

I. GENERAL INFORMATION

This is a Request for Quote (RFQ) for rental equipment and technical services required by the University of Oregon Athletic Department (Department) for football game day activities occurring during the 2012, 2013 and 2014 home schedule in the Ed Moshofsky Sports Center and Wildish Plaza located in Eugene, Oregon.

Categories of equipment and technical services required by the Department are typical to the Convention Industry, including but not limited to tables, table coverings, table skirts, chairs, pole and drape, staging, decoration, audio visual technical support, lighting and fencing.

Materials, equipment and supplies provided by the vendor must meet applicable local fire and safety codes as administered by the Director of Environmental Health and Safety for the University of Oregon. On-site documentation of applicable fire code compliance is required.

Average billings for the 2011 football season (7 home games) were approximately \$13,700 per game.

II. THE MOSHOFSKY CENTER AND WILDISH PLAZA

The Moshofsky Center is a twelve-year old 117,000 square foot indoor practice facility located adjacent to Autzen Stadium and the Len Casanova Center.

The facility is used on home football game days by the Department to host a game day event featuring sophisticated restaurant menus, an assortment of beer and wine selections, interactive games, live radio broadcast, live television broadcast, retail clothing sales, live music, dance performances, cable television, and real time scoreboard. The building and the programming have few rivals nationally, and may be unique in offering a comprehensive and complex array of activities for fans of all ages.

The Mo Center has an approved capacity of 6,000 people, and is open to all fans with a football game ticket beginning three hours prior to kick off, closing after the end of the game. Most of the public activity at the Mo Center occurs during the pre-game and half-time periods.

The floor is made of artificial grass materials and is covered prior to game day with Visqueen and then a roll-out plastic tile floor system. The floor will not accept a fork lift or heavy point loads caused by push carts with small wheels.

On site equipment storage space is provided by the Department for the vendor's use for a period beginning with the first home game continuing through the last home game. The space is located outside the Moshofsky Center along the West façade and is a 40' long shipping container. The space is accessed via roll up doors.

There are three 15' high roll up doors available for load-in and load-out that give direct access to the Moshofsky Center interior.

There is a two-bay loading dock at the Moshofsky Center available to the vendor by reservation.

The Wildish Plaza is an outdoor space adjacent to the Moshofsky Center. The space is defined to the east by Autzen Stadium and to the west by the Moshofsky Center.

III. HOME FOOTBALL SCHEDULE

The Duck home football schedule consists of seven home games for 2012. The first home game in 2012 is scheduled for September 1st. Home event days, opponents, the number of home games, and kick-off times are subject to change.

Schedules for the 2013 and 2014 seasons will be announced at a later date.

IV. EQUIPMENT AND SERVICE SPECIFICATIONS

Equipment shall be laid out precisely on an orthogonal grid established by the Department. The floor tile system and ten yard line markings provide a natural and evident grid to aid placement.

Lay out measurements shall be marked on the floor using low adhesive tape leaving no residue.

Equipment and materials shall be in new or like new condition, free of visual and mechanical faults, marks, abrasions, chips, dirt, patches, nails, staples and repairs.

Equipment and materials shall be consistent in style, color, and appearance throughout the site.

Equipment and materials shall be consistent in style, color, and appearance throughout the contract.

Banquet tables shall have either wood top or plastic top. Banquet tables shall have rounded corners, and vinyl protected edges if wood is selected.

Round tables shall have either wood top or plastic top. Round tables shall have vinyl protected edges if wood is selected.

Folding chairs shall be made of a white steel frame, and white plastic seat and white plastic back rest. No color or material substitution.

Table and chair legs shall be protected with plastic feet.

Cloth banquet table coverings will be 54" in width and shall alternate in green, white, yellow colors, approved by the Department.

Cloth table coverings for table rounds shall be consistent with materials and colors used for

banquet tables.

Fencing shall be self-standing white plastic picket fencing in 8' sections/panels. The corners of fencing shall be attached using manufacturer supplied systems. The use of wire, tape or other improvisations is prohibited.

Table skirting shall be available in dark green, black and yellow banjo cloth as required by the Department and shall be secured with clear plastic clips.

Pipe and drape over 36" tall shall be weighted at the bottom seam. Additional weights shall be required where wind currents create the potential for injury.

Material for pole and drape systems must be ample to allow for proper pleating. A six foot cross bar must have 12' of material. An eight foot cross bar must have 12' of material. A ten foot cross bar must have 16' of material.

Seven (7) groups of owner supplied televisions consisting of one (1) 53" big screen TV and two (2) 27" TV's shall be placed as required by the Department on top of stacked 4' x 8' staging panels. The bottom panel shall have 40" legs; the top panel shall have 32" legs. Black banjo cloth skirting shall be attached along three sides to cover staging and legs.

Pole and drape for the music stage is 12'-0" tall x 20'-0" width and shall be made of black velour.

Staging must be provided with foot pads capable of distributing weight sufficient to protect the floor surface from point load damage.

Performance stage lighting shall consist of (2) four can, 500w light trees with dimmer pack and controller.

Audio visual technical service is required to set and strike owner supplied televisions, and television tower. Service shall include placement, connections and testing. Vendor is responsible for strike and on-site storage of owner supplied televisions.

Vendor shall provide for an on-site AV technician on game day beginning four hours prior to kickoff and shall be on-site and on call throughout the end of the game at no charge to the department.

Vendor shall provide two laborers for 30 minutes to aid in laying a plywood sheet road-bed required to install the TV tower at no charge to the department.

V. SET UP AND STRIKE SCHEDULE

Vendor shall provide sufficient labor to meet Department requirements in a timely manner.

Equipment and materials set up shall begin at 11:00 A.M. one day prior to game day. Set up must be complete within nine continuous hours. Set-up start time may vary depending on football team practice schedule.

Equipment and materials strike shall begin 30 minutes after the end of the game. Strike must be complete within five continuous hours.

VI. REQUEST FOR QUOTE RESPONSE

A. An equipment and materials demonstration at the Moshofsky Center shall illustrate manufacturer, style, color and condition of the proposed game day set up. The demonstration shall meet or exceed specifications of this RFQ and shall include the following;

- 8' banquet table with 30" dark green skirting with no covering
- 6' banquet table with yellow cloth covering secured with plastic clips
- 60" round table with white cloth covering secured with plastic clips
- 48" round table with no covering
- white folding chair
- white high back resin Bistro chair
- 8' tall pipe and drape with dark green banjo cloth and weighted bottom seam
- 3' tall side rail pipe and drape with dark green banjo cloth
- 4' x 8' staging panel with 40" legs and 42" black banjo cloth skirting
- dolly or carts used to move equipment

Set up and strike shall occur on August 6, 2012 in the Moshofsky Center. Equipment and materials set up shall begin at 1:00PM and shall be complete by 2:00 PM. Strike shall begin at 3:00 PM and shall be complete by 4:00 PM.

A. Price submittal shall include unit pricing as well as extended price calculations based on minimum inventory requirements.

B. A portfolio of photographs, diagrams and descriptions of work done by the vendor illustrating style, quality, aesthetics and precision of previous work done for clients requiring similar equipment and materials on a similar scale to the requirements of this RFQ.

C. Provide a comprehensive list of all clients your company served during the period beginning January 1, 2011 through December 31, 2011 that required similar equipment and materials on a similar scale to the requirements of this RFQ. Provide contact names and phone numbers.

D. Provide an operating plan describing how the minimum inventory requirements, as shown on the Pricing Submittal, shall be met.

VII. RESPONSE EVALUATION CRITERIA

Award will be based on the evaluation, by committee, of four elements from the RFQ response;

- A. Equipment demonstration at the Moshofsky Center:
20 maximum points. Points will be awarded based on response to RFQ equipment and material specifications. The equipment will be evaluated for strength and quality of materials, condition of materials, and demonstrated care and attention to details. The best response will receive the highest points, with lesser responses receiving proportionally lower points.
- B. Price:
30 maximum points. Lowest bid will receive maximum number of points. Each subsequent bid will receive a proportionately lower point award.
- C. Illustrated portfolio of events and client references based on similar events:
40 maximum points. Reference responses and reference information will be evaluated regarding style, aesthetics, cleanliness, reliability, timeliness and overall quality of service. The illustrated portfolio of similar events will be evaluated for relevance and demonstrated professionalism. Best response will receive the highest points, with lesser responses receiving proportionally lower points.
- D. Statement of capacity to meet minimum inventory requirements:
10 maximum points. Vendor is required to show ownership or the ability to acquire minimum inventory requirements shown on the Pricing Submittal. Points will be awarded based on reliability assessment. Highest points will be awarded for highest reliability, with each lesser response receiving proportionately lower points.

VIII. DATES AND DEADLINES

August 6, 2011	RFQ response due no later than 12:00 noon
August 6, 2011	Equipment demonstration at the Moshofsky Center 2:00PM - 3:00PM
August 7, 2011	Award

Return RFQ response to Len Casanova Center, 2727 Leo Harris Pkwy, Eugene, OR 97401, attention: Sharon Bonin.

IX. TERMS AND CONDITIONS

Prices submitted to the Department in this Request for Quote shall be net pricing. No additional costs, surcharges or fees shall be paid by the Department.

Payments to the vendor will be made from invoice.

Vendor invoices shall be itemized by floor zones. Some examples of “floor zones” include: Main Floor, Food Court, Office, UO Marching Band, KUGN Game Day, Music Stage, Main Floor A/V.

Department will specify to vendor desired “floor zones” for invoice itemization once contract has been awarded.

Terms and conditions of this RFQ apply solely to game day activities at the Moshofsky Center and Wildish Plaza.

The Department will provide the vendor with one game day equipment truck parking space and pass.

Vendor will provide Department with a detailed diagram reflecting lay-out measurements and specific equipment quantities in all areas of the Moshofsky Center.

Layout specifications provided by the Department may change from game to game. The actual service and equipment required may change. The vendor is required to provide for changes in equipment and services from the Department upon demand.

Failure to meet a set up or strike schedule, meet equipment and material specifications, or provide equipment and service elements described in this document may be cause, at the Athletic Department’s discretion, to terminate this agreement.

XI. VENDOR LIST

Action Rent-All
4340 Franklin Blvd.
Eugene, OR 97403

Essig Entertainment
P.O. Box 26409
Eugene, OR 97402
attn: Scott Essig

Mark Spear Entertainment
P.O. Box 25652
Portland, OR 97298
attn: Mark Spear

Noel Lesley Event Services
2630 Siskiyou Boulevard
Ashland, OR 97520

NW Tent & Event Services, Inc.
3325 SW Moody Ave.
Portland, OR 97201
attn: Bob Medina

Parties To Go
1022 Green Acres Rd.
Eugene, OR 97408
attn: Vickie Edwards

Peter Corvallis Productions
2204 N Clark Ave.
Portland, OR 97227
attn: Maria Corvallis

PRICING SUBMITTAL

Item Description	Price per Unit	X Required Inventory Quantity	= Extended Value
60" round tables alternate green, yellow, white 54" cloth covering secured with clear plastic clips (no staples)	\$ _____	79	\$ _____
48" round tables alternate green, yellow, white 54" cloth covering secured with clear plastic clips (no staples)	\$ _____	57	\$ _____
90" Round -Table Cloth (Yellow/Black/Green)	\$ _____	136	\$ _____
8' banquet tables alternate green, yellow, white 54" cloth covering secured with clear plastic clips (no staples)	\$ _____	242	\$ _____
6' banquet tables alternate green, yellow, white 54" cloth covering secured with clear plastic clips (no staples)	\$ _____	47	\$ _____
60x120 Table Cloth (Yellow/Black/Green)	\$ _____	289	\$ _____
6' banquet tables	\$ _____	3	\$ _____
6' banquet tables w/ vinyl covering	\$ _____	55	\$ _____
8' banquet tables	\$ _____	7	\$ _____
8' banquet tables w/ vinyl covering	\$ _____	2	\$ _____
60" round tables	\$ _____		\$ _____
48" table round	\$ _____	3	\$ _____
30" cocktail table (42" tall)	\$ _____	2	\$ _____
White folding plastic chairs w/ metal legs (no color or material substitute)	\$ _____	3378	\$ _____
90" x 90" cloth table linens - Forest	\$ _____	5	\$ _____
60" x 120" cloth table linens - Forest	\$ _____	3	\$ _____
Dark green 30" banjo cloth table skirting with clear plastic clips (no staples)	\$ _____	459'	\$ _____
Red 30" banjo cloth table skirting with clear plastic clips (no staples)	\$ _____	13.5'	\$ _____
Black 30" banjo table skirting with clear plastic clips	\$ _____	40.5'	\$ _____
Gold 30" banjo table skirty with clear plastic clips	\$ _____	580.5'	\$ _____
8' tall pipe and drape (dark green banjo cloth with weighted bottom seam)	\$ _____	160'	\$ _____
3' tall pipe and drape side rail (dark green banjo cloth)	\$ _____	168'	\$ _____
Self standing white plastic picket fence (8' segments)	\$ _____	176'	\$ _____
32" H x 12' L x 8'W staging	\$ _____	1	\$ _____
40" H x 20' W x 16'D staging (main stage)	\$ _____	1	\$ _____
42" black banjo cloth skirts	\$ _____	54'	\$ _____

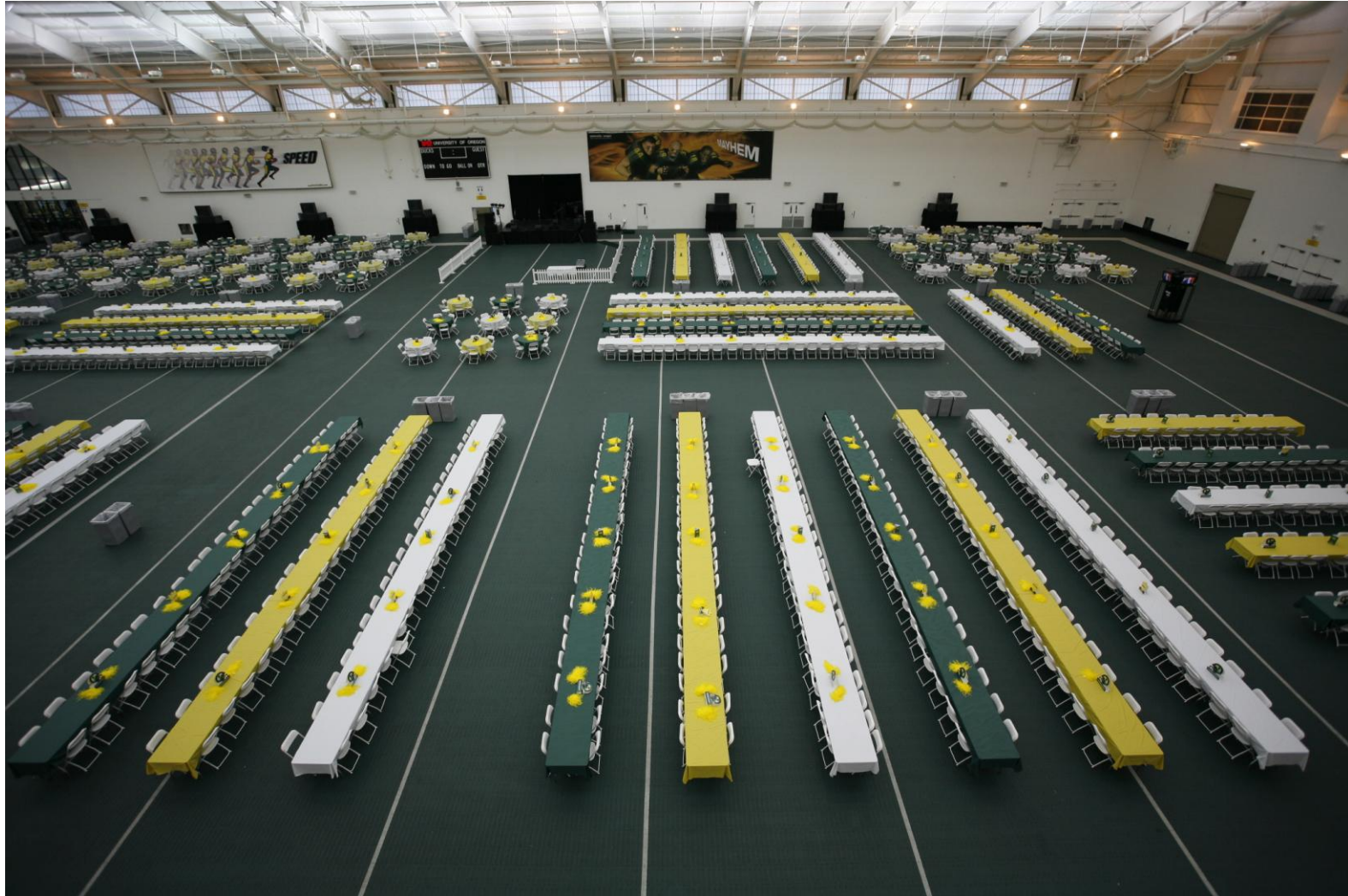
PRICING SUBMITTAL

Item Description	Price per Unit	X	Required Inventory Quantity	=	Extended Value
12' H Black velour cloth back drop	\$ _____		20'		\$ _____
Steps (4) with rail	\$ _____		2 sets		\$ _____
500w 4 can light tree (with dimmer pack and controller)	\$ _____		2		\$ _____
40"H x 4'L x 8"W staging panels	\$ _____		7		\$ _____
32"H x 4'L x 8"W staging panels	\$ _____		7		\$ _____
8' black banjo cloth skirting	\$ _____		112'		\$ _____
25' extension cord and power strip	\$ _____		9		\$ _____
50' extension cord and power strip	\$ _____		1		\$ _____
AV Cart w/ skirt	\$ _____		1		\$ _____
Technician to install and test, strike (16) owner supplied 27" televisions and (8) owner supplied 53" televisions. Vendor supplies coaxial cable and splitters as needed.	\$ _____		5.5 man hours		\$ _____
Install and test, strike labor charge for owner supplied "TV Tower" (4) 27" televisions, infrared tuner. Vendor supplies coaxial cable and splitters as needed.	\$ _____		1.0 man hours		\$ _____
Tent 10x10	\$ _____		4		\$ _____
Tent Lights - 5 light strand	\$ _____		4		\$ _____
Tent Wall - Window (for 10x10)	\$ _____		120'		\$ _____
MOSHOFSKY TOTAL <i>Prices are inclusive.</i>					\$

MOSHOFSKY CENTER



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