

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 corporate hospitality activities occurring during the 2012 home football schedule.

Pricing submitted by the vendor will also apply to equipment supplied in areas inside and adjacent to Autzen Stadium, Pape field and PK Park including ticket entry gates, the main concourse and television production compound.

Categories of equipment and technical services required by the Department are typical to the Hospitality industry, including but not limited to tent canopies, tent walls, tables, table coverings, table skirts, chairs, staging, decoration, audio/visual, lighting, fencing and technical support.

Mallard Park opens for the public along with the parking lot four (4) hours prior to kick-off on game day.

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.

II. MALLARD PARK

Mallard Park changed substantially mid-season in 2011, responding to the construction of our new soccer and lacrosse field. Mallard Park is now generally identified as the grass areas surrounding PK Park, and because of recent construction, the current configuration existed for only three games in 2011. Game day equipment rental invoices in 2011 totaled \$13,228.00, \$13,730.00 and \$8,789.00 respectively. Maps showing client locations for all three games are included.

Few hospitality tent locations are supported by electric, coaxial cable, and non-potable water connections supplied by the Department, most require portable electrical infrastructure supplied by the vendor. However, the Department owns and supplies needed spider boxes for power distribution. A variety of canopy sizes ranging from 10' x 10' up to 40' x 100' are required. The assortment of sizes and quantities of canopies at Mallard Park will change from game to game and may include canopies used as covered entries or cook tents.

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. Please consult GoDucks.com for current information.

IV. EQUIPMENT AND SERVICE SPECIFICATIONS

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 term.

Canopies measuring 20' x 40', 20' x 20', 15' x 15' and 10' x 10' shall be "high peak" design style. Design style choice for canopies larger than 20' x 40' shall be the vendor's discretion. Fabrics used to construct canopy top and sidewalls will be a minimum 13 ounce fabric. Canopy and sidewall fabric shall be white in color.

Canopy weight systems (barrels or ballast) shall comply with applicable code requirements. Tent stakes are prohibited.

Window side wall provided by vendor shall be of a consistent style. Two styles acceptable to the Department are "Cathedral" window wall and "French" window wall. The vendor shall provide one or the other but not a mix of the two on game day.

Eave height on all canopies will be a minimum of 8'-0".

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

Table legs shall be protected with plastic feet.

High back "Bistro" chairs must be a heavy-duty white resin plastic.

Self-standing white plastic picket fencing shall be provided in 8' sections. Corners of fencing shall be attached using manufacturer supplied systems. The uses of wire, tape or other improvisations are prohibited.

Tent heating systems shall be the LB White Premier series portable propane fired heater. Vendor shall provide distribution ducts. Propane shall be provided by the vendor. Propane tanks shall be provided in a manor approved by the Department.

Use of propane fired "patio heaters" is allowed in open areas, away from canopies. Propane shall be provided by the vendor. Propane tanks shall be provided in a manor approved by the Department.

Propane barbeque grills shall be clean, in good working condition and well kept in appearance. Propane shall be provided by the vendor. Propane tanks shall be provided in a manor approved by the Department.

Globe lights shall be installed and positioned in equal proportion along each tent rafter to achieve a balanced ambient light. Individual lights shall be a minimum of 60 watts each, with total watts meeting a minimum Department standard of 600 total watts for each 400 square feet of tent. Globes may be opaque style or clear style at the vendor's discretion but shall be consistent for all locations.

Cable ramping shall be 36" heavy duty sections capable of protecting cables from vehicle tire damage and shall be used wherever a trip hazard is evident.

Table linens shall be delivered freshly laundered and pressed. Linens shall be secured using clear plastic clips or tape at Department's discretion.

Vendor shall provide temporary power distribution to accommodate electrical needs in Mallard Park. This includes, but is not limited to, connecting and distributing Department supplied "spider boxes" on game day and running vendor supplied extension cords to globe lighting and A/V equipment.

Extension cords provided to the Department shall be adequate for the load and will have a minimum rating of 12/3 (12 gauge, 3 wire), free of any damage or repair.

The Department owns an inventory of 27" televisions that shall be used when clients request optional television service. Vendor shall move owner supplied televisions from on-site storage, place on 48" cart, clean cabinet and screen, skirt with black banjo cloth, attach coaxial cable, supply with electricity and test.

Vendor shall provide one (1) on-site manager and one (1) AV technician at each home game at no charge to the Department. Vendor shall be responsible for problem solving throughout the game. Vendor shall be on-site for the period between five hours prior to kick-off through one hour after the end of the game and must carry a vendor supplied cell phone.

V. SET UP AND STRIKE SCHEDULE

Meeting the schedule for set up and strike is essential. Vendor shall provide sufficient labor to meet all client needs and University requests in a timely manner.

Equipment set up may begin as early as 8:00AM two days prior to game day. A specific set up and strike schedule may be required for areas in high use by the Department. An example is the "Player Development Area" at PK Park where an accelerated set up and strike schedule is needed.

Equipment set up must be substantially complete by 6:00PM one day prior to game day.

All deliveries and set up is required before the parking lot opens four hours prior to kick-off.

To minimize the potential for theft, vendor shall set owner supplied televisions on game day, and shall return the televisions to on-site storage during the third quarter or at the Department's discretion. Placement of Department supplied 27" televisions shall occur on game day before five hours prior to kick-off.

The Department suggests that small, attractive items such as fire extinguishers and table linens be set-up on game day to avoid potential overnight theft. Set up shall be entirely complete before five hours prior to kick-off.

Vendor setup activity shall occur during regular business hours from 8:00AM to 6:00PM.

Equipment strike shall begin no earlier than one (1) hour after the end of the game.

Equipment strike and site cleanup must be complete by 2:00PM one day after game day.

VI. CLIENT ORDERS AND BILLING

Department shall be responsible for client contacts including but not limited to initial client contact, sales, change orders and billing.

Initial orders will be transmitted to the vendor by the Department as they are received from clients.

A final and consolidated summary of orders will be transmitted to the vendor by the Department by 5:00PM eight (8) calendar days prior to each game day.

Vendor shall fulfill change orders made up to 5:00PM one day prior to game day.

VII. REQUEST FOR QUOTE RESPONSE

A. An equipment and materials demonstration at Mallard Park 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;

- 20' x 20' high peak canopy with;
- 20' window sidewall
- 20' sidewall without window
- 10 globe light string
- 8' banquet table with 30"dark green banjo cloth skirting and white linen
- 60" round table with dark green linen secured with plastic clips

42" high 30" round cocktail table
32' self standing white plastic picket fence for front courtyard
Lighted emergency exit sign
8 white high back resin "Bistro" chairs
2 speaker sound system with amp, mixer, and microphone

Set up and strike shall occur on August 6, 2012 at Mallard Park. Equipment and materials set up shall begin at 2:00PM and shall be complete by 4:00 PM. Strike shall begin at 5:00 PM and shall be complete by 6:00 PM.

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

C. Submit 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.

D. 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.

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

VIII. RESPONSE EVALUATION CRITERIA

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

A. Equipment demonstration at Mallard Park:

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 response 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 response 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.

IX. DATES AND DEADLINES

August 6, 2012	Proposal due no later than 12:00 noon
August 6, 2012	Equipment demonstration at Mallard Park 4:00PM - 5:00PM
August 7, 2012	Award

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

X. 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.

Terms and conditions of this RFQ apply solely to football game day activities at Mallard Park, Wildish Plaza, PK Park, Pape Field, and Autzen Stadium.

The Department will provide the vendor with two (2) game day equipment truck parking spaces and passes.

Vendor invoices shall be itemized by client.

Payments to the vendor will be made from invoice.

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, at the Athletic Department's discretion, be cause to terminate this agreement.

XII. 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: David Abrams

Noel Lesley Event Services
2630 Siskiyou Boulevard
Ashland, OR 97520
Attn: Carolyn Lesley

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

PRICING SUBMITTAL

Item	Price per Unit	X	Required Inventory	=	Extended Value
10' x 10' high peak style canopy	\$ _____		11		\$ _____
15' x 15' high peak style canopy	\$ _____		3		\$ _____
20' x 20' high peak style canopy	\$ _____		10		\$ _____
20' x 40' high peak style canopy	\$ _____		6		\$ _____
30' x 30' canopy	\$ _____		1		\$ _____
40' x 80' canopy	\$ _____		1		\$ _____
Tent sidewall--solid (no window)	\$ _____		150'		\$ _____
Tent sidewall--with window	\$ _____		1290'		\$ _____
Self standing, white plastic picket fence	\$ _____		592'		\$ _____
Heavy-duty high back white resin Bistro chair	\$ _____		876		\$ _____
Chairs: White Plastic	\$ _____		12		\$ _____
Fire extinguisher installed and secured to tent pole	\$ _____		20		\$ _____
32 gallon trash can with liners (4 liners per trash can)	\$ _____		83		\$ _____
No smoking sign	\$ _____		37		\$ _____
Lighted exit sign (dual power source, with battery back-up)	\$ _____		3		\$ _____
8 globe light string (clear or opaque globe)	\$ _____		24		\$ _____
5 globe light string (clear or opaque globe)	\$ _____		2		\$ _____
4' banquet table	\$ _____		1		\$ _____
6' banquet table	\$ _____		7		\$ _____
8' banquet table	\$ _____		56		\$ _____
48" Round table	\$ _____		3		\$ _____
60" round table	\$ _____		100		\$ _____
30" cocktail table (42" height)	\$ _____		29		\$ _____
30" dark green banjo cloth table skirting with clips	\$ _____		548'		\$ _____
Tablecloth 132" Round (Black, Yellow, or Green)	\$ _____		12		\$ _____
Tablecloth 120" Round (Black, Yellow, or Green)	\$ _____		24		\$ _____
Tablecloth 90" Round (Black, Yellow, or Green)	\$ _____		9		\$ _____
Tablecloth 90x90 (Black, Yellow, or Green)	\$ _____		68		\$ _____

PRICING SUBMITTAL

Item	Price per Unit	X	Required Inventory	=	Extended Value
Tablecloth 60x120 (Black, Yellow, or Green)	\$ _____		14		\$ _____
Tablecover Vinyl 8'	\$ _____		14		\$ _____
Tablecover Vinyl Cocktail table	\$ _____		5		\$ _____
Skirting 30"	\$ _____		17		\$ _____
Napkins	\$ _____		40		\$ _____
Tent Heater	\$ _____		7		\$ _____
Patio Heater (gas-fired, include propane)	\$ _____		3		\$ _____
Tent Water Barrels	\$ _____		40		\$ _____
Water Barrel Covers	\$ _____		33		\$ _____
50' extension cord w/ power strip (UL listed and approved)	\$ _____		15		\$ _____
Yellow Jacket	\$ _____		5		\$ _____
Generator Gas	\$ _____		21		\$ _____
Generator: 45 USJ	\$ _____		1		\$ _____
Generator Honda	\$ _____		1		\$ _____
Propane tanks, 5gallon	\$ _____		2		\$ _____
2-Speaker sound system (include amp, mixer, wireless mic, cd player)	\$ _____		1		\$ _____
Whirlwind:pcDI	\$ _____		1		\$ _____
TV/Monitor 40" LCD Screen	\$ _____		2		\$ _____
TV/Monitor 52" LCD Screen	\$ _____		1		\$ _____
Staging 4x8	\$ _____		96		\$ _____
2-step stage stair	\$ _____		1		\$ _____
Stage lighting (include 2 par cans, dimmer, control)	\$ _____		1		\$ _____
Barricades	\$ _____		9		\$ _____
Banner: Picture Hanging	\$ _____		1		\$ _____
Helium filled balloon bunches	\$ _____		140		\$ _____
Helium filled ballon column (6' Column)	\$ _____		2		\$ _____

MALLARD PARK TOTAL
Prices are inclusive

\$ _____

Oregon vs. Oregon State November 26th, 2011

Martin Luther King Blvd

Entry 2

NW Ford

Ticket Office

4

3

2

1

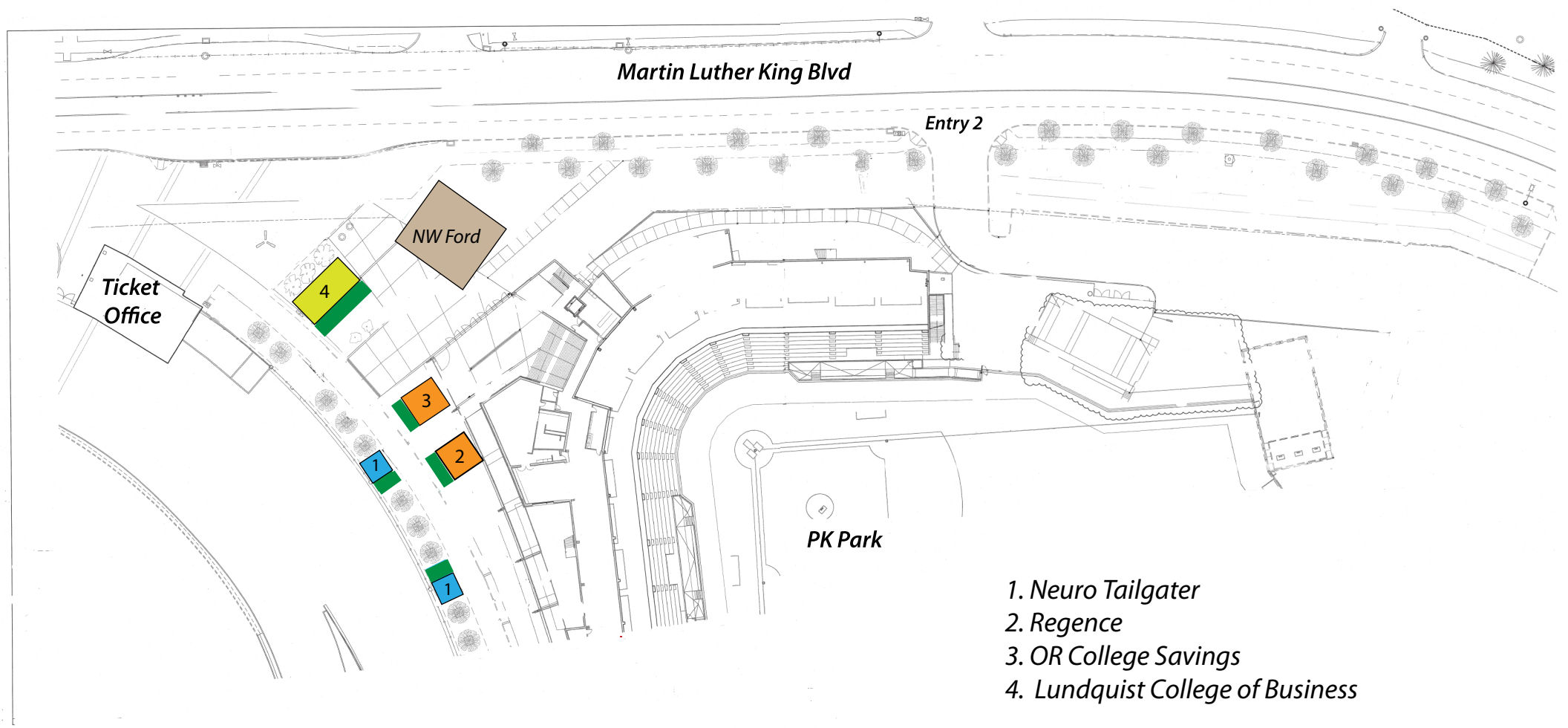
1

PK Park

- 1. Neuro Tailgater
- 2. Regence
- 3. OR College Savings
- 4. Lundquist College of Business

Autzen Stadium

Presidents
Pre-Game



Oregon vs. University of Southern California

November 19th, 2011

Martin Luther King Blvd

Entry 2

Sports Illustrated

Ticket Office

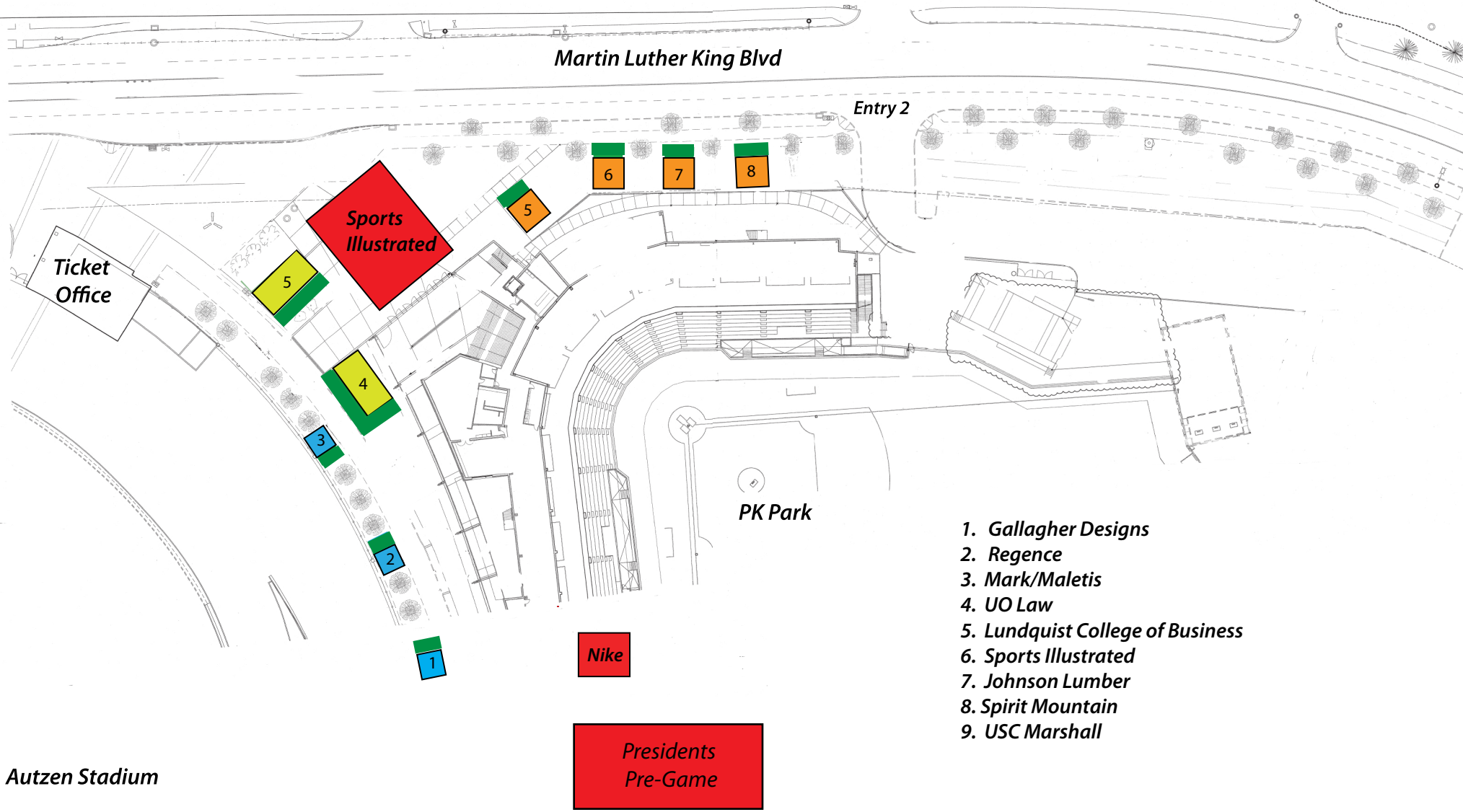
PK Park

Autzen Stadium

Nike

Presidents
Pre-Game

1. Gallagher Designs
2. Regence
3. Mark/Maletis
4. UO Law
5. Lundquist College of Business
6. Sports Illustrated
7. Johnson Lumber
8. Spirit Mountain
9. USC Marshall



Oregon vs. Washington State

October 29th, 2011

Martin Luther King Blvd

Entry 2

Ticket Office

10

PK Park

Information

Pepsi

Presidents
Pre-game

1. Country Financial
2. Wells Fargo
3. UO Law
4. Lundquist College of Business
5. Athletics Hall of Fame
6. US Bank
7. MillerCoors
8. Hyundai
9. Sigma Chi
10. WSU Alumni

Autzen Stadium