UNIVERSITY OF OREGON

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

TO: All interested businesses

FROM: Eric Brandt, Director Food and Hospitality

DATE: July 15, 2013

REGARDING: Proposals from qualified vendors renting hospitality tent and other related equipment

PROPOSAL DUE: August 6, 2013 before 12:00 noon

DELIVER TO: Sharon Bonin

 University of Oregon Athletic Business Office

 2727 Leo Harris Parkway

Eugene, OR 97401

sbonin@uoregon.edu

EQUIPMENT DEMONSTRATON: August 6, 2013 from 4:00PM to 5:00PM

NOTIFICATION OF AWARD: August 8, 2013

PRICES EFFECTIVE: August 8, 2013 to January 31, 2014

QUESTIONS: Eric Brandt

efbrandt@uoregon.edu

 I. GENERAL INFORMATION

This is a Request for Proposal (RFP) from vendors supplying rental equipment and technical services required by the University of Oregon Athletic Department (Department) for football game day corporate hospitality activities occurring during the 2013, 2014, and 2015 seasons.

Pricing submitted by the vendor will also apply to equipment needed in areas inside and adjacent to Autzen Stadium, Pape field and PK Park that includes 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 equipment, 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. Guests are encouraged to leave the site within sixty minutes post game.

Materials, equipment and supplies provided by the vendor including but not limited to lighted exit signs, “no smoking” signs, 2A-10BC fire extinguishers, tent and canopy material, space heaters, propane tanks, and food service equipment must meet 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 is generally identified as the grass areas surrounding PK Park to the north and west. The athletic department rented approximately $83,000 worth of equipment during a seven game season in 2012. A map showing the locations of tent locations is included.

Some hospitality tent locations are supported by electric, coaxial cable, and non-potable water connections supplied by the Athletic Department, but most require portable electrical infrastructure supplied by the vendor. A variety of canopy sizes ranging from 10’ x 10’ up to 40’ x 100’ are needed each season. 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 in 2013. The first home game is scheduled for August 31st. Home event days, opponents, the number of home games, and kick-off times are subject to change. Schedules for subsequent years are TBA. 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.

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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, certified flame retardant 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. Cost of weight systems will be included in the canopy price.

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. Banquet tables shall have rounded corners, and vinyl protected edges.

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.

LCD/ LED television monitors must be supplied with stands and rigging to prevent tipping in wind conditions and must be available in two sizes 40”/42”and 50”/55” models.

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. Barbeque grills shall be clean, in good working condition and well-kept in appearance. Propane shall be provided by the vendor 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.

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. Power strips or tri-tap adapters are prohibited.

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 equipment related problem solving throughout the game. Vendor staff shall be located in a Mallard Park 10’x10’ concierge tent supplied at no cost to the Department for the period between five hours prior to kick-off through one hour after the end of the game.

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 custom set up and strike schedule may be required for areas in high use by the Department.

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

On game day, items such as TV’s fire extinguishers and table linens may be set in place to avoid potential overnight theft. Set up shall be finished five hours prior to kick-off.

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 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 RFP 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

 42” LCD/LED monitor and TV stand

Set up and strike shall occur on August 6, 2013 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 references and a portfolio of event 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 RFP.

D. Statement of capacity to meet minimum inventory requirements.

VIII. EVALUATION CRITERIA

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

 A. Equipment demonstration at Mallard Park:

20 maximum points. Points will be awarded based on response to RFP 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.

X. TERMS AND CONDITIONS

The term of this contract is THREE years with an option, at the Department’s discretion, to extend the contract for TWO additional ONE year terms.

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

Terms and conditions of this RFP 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 order.

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.

XI. ATTACHMENTS

Pricing Submittal blank

Notes

Map of Mallard Park