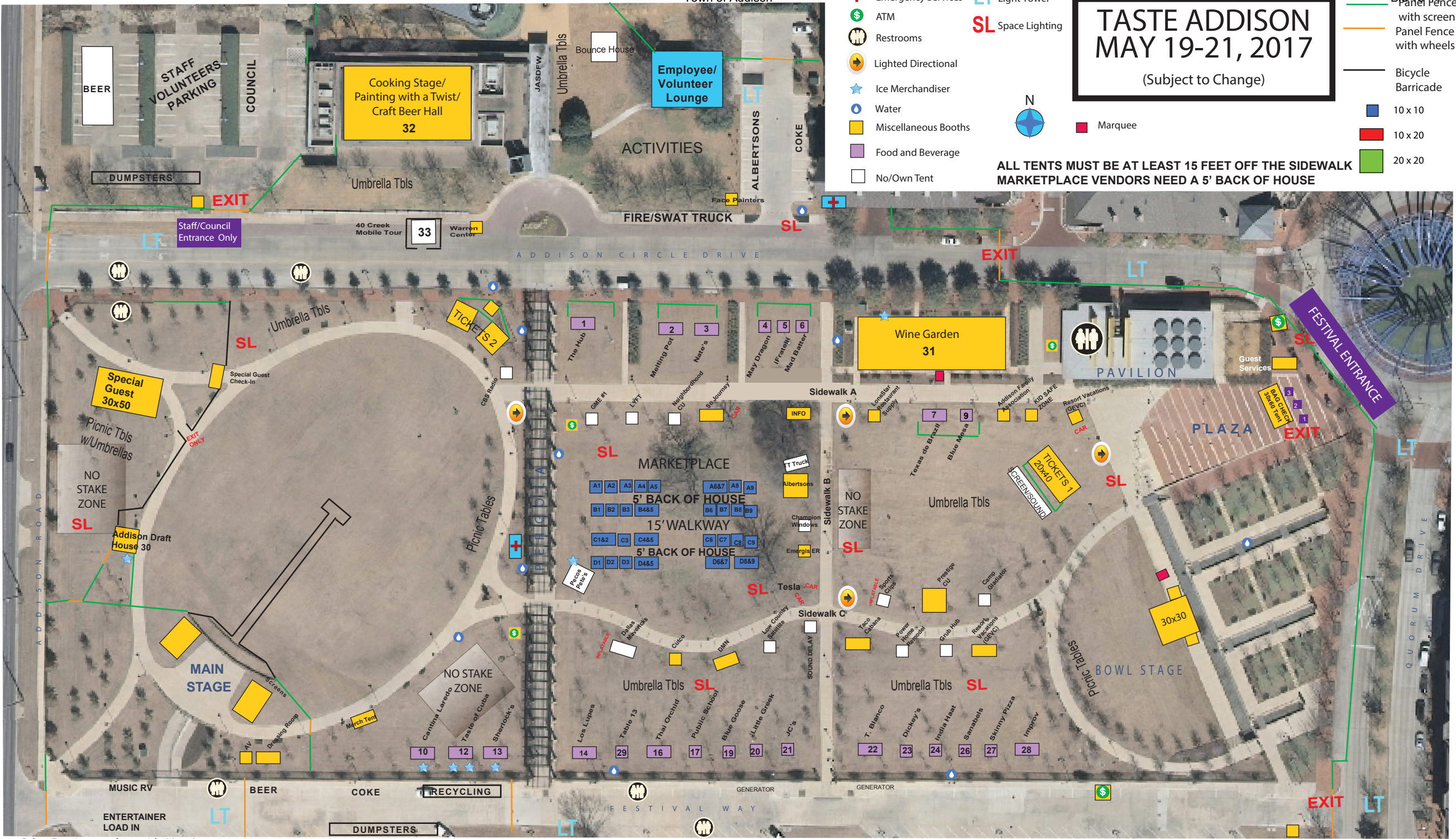
# TASTE ADDISON MAY 19-21, 2017

(Subject to Change)

- Emergency Services
- ATM
- Restrooms
- Lighted Directional
- Ice Merchandiser
- Water
- Miscellaneous Booths
- Food and Beverage
- No/Own Tent
- Light Tower
- Space Lighting
- Marquee

- Panel Fence with screen
- Panel Fence with wheels
- Bicycle Barricade
- 10 x 10
- 10 x 20
- 20 x 20

ALL TENTS MUST BE AT LEAST 15 FEET OFF THE SIDEWALK  
MARKETPLACE VENDORS NEED A 5' BACK OF HOUSE



Other Fencing needs outside Map Area:  
1/12/2018 3:24 PM  
Crossroads gate/parking lot - 65' panel with windscreen

LT Gravel Lot  
LT 2 @ Air Port

# KABOOM TOWN! July 3, 2017 (Subject to Change)

ALL TENTS MUST BE AT  
LEAST 15 FEET OFF  
THE SIDEWALK



- ATM
- Water
- Restroom
- Gray Water Barrel
- Lighted Directional
- Sponsor/Activities/TOA Tents
- Bringing Own Tent
- Food - Taste of Cuba
- Beverage Sales - Taste of Cuba
- Sidewalk
- LT Light Tower
- SL Space Lighting
- Normal fence
- Bike Rack
- Panel fence with screen
- Panel fence with wheels



4 Units at Car Wash Parking Lot

LT Edwin Lewis @ Spectrum

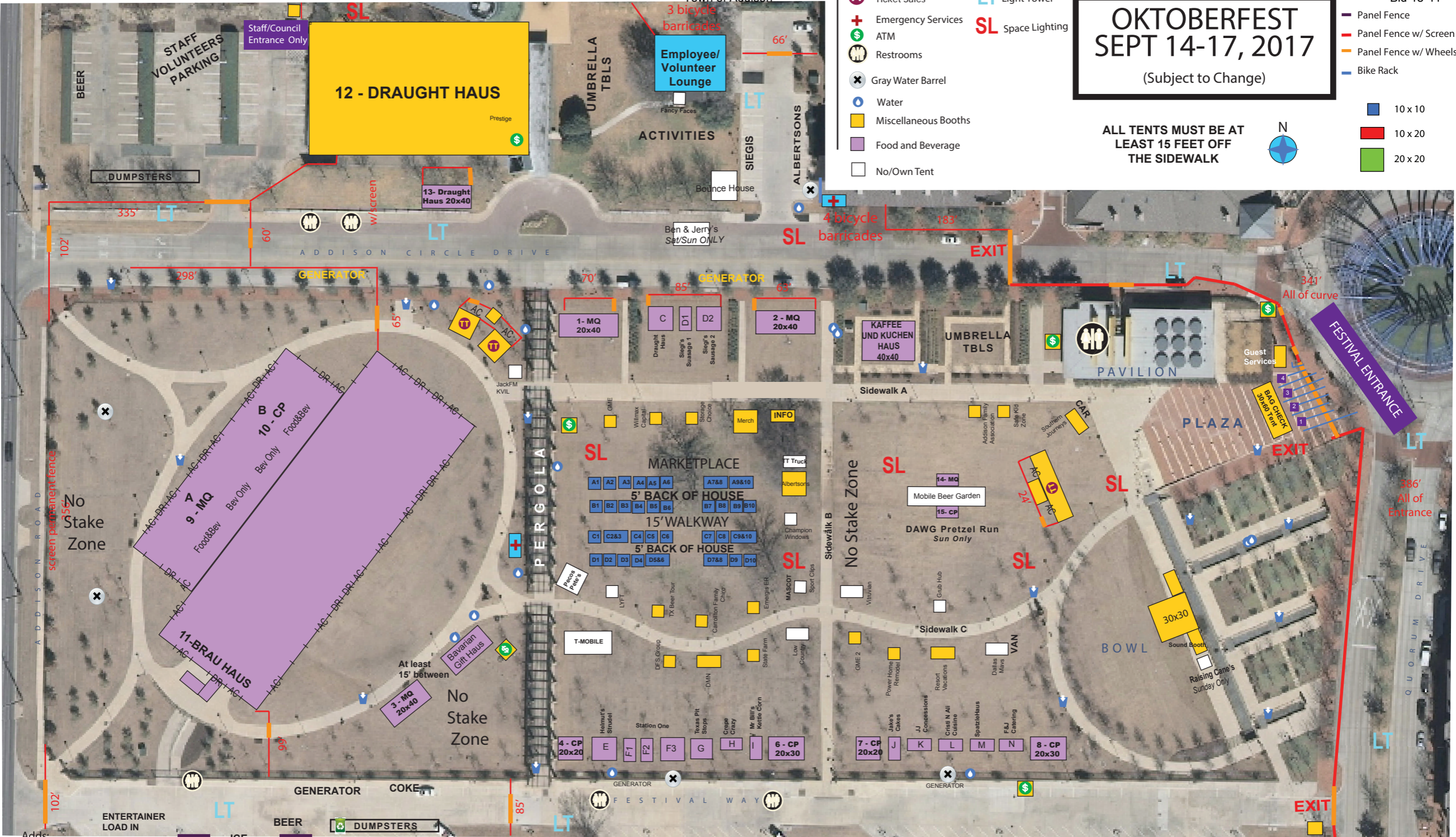
# OKTOBERFEST SEPT 14-17, 2017

(Subject to Change)

- TT Ticket Sales
- Emergency Services
- ATM
- Restrooms
- Gray Water Barrel
- Water
- Miscellaneous Booths
- Food and Beverage
- No/Own Tent
- LT Light Tower
- SL Space Lighting

- Panel Fence
- Panel Fence w/ Screen
- Panel Fence w/ Wheels
- Bike Rack
- 10 x 10
- 10 x 20
- 20 x 20

ALL TENTS MUST BE AT  
LEAST 15 FEET OFF  
THE SIDEWALK



Adds: 1) 2016/2017 2) 4'-49'-64'

3) McIntire: 3 Panels  
4) DART: 2 Bicycle Barricades

5) Arapaho/Quorum: 72' Bicycle Barricades

CARNIVAL

5-CP 20x20

LT 2 @ Broadway

LT 2 @ Carnival Field

CARNIVAL

## Question and Answers for Bid #18-41 - Rental of Furniture, Dance Floor, Misc. - Addison Special Events

### Overall Bid Questions

There are no questions associated with this bid.