



**CITY OF GLENDALE  
MATERIALS MANAGEMENT  
REQUEST FOR PROPOSAL**

**SOLICITATION NUMBER:** 07-38

**DESCRIPTION:** Tents and Accessories Rentals

**OFFER DUE DATE AND TIME:** AUGUST 22, 2007 AT 2:00 P.M. LOCAL TIME

**PRE PROPOSAL CONFERENCE:** A pre-proposal conference will be conducted on AUGUST 2, 2007 at the SINE BUILDING 1<sup>ST</sup> FLOOR CONFERENCE ROOM A, 6829 N 68<sup>TH</sup> Dr, Glendale, Arizona, 10:00 A.M. local time.

Offers for the materials or services specified will be received by the City of Glendale, Materials Management at the below specified location until the time and date cited. Offers received by the correct time and date will be opened and the name of each offeror will be publicly read.

**Offer Opening and Submittal Location:** City of Glendale  
Attn: Materials Management  
6829 North 58th Drive, Suite 202  
Glendale, Arizona 85301-2599

Offers must be in the actual possession of Materials Management on or prior to the time and date, and at the location indicated above. Late offers will not be considered. Offers must be submitted in a sealed envelope with the Solicitation Number and the offeror's name and address clearly indicated on the envelope. See Paragraph 2.2 for additional instructions for preparing an offer.

**OFFERORS ARE STRONGLY ENCOURAGED TO READ CAREFULLY THE ENTIRE SOLICITATION.**

For questions regarding  
General Terms and Conditions contact:  
**Ray Nader, CPPB**  
Contract Analyst  
(623) 930-2866  
rnader@glendaleaz.com

For questions regarding  
Scope or Specifications contact:  
**Martin Dickey**  
Special Events Division Manager  
(623) 930-2959

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Tents and Accessories Rentals

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**SECTION ONE**  
**SPECIFICATIONS**

CITY OF GLENDALE  
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Tents and Accessories Rentals

**1.1 SCOPE**

- 1.1.1 It is the intent of the City of Glendale to request proposals to establish a term contract for special event equipment for short-term rental on an "as required" basis.
- 1.1.2 The resulting agreement shall provide for the order, delivery, placement and removal of rental equipment as requested. The equipment shall be used for various public events and meetings scheduled throughout the year.

**1.2 GENERAL SPECIFICATIONS**

- 1.2.1 The contractor shall provide special event equipment rentals (see Section 4.1 for a list of items) to be set up and dismantled on City property as requested by the contract administrator or his designee.
- 1.2.2 The contractor shall designate a single company representative as the contact person for all City rental requests. The designated representative shall advise the City on equipment availability, confirm each rental, and schedule setup and takedown of all equipment ordered under this contract.
- 1.2.3 The contractor shall identify a contact person with a day and evening telephone number for emergency communications resulting from severe weather, faulty equipment, and all problems associated with the rental. If a change in the company representative occurs, the contractor shall immediately notify the contract administrator.
- 1.2.4 The equipment shall meet or exceed all applicable health and safety standards as well as meet all requirements of the City of Glendale Fire Code.
- 1.2.5 The canopies and other special event equipment are subjected to crowd traffic and must withstand heavy use. The equipment may also be used for food serving situations, including food preparation.
- 1.2.6 Requests for equipment rentals may be made by telephone, fax or email. The contractor shall send order confirmation to the contract or his designee within 24 hours of the initial request.
- 1.2.7 The City shall make equipment requests approximately 14 days and up to one year in advance.

SECTION ONE  
**SPECIFICATIONS**

CITY OF GLENDALE  
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- 1.2.8 Special event equipment shall contain all materials and supplies necessary to remain in working order for the duration of the rental. Replacement of any components shall be the responsibility of the contractor and be included in the rental fee.
- 1.2.9 The contractor shall be responsible for damages resulting from equipment failure that may cause personal injury to an individual or to City property.
- 1.2.10 Setup shall be done in accordance with industry-wide standard practices. Contractor shall have necessary personnel and equipment to perform the required duties. Canopies shall be set up on streets or in park areas, secured with sandbags or water barrel tie-downs. Setup options shall be at the full discretion of the City. Setup and take down times vary; no exact time can be guaranteed relating to site accessibility.
- 1.2.11 All takedowns shall take place immediately following the close of the event and must be completed by 8 a.m. the following day, unless special permission is given. Some of these events may last until 10:00 p.m.
- 1.2.12 A yearly schedule shall be issued to the successful offeror; however, the City reserves the right to make changes to the proposed schedule including adding and/or deleting entire events. The City shall make the best effort to remain constant with estimated quantities. Estimated canopy usage per event is also detailed. Rental amounts may vary depending on the popularity of a particular event. Contract must have sufficient reserve and have the capacity to add additional equipment on short notice, 12 to 24 hours.
- 1.2.13 Unit cost of rental equipment shall not be a "cost per day" but a "cost per event" up to and including four (4) days.
- 1.2.14 The Contractor shall be responsible for any permits required to place equipment for a City-sponsored event.
- 1.2.15 The outdoor canopy sizes that may be requested are on the Price Sheet, Section 4.1. The contractor shall have current stock, or available for rental at the required time, all sizes requested.
- 1.2.16 As part of the evaluation, offerors shall include a current inventory list of the items requested on the Price Sheet. Contractor shall, at a minimum, include the quantity, size and color of each item specified.
- 1.2.17 Setup and takedown charges shall be listed separately based upon the event schedule (see Appendix A.) Charges should include all items rented (e.g., tables and chairs).

SECTION ONE  
**SPECIFICATIONS**

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1.2.19 A one-time delivery/pickup fee shall be listed separately. Any additional deliveries shall be based on the set delivery/pickup rate.

**1.3 SUBMITTAL REQUIREMENTS**

1.3.1 SUMMARY OF FIRM. Describe the overall experience and qualifications of the firm. Describe the offeror's resources, capabilities and the number of years in business.

1.3.2 INVENTORY. Describe your firm's inventory of items. Include information on the availability of product as it relates to the timeframes discussed within the RFP. (Refer to Section 1.2.16)

1.3.3 AVAILABILITY. Submit a statement describing the firm's present and projected workload, staffing, and ability to provide prompt, quality services at competitive rates. (Not to exceed two pages)

1.3.4 REFERENCES. Please provide references from companies for whom offeror has provided similar services in the last two years. Include company name, address, phone number, contact person name, and a description of the services provided with a description of any major variation to the requirements of this RFP.

SECTION TWO  
**TERMS AND CONDITIONS**

CITY OF GLENDALE  
Materials Management  
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**2.1 INCORPORATION BY REFERENCE** All responses shall incorporate by reference the scope/specifications, terms and conditions, general instructions and conditions, and any attachments. The Standard Terms and Conditions applicable to this solicitation are posted on the Internet. They are available for review and download at the City of Glendale Materials Management Internet home page, [www.glendaleaz.com/purchasing](http://www.glendaleaz.com/purchasing). Offerors are advised to review all provisions of the General Instructions and Conditions for this solicitation.

**2.2 RETURN OF OFFER** One CD-ROM containing the entire solicitation, contractor's response to solicitation (Offer) and an originally signed "Offer Sheet" (Section 3.0). With exception to the signed Offer Sheet, no Paper documents will be accepted. Response to the solicitation shall be in MS Word, Excel, PowerPoint and/or PDF format. Offers submitted in a format (paper or electronic) different from specified herein, may be rejected at the discretion of the City. If the Offeror does not have this capability, companies such as Kinkos or Alphagraphics can provide this service at a nominal charge.

The Offeror shall complete all sections of the solicitation in the format given (i.e., Offer Sheet, Price Sheet, Questionnaires) in the space provided. If additional space is needed than what is given, enter "See Attachment A for detail".

Submittal of the CD-ROM by the Offeror in response to this solicitation shall be construed as the Offeror's intent to be bound by any resultant contract.

**2.3 PREPARATION OF OFFER PACKAGE** The offeror shall submit a complete proposal on a CD as one file folder. The folder shall be identified as "RFP 07-38 – *Name of Offeror.*" (For example: RFP 07-38 – ABC Company.) In order for your response to receive a full and complete evaluation from the evaluation committee, please label your files in the following manner. Failure to include all the times may result in an offer being rejected.

The file folder shall include the following files or documents and shall be identified in the following manner:

- RFP #07-38 – "Name of Offeror" – Offer Sheet Section 3.1
- RFP #07-38 – "Name of Offeror" – Price Sheet Section 4.1
- RFP #07-38 – "Name of Offeror" – Specifications Section 1.3.1
- RFP #07-38 – "Name of Offeror" – Specifications Section 1.3.2
- RFP #07-38 – "Name of Offeror" – Specifications Section 1.3.3
- RFP #07-38 – "Name of Offeror" – Specifications Section 1.3.4

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**2.4 ALTERNATE OFFERS/EXCEPTIONS** Offers submitted as alternates, or on the basis of exceptions to specific conditions of purchase and/or required specifications, must be submitted as an attachment referencing the specific paragraph number(s) and adequately defining the alternate or exception submitted. Detailed product brochures and/or technical literature, suitable for evaluation, must be submitted with the bid. If no exceptions are taken, City will expect and require complete compliance with the specifications and all Conditions of Purchase.

**2.5 EVALUATION CRITERIA** The criteria is listed in order of relative importance.

**2.5.1 COST – 35%**

Refer to Section 4.1

**2.5.2 CAPABILITIES OF FIRM AND STAFF – 25%**

Refer to Sections 1.3.1 and 1.3.3

**2.5.3 INVENTORY – 25%**

Refer to Section 1.3.2

**2.5.4 REFERENCES – 15%**

Refer to Section 1.3.4

**2.6 EVALUATION PANEL** Submittals will be evaluated by an evaluation panel. Award shall be made to the responsive, responsible offeror whose proposal is determined to be the most advantageous to the City.

**2.7 PANEL CONTACT** Proposer shall have no exclusive meetings, conversations or communications with an individual evaluation panel member on any aspect of the RFP, after submittal.

**2.8 PRICE** All prices quoted shall be firm and fixed for the specified contract period.

**2.9 FOB POINT** Prices quoted shall be FOB destination to: City of Glendale, AZ

**2.10 TERM OF AGREEMENT** The term of agreement for this RFP shall be for an eighteen (18) month initial period.

**2.11 OPTION TO EXTEND** The City may, at its option and with the approval of the contractor, extend the term of this agreement an additional four (4) year(s), renewable on an annual basis. Contractor shall be notified in writing by the City Materials Manager of the City's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period. Price adjustments will only be reviewed during contract renewal.

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**2.12 EVALUATION LITERATURE** Proposals submitted for products considered by the seller to be equal to or better than the brand names or manufacturer's catalog references specified herein, must be submitted with technical literature and/or detailed product brochures with written statements if the literature or brochure is not specific as to the specification for the City's use to evaluate the product(s) offered. Proposals submitted without this product information may be considered as non-responsive and rejected.

**2.13 INSURANCE** Contractor, performing as an independent contractor hereunder, shall be fully responsible for providing Works' Compensation, or other applicable insurance coverage for itself and its employees and the City shall have no responsibility of liability for such insurance coverage.

Contractor shall provide to the City of Glendale a copy of the policy or a certification by the insurance carrier, showing the contractor to have in effect during the term of this contract, a General Liability Insurance policy, which shall be the primary coverage for Contractor activities under this contract. The coverage limits of such insurance shall not be less than those listed below.

The insurance company issuing the policy required above shall have an "BB" financial rating, or better, in the current edition of Standard & Poors Insurance Guide and be authorized by the State of Arizona, Department of Insurance to transact business within the State. **The certificate and policy shall name the City of Glendale as an additional insured and shall be primary coverage for the activity of the contractor.**

The City reserves the right to terminate any contractor agreement if the contractor fails to maintain such insurance coverage.

Contractor must provide certification of insurance compliance within 10 calendar days after notification of award. Certification must include: name and address of insurance company; policy number; liability coverage amounts; a statement the policy will not be canceled or failed to be renewed without thirty (30) days written notice to the City.

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Certification to be submitted to: Materials Management, 6829 North 58th Drive, Suite 202, Glendale, Arizona 85301-2599.

<u>Type of Insurance</u> <u>(Minimum)</u>	<u>Limits of Liability</u>
Workers' Compensation	Statutory
Contractor(s) Protective Bodily Injury	\$1,000,000 each occurrence
Contractor(s) Protective Property damage	\$500,000 each accident
Contractual Bodily Injury	\$500,000 aggregate
Contractual property damage	\$1,000,000 each occurrence
Contractual property damage	\$500,000 each accident
Automobile bodily injury & property damage	\$500,000 aggregate
	\$1,000,000 each occurrence

**2.14 WORKER'S COMPENSATION** Contractor shall be in full compliance with the provisions of the Arizona Worker's Compensation Law (Title 23, Chapter 6, Arizona Revised Statutes) as amended, and all rules and regulations of the Industrial Commission of Arizona made in pursuance thereof. Contractor shall secure payment of compensation to employees by insuring the payment of such compensation with the State Compensation Fund or any insurance company authorized by the Insurance Department of Arizona to transact business in the State of Arizona.

Contractor further agrees that he shall require any and all sub-contractors performing work under the agreement to comply with said Worker's Compensation Law. It is expressly understood and agreed that all persons employed directly or indirectly by the Contractor, or any of his sub-contractors, shall be considered the employees of such Contractor, or his sub-contractor(s), and not the employees of the City of Glendale.

**2.15 PROCUREMENT CARD ORDERING CAPABILITY** It is the intent of the City of Glendale to utilize the City's Procurement Card (i.e. MasterCard/Visa), to place and make payment for orders under this Contract. Proposers without this capability may be considered non-responsive and not eligible for award consideration.

**2.16 COOPERATIVE USE OF CONTRACT** This agreement may be extended for use by other governmental agencies and political subdivisions of the State including all members of SAVE (Strategic Alliance for Volume Expenditures). Any such usage by other entities must be in accord with the ordinances, charter, rules and regulations of the respective entity and the approval of the Contractor and City. For a list of SAVE members click on the following link: <http://www.maricopa.gov/materials/SAVE/SAVE-members.PDF>

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**2.17 PERFORMANCE SURETY REQUIREMENTS** The performance surety shall be in the form of a bond, cashier's check, certified check or money order. Personal or company checks are not acceptable unless certified. Letters of credit are not acceptable. Individual sureties are not acceptable.

**PERFORMANCE SURETY** The successful proposer shall, at the time of entering into the contract, furnish a performance surety in the form of a bond, money order or certified or cashier's check, in the amount of *twenty percent (20%)* of the contract amount guaranteeing the faithful performance of the contract by the proposer.

If a bond is submitted, it shall be written on the form provided by the City as an attachment to the proposal documents. The attorney-in-fact that executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the power of attorney. The bond must be written by a surety with a Standard & Poors Rating no less than a BB and must be authorized and licensed to do business in this State by the Arizona Department of Insurance. Individual sureties and letters of credit are not acceptable.

**2.18 NOTICE OF INTENT TO AWARD** Information about the recommended award for this solicitation will be posted on the Internet. The information will be available for review on the City of Glendale's, Materials Management Internet home page [www.glendaleaz.com/purchasing](http://www.glendaleaz.com/purchasing) immediately after the City has completed its evaluation process of the offers received. If you have any questions, or would like further information about an intended award, contact the buyer immediately. Any protest must be submitted to the Materials Manager no later than seven (7) calendar days from the date of posting on the Internet.



**SECTION THREE  
OFFER SHEET**

CITY OF GLENDALE  
Materials Management

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**SECTION FOUR  
PRICE SHEET**

CITY OF GLENDALE  
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**4.1 PRICE**

EQUIPMENT DESCRIPTION	EST. QTY (YEAR)	UNIT PRICE	EXTENDED PRICE
<b><u>CANOPIES w/8' or 10' LEGS</u></b>			
10 X 10	95	\$ _____	\$ _____
10 X 20	40	\$ _____	\$ _____
20 X 20	10	\$ _____	\$ _____
20 X 30	4	\$ _____	\$ _____
<b><u>ALT: FESTIVAL CANOPIES w/8' or 10' LEGS</u></b>			
10 X 10	95	\$ _____	\$ _____
10 X 20	40	\$ _____	\$ _____
20 X 20	10	\$ _____	\$ _____
20 X 30	4	\$ _____	\$ _____
<b><u>SIDEWALLS</u></b>			
8' high (cost per foot)	4775	\$ _____	\$ _____
10' high (cost per foot)	4775	\$ _____	\$ _____
Mesh	4775	\$ _____	\$ _____
<b><u>STANCHIONS</u></b>			
White, Plastic	70	\$ _____	\$ _____
6' or 8' white plastic chain	500'	\$ _____	\$ _____
<b><u>FENCING</u></b>			
Heavy Duty Wood Lattice (cost per foot)	300	\$ _____	\$ _____
<b><u>TABLES</u></b>			
<b>Incl. setup and takedown</b>			
8' Banquet	268	\$ _____	\$ _____
6' Banquet	10	\$ _____	\$ _____
60" Round	76	\$ _____	\$ _____
48" Round	50	\$ _____	\$ _____
36" Round (cocktail)	10	\$ _____	\$ _____

Offeror Name \_\_\_\_\_

**SECTION FOUR  
PRICE SHEET**

CITY OF GLENDALE  
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EQUIPMENT DESCRIPTION	EST. QTY (YEAR)	UNIT PRICE	EXTENDED PRICE
<b><u>VINYL COVERS</u></b>			
8' Covers	111	\$ _____	\$ _____
6' Covers	10	\$ _____	\$ _____
60" Covers	76	\$ _____	\$ _____
48" Covers	50	\$ _____	\$ _____
36" Covers	10	\$ _____	\$ _____
<b><u>LINENS</u></b>			
90" X 132"	10	\$ _____	\$ _____
90" X 156"	150	\$ _____	\$ _____
<b><u>CHAIRS</u></b>			
Incl. setup and takedown			
Plastic, Folding	1153	\$ _____	\$ _____
<b><u>FLOURESCENT/HALOGEN LIGHT KIT,</u></b>			
<b>Outdoor Rated, incl. setup and takedown</b>			
Lights w/ 25' extension cords	149	\$ _____	\$ _____
<b><u>STAGING</u></b>			
20'L X 20'W X 4'H	4	\$ _____	\$ _____
Stairs	4	\$ _____	\$ _____
ADA ramp	4	\$ _____	\$ _____
Handrails	4	\$ _____	\$ _____
4'H Stage Skirting (cost per foot)	320	\$ _____	\$ _____

Offeror Name \_\_\_\_\_



SECTION THREE  
OFFER SHEET

CITY OF GLENDALE  
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**NOTE:** In addition to completing this Section electronically and including it in the CD-ROM submittal, a printed version with original signature shall be submitted with CD-ROM at the time of Offer due date and time.

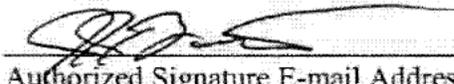
3.1 **OFFER** Proposer certifies that they have read, understand, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Proposer also certifies that the prices offered were independently developed without consultation with any of the other proposers or potential proposers.

  
Authorized Signature \_\_\_\_\_ Regal Rents Acquisition Corp. \_\_\_\_\_  
Company's Legal Name

\_\_\_\_\_  
Printed Name JJ Bowers \_\_\_\_\_  
Address 3103 East. Broadway Rd, Ste 400

\_\_\_\_\_  
Title General Manager \_\_\_\_\_  
City, State & Zip Code Phoenix, AZ 85040

\_\_\_\_\_  
Telephone Number 602-232-9900 \_\_\_\_\_  
FAX Number 602-232-6001

  
Authorized Signature E-mail Address \_\_\_\_\_  
Company E-mail Address jbowers@trirentals.com

**For questions regarding this offer: (If different from above)**

\_\_\_\_\_  
Contact Name Danielle Childress \_\_\_\_\_  
Phone Number 602-763-7437 \_\_\_\_\_  
Fax Number 602-232-6001

\_\_\_\_\_  
Email Address dchildress@trirentals.com

FEDERAL TAXPAYER ID NUMBER: \_\_\_\_\_

Arizona Sales Tax No. \_\_\_\_\_ Tax Rate 8.1%

Proposer certifies it is a: Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation

Minority or woman owned business: Yes \_\_\_\_\_ No

**SECTION FOUR  
PRICE SHEET**

CITY OF GLENDALE  
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Tents and Accessories Rentals

**4.1 PRICE**

EQUIPMENT DESCRIPTION	EST. QTY (YEAR)	UNIT PRICE	EXTENDED PRICE
<b><u>CANOPIES w/8' or 10' LEGS</u></b>			
10 X 10	95	\$ <u>85.00</u>	\$ <u>8075.00</u>
10 X 20	40	\$ <u>156.00</u>	\$ <u>6240.00</u>
20 X 20	10	\$ <u>192.00</u>	\$ <u>1920.00</u>
20 X 30	4	\$ <u>288.00</u>	\$ <u>1152.00</u>
<b><u>ALT: FESTIVAL CANOPIES w/8' or 10' LEGS</u></b>			
10 X 10	95	\$ <u>85.00</u>	\$ <u>8075.00</u>
10 X 20	40	\$ <u>156.00</u>	\$ <u>6240.00</u>
20 X 20	10	\$ <u>192.00</u>	\$ <u>1920.00</u>
20 X 30	4	\$ <u>288.00</u>	\$ <u>1152.00</u>
<b><u>SIDEWALLS</u></b>			
8' high (cost per foot)	4775	\$ <u>1.40</u>	\$ <u>6685.00</u>
10' high (cost per foot)	4775	\$ <u>1.40</u>	\$ <u>6685.00</u>
Mesh	4775	\$ <u>2.25</u>	\$ <u>10743.75</u>
<b><u>STANCHIONS</u></b>			
White, Plastic	70	\$ <u>7.50</u>	\$ <u>525.00</u>
6' or 8' white plastic chain	500'	\$ <u>0.25</u>	\$ <u>125.00</u>
<b><u>FENCING</u></b>			
Heavy Duty Wood Lattice (cost per foot)	300	\$ <u>3.00</u>	\$ <u>900.00</u>
<b><u>TABLES</u></b>			
<b>Incl. setup and takedown</b>			
8' Banquet	268	\$ <u>9.35</u>	\$ <u>2505.80</u>
6' Banquet	10	\$ <u>8.89</u>	\$ <u>88.90</u>
60" Round	76	\$ <u>9.39</u>	\$ <u>713.64</u>
48" Round	50	\$ <u>9.39</u>	\$ <u>469.50</u>
36" Round (cocktail)	10	\$ <u>11.70</u>	\$ <u>117.00</u>

Offeror Name Tri Rentals

**SECTION FOUR  
PRICE SHEET**

CITY OF GLENDALE  
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EQUIPMENT DESCRIPTION	EST. QTY (YEAR)	UNIT PRICE	EXTENDED PRICE
<b><u>VINYL COVERS</u></b>			
8' Covers	111	\$ 5.25	\$ 582.75
6' Covers	10	\$ 5.25	\$ 52.50
60" Covers	76	\$ 5.25	\$ 399
48" Covers	50	\$ 5.25	\$ 262.50
36" Covers	10	\$ 5.25	\$ 52.50
<b><u>LINENS</u></b>			
90" X 132"	10	\$ 14.55	\$ 145.50
90" X 156"	150	\$ 15.55	\$ 2332.50
<b><u>CHAIRS</u></b>			
Incl. setup and takedown			
Plastic, Folding	1153	\$ 1.35	\$ 1556.55
<b><u>FLOURESCENT/HALOGEN LIGHT KIT.</u></b>			
Outdoor Rated, incl. setup and takedown			
Lights w/ 25' extension cords	149	\$ 25.50	\$ 3799.50
<b><u>STAGING</u></b>			
20'L X 20'W X 4'H	4	\$ 1600.00	\$ 6400.00
Stairs	4	\$ 0.00	\$ 0.00
ADA ramp	4	\$ 150.00	\$ 600.00
Handrails	4	\$ 144.00	\$ 576.00
4'H Stage Skirting (cost per foot)	320	\$ 3.20	\$ 1024.00

Offeror Name Tri Rentals

**SECTION FOUR  
PRICE SHEET**

CITY OF GLENDALE  
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**Solicitation Number: Error! Reference source not found.**  
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**SETUP/TAKEDOWN FEE**  
Canopies and sidewalls  
(excluding tables and chairs)

Glendale Glitters Spectacular, November 23-24, 2007	\$ 0.00
Downtown Holiday Weekend, December 7-8, 2007	\$ 0.00
Downtown Holiday Weekend, December 14-15, 2007	\$ 0.00
Downtown Holiday Weekend, December 21-22, 2007	\$ 0.00
Downtown Holiday Weekend, December 28-29, 2007	\$ 0.00
Glendale Glitter & Glow Block Party, January 19, 2008	\$ 0.00
Glendale Chocolate Affaire, February 1-2, 2008	\$ 0.00
Glendale Jazz & Blues Festival, April 12-13, 2008	\$ 0.00
Glendale Hometown Fourth of July, July 4, 2008	\$ 0.00
Fiesta Glendale! September 13, 2008	\$ 0.00

**DELIVERY/PICKUP FEE** 10 \$ 450.00 \$ 4500.00

**SUBTOTAL** \$ 86618.89

Tax ( 8.1 %) \$ 7016.13

**GRAND TOTAL** \$ 936353.02

**OPTIONAL PRICING**

Labor rate for additional work as needed \$ 25.00 per hour

**4.2 PROCUREMENT CARD ORDERING CAPABILITY** See Section 2. Please check appropriate box.

YES, I will accept payment under this contract with the Procurement Card.

NO, I will not accept payment under this contract with the Procurement Card.

**4.4 DISCOUNT/PAYMENT TERMS** \_\_\_\_\_

Offeror Name Tri Rentals

SECTION FIVE  
**PERFORMANCE BOND**

CITY OF GLENDALE  
Materials Management

**Solicitation Number: 07-38**  
Tents and Accessories Rentals

KNOW ALL MEN BY THESE PRESENTS:

That \_\_\_\_\_ (hereinafter called the "Principal"), as Principal, and \_\_\_\_\_, a corporation organized under the laws of the State of \_\_\_\_\_, (hereinafter called the "Surety"), as Surety, are held and firmly bound unto the City of Glendale, a municipal corporation in the State of Arizona (hereinafter called the "Obligee"), as Obligee in the amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), for the payment whereof the Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a written contract with the Obligee, dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, whereby Principal agreed to \_\_\_\_\_

\_\_\_\_\_ which contract is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein.

NOW THEREFORE, the condition of this obligation is such that, if Principal shall faithfully perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of said contract, with or without notice to the Surety, and shall also perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of any and all authorized amendments, modifications or exercise of options to said contract that may hereafter be made between the Principal and Obligee, notice of such amendments, modifications or exercise of options to this Surety being hereby waived, then this obligation shall be null and void, otherwise to remain in full force and effect.

The prevailing party or any party which recovers judgment on this bond shall be entitled to such reasonable attorney's fees as may be fixed by the Court.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**"Principal"**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**"Surety"**

By: \_\_\_\_\_

Its: \_\_\_\_\_



**CITY OF GLENDALE  
NOTICE OF AWARD**

1. This is to notify you that on October 23, 2007 the Materials Manager (with City Council approval) awarded RFP No. 07-38 to your company.
2. This notification constitutes an acceptance of your offer to provide the services listed in the proposal at the prices quoted. All terms and conditions of the proposal shall apply.
3. The term of this agreement shall be for a period of eighteen months.
4. The agreement shall be administered for the City by a Contract Administrator. The Contract Administrator for the City shall be Heidi McCarthy.
5. Detailed invoices including the RFP number and valid purchase order number (if applicable) must be submitted to the Contract Administrator for review and approval before payment can be made.
6. This agreement may be canceled for convenience or cause if in the judgment of the City's agents, the Contractor fails to comply with the intent or terms and conditions of the agreement.
7. You are required by the terms and conditions of this RFP to furnish a performance bond, submit the appropriate Certificate(s) of Insurance, and complete and return a Tax Identification Number form (attached) within ten days from the date of this Notice.
8. If you fail to furnish the documents required in Item #7 within ten days from the date of this Notice, the City will consider this as a forfeiture of your award. The City will be entitled to such other rights as may be granted by law.
9. You are required to return an acknowledged copy of this *NOTICE OF AWARD* to the City of Glendale.

Please complete the acknowledgment section below and return one copy to the attention of Ray Nader, Materials Management, City of Glendale, 6829 N 58<sup>th</sup> Dr, Suite 202, Glendale, AZ 85301.

RAY NADER, CPPB  
CONTRACT ANALYST

ACKNOWLEDGED:

Kim Garcia  
Signature

Accounting manager  
Title

Tri Rentals  
Company Name

10-24-07  
Date

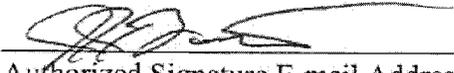
**SECTION THREE  
OFFER SHEET**

CITY OF GLENDALE  
Materials Management

**Solicitation Number: 07-38**  
Tents and Accessories Rentals

**NOTE:** In addition to completing this Section electronically and including it in the CD-ROM submittal, a printed version with original signature shall be submitted with CD-ROM at the time of Offer due date and time.

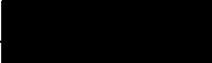
**3.1 OFFER** Proposer certifies that they have read, understand, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Proposer also certifies that the prices offered were independently developed without consultation with any of the other proposers or potential proposers.

<u></u> Authorized Signature	<u>Regal Rents Acquisition Corp.</u> Company's Legal Name
<u>JJ Bowers</u> Printed Name	<u>3103 East. Broadway Rd. Ste 400</u> Address
<u>General Manager</u> Title	<u>Phoenix, AZ 85040</u> City, State & Zip Code
<u>602-232-9900</u> Telephone Number	<u>602-232-6001</u> FAX Number
<u></u> Authorized Signature	<u>jbowers@trirentals.com</u> Company E-mail Address

**For questions regarding this offer: (If different from above)**

<u>Danielle Childress</u> Contact Name	<u>602-763-7437</u> Phone Number	<u>602-232-6001</u> Fax Number
<u>dchildress@trirentals.com</u> Email Address		

FEDERAL TAXPAYER ID NUMBER: 

Arizona Sales Tax No.  Tax Rate 8.1%

Proposer certifies it is a: Proprietorship  Partnership  Corporation

Minority or woman owned business: Yes  No

**SECTION FOUR  
PRICE SHEET**

CITY OF GLENDALE  
Materials Management

**Solicitation Number: 07-38**  
Tents and Accessories Rentals

**4.1 PRICE**

EQUIPMENT DESCRIPTION	EST. QTY (YEAR)	UNIT PRICE	EXTENDED PRICE
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**CANOPIES w/8' or 10' LEGS**

10 X 10	95	\$ <u>85.00</u>	\$ <u>8075.00</u>
10 X 20	40	\$ <u>156.00</u>	\$ <u>6240.00</u>
20 X 20	10	\$ <u>192.00</u>	\$ <u>1920.00</u>
20 X 30	4	\$ <u>288.00</u>	\$ <u>1152.00</u>

**ALT: FESTIVAL CANOPIES w/8'  
or 10' LEGS**

10 X 10	95	\$ <u>85.00</u>	\$ <u>8075.00</u>
10 X 20	40	\$ <u>156.00</u>	\$ <u>6240.00</u>
20 X 20	10	\$ <u>192.00</u>	\$ <u>1920.00</u>
20 X 30	4	\$ <u>288.00</u>	\$ <u>1152.00</u>

**SIDEWALLS**

8' high (cost per foot)	4775	\$ <u>1.40</u>	\$ <u>6685.00</u>
10' high (cost per foot)	4775	\$ <u>1.40</u>	\$ <u>6685.00</u>
Mesh	4775	\$ <u>2.25</u>	\$ <u>10743.75</u>

**STANCHIONS**

White, Plastic	70	\$ <u>7.50</u>	\$ <u>525.00</u>
6' or 8' white plastic chain	500'	\$ <u>0.25</u>	\$ <u>125.00</u>

**FENCING**

Heavy Duty Wood Lattice (cost per foot)	300	\$ <u>3.00</u>	\$ <u>900.00</u>
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**TABLES**

Incl. setup and takedown

8' Banquet	268	\$ <u>9.35</u>	\$ <u>2505.80</u>
6' Banquet	10	\$ <u>8.89</u>	\$ <u>88.90</u>
60" Round	76	\$ <u>9.39</u>	\$ <u>713.64</u>
48" Round	50	\$ <u>9.39</u>	\$ <u>469.50</u>
36" Round (cocktail)	10	\$ <u>11.70</u>	\$ <u>117.00</u>

Offeror Name Tri Rentals

**SECTION FOUR  
PRICE SHEET**

CITY OF GLENDALE  
Materials Management

**Solicitation Number: 07-38**  
Tents and Accessories Rentals

EQUIPMENT DESCRIPTION	EST. QTY (YEAR)	UNIT PRICE	EXTENDED PRICE
<b><u>VINYL COVERS</u></b>			
8' Covers	111	\$ <u>5.25</u>	\$ <u>582.75</u>
6' Covers	10	\$ <u>5.25</u>	\$ <u>52.50</u>
60" Covers	76	\$ <u>5.25</u>	\$ <u>399</u>
48" Covers	50	\$ <u>5.25</u>	\$ <u>262.50</u>
36" Covers	10	\$ <u>5.25</u>	\$ <u>52.50</u>
<b><u>LINENS</u></b>			
90" X 132"	10	\$ <u>14.55</u>	\$ <u>145.50</u>
90" X 156"	150	\$ <u>15.55</u>	\$ <u>2332.50</u>
<b><u>CHAIRS</u></b>			
Incl. setup and takedown			
Plastic, Folding	1153	\$ <u>1.35</u>	\$ <u>1556.55</u>
<b><u>FLOURESCENT/HALOGEN LIGHT KIT,</u></b>			
<b>Outdoor Rated, incl. setup and takedown</b>			
Lights w/ 25' extension cords	149	\$ <u>25.50</u>	\$ <u>3799.50</u>
<b><u>STAGING</u></b>			
20'L X 20'W X 4'H	4	\$ <u>1600.00</u>	\$ <u>6400.00</u>
Stairs	4	\$ <u>0.00</u>	\$ <u>0.00</u>
ADA ramp	4	\$ <u>150.00</u>	\$ <u>600.00</u>
Handrails	4	\$ <u>144.00</u>	\$ <u>576.00</u>
4'H Stage Skirting (cost per foot)	320	\$ <u>3.20</u>	\$ <u>1024.00</u>

Offeror Name Tri Rentals

**SECTION FOUR  
PRICE SHEET**

CITY OF GLENDALE  
Materials Management

**Solicitation Number: Error! Reference source not found.**  
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**SETUP/TAKEDOWN FEE**

Canopies and sidewalls  
(excluding tables and chairs)

Glendale Glitters Spectacular, November 23-24, 2007	\$ 0.00
Downtown Holiday Weekend, December 7-8, 2007	\$ 0.00
Downtown Holiday Weekend, December 14-15, 2007	\$ 0.00
Downtown Holiday Weekend, December 21-22, 2007	\$ 0.00
Downtown Holiday Weekend, December 28-29, 2007	\$ 0.00
Glendale Glitter & Glow Block Party, January 19, 2008	\$ 0.00
Glendale Chocolate Affaire, February 1-2, 2008	\$ 0.00
Glendale Jazz & Blues Festival, April 12-13, 2008	\$ 0.00
Glendale Hometown Fourth of July, July 4, 2008	\$ 0.00
Fiesta Glendale! September 13, 2008	\$ 0.00

**DELIVERY/PICKUP FEE**                      10                      \$ 450.00                      \$ 4500.00

**SUBTOTAL**                      \$ 86618.89

Tax ( 8.1 %)                      \$ 7016.13

**GRAND TOTAL**                      \$ 936353.02

**OPTIONAL PRICING**

Labor rate for additional work as needed                      \$ 25.00 per hour

**4.2 PROCUREMENT CARD ORDERING CAPABILITY** See Section 2. Please check appropriate box.

YES, I will accept payment under this contract with the Procurement Card.

NO, I will not accept payment under this contract with the Procurement Card.

**4.4 DISCOUNT/PAYMENT TERMS** \_\_\_\_\_

Offeror Name Tri Rentals



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/16/2011

6/7/2012

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

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

PRODUCER Lockton Insurance Brokers, LLC 725 S. Figueroa Street, 35th Fl. CA License #0F15767 Los Angeles CA 90017 (213) 689-0065	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Colony National Insurance Company		34118
INSURER B: Markel American Insurance Company		28932
INSURER C: Old Republic General Ins Corporation		24139
INSURER D: Rockhill Insurance Company		28053
INSURER E:		
INSURER F:		

COVERAGES CLAPA03 FF CERTIFICATE NUMBER: 10923502 REVISION NUMBER: XXXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Ded: \$25,000 GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	N	N	ARS5361052	12/19/2011	12/19/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	N	N	1021MT006034	12/19/2011	12/19/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX Comp/Coil Ded: \$ 1,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY A: IF PROPRIETOR, PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	A1CW95091102	6/7/2011	6/7/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

### CERTIFICATE HOLDER

### CANCELLATION

10923502 City of Glendale 6829 North 58th Drive, Suite 202 Glendale AZ 85301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  



**Solicitation Addendum One (1)**  
**RFP 07-38**  
**TENTS AND ACCESSORIES RENTALS**

CITY OF GLENDALE  
Materials Management  
6829 North 58th Drive, Suite 202  
Glendale, Arizona 85301-2599

**A signed copy of this Addendum, must be received by Materials Management on or before the Offer Due Date and time.**

This solicitation is amended as follows:

**PRE-PROPOSAL CONFERENCE**

Please note the location of the pre-proposal conference (listed on page 1 of the original solicitation) is at:

**SINE BUILDING, CONFERENCE ROOM A**  
**6829 N 58<sup>TH</sup> DR, GLENDALE 85301 (not 68<sup>th</sup> Drive)**

All other provisions of the solicitation shall remain the same.

The above referenced Solicitation Addendum is hereby executed this AUGUST 1, 2007, by Ray Nader, CPPB, 623-930-2866.

_____	_____
Authorized Signature	Date
_____	
Printed Name and Title	
_____	
Company Name	
_____	
Address	
_____	
City, State and Zip Code	
_____	
Company Email	



**Solicitation Addendum Two (2)**  
**RFP 07-38**  
**TENTS AND ACCESSORIES RENTALS**

CITY OF GLENDALE  
Materials Management  
6829 North 58th Drive, Suite 202  
Glendale, Arizona 85301-2599

A signed copy of this Addendum, must be received by Materials Management on or before the Offer Due Date and time.

This solicitation is amended as follows:

**Please REMOVE page 14 in its entirety and REPLACE with page 14-R.**

All other provisions of the solicitation shall remain the same.

The above referenced Solicitation Addendum is hereby executed this AUGUST 2, 2007, by Ray Nader, CPPB, 623-930-2866.

	<u>8/2/07</u>
Authorized Signature	Date
<u>JJ Bowers General Manager</u>	
Printed Name and Title	
<u>Tri Rentals</u>	
Company Name	
<u>3103 E. Broadway Rd. STE 400</u>	
Address	
<u>Phoenix, AZ 85040</u>	
City, State and Zip Code	
<u>dchildress@trirentals.com</u>	
Company Email	



**Solicitation Addendum Two (2)**  
**RFP 07-38**  
**TENTS AND ACCESSORIES RENTALS**

CITY OF GLENDALE  
Materials Management  
6829 North 58th Drive, Suite 202  
Glendale, Arizona 85301-2599

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This solicitation is amended as follows:

**Please REMOVE page 14 in its entirety and REPLACE with page 14-R.**

All other provisions of the solicitation shall remain the same.

The above referenced Solicitation Addendum is hereby executed this AUGUST 2, 2007, by Ray Nader, CPPB, 623-930-2866.

Authorized Signature	Date
Printed Name and Title	
Company Name	
Address	
City, State and Zip Code	
Company Email	

