



**Florida Atlantic University
Request for Quotations
(RFQ) 05172021 Tents and
Related Equipment for
Athletic Events**

ISSUE DATE: 05/17/2021

RFQ DUE DATE AND TIME: 05/21/2021 5:00pm EDT

SUBMIT RESPONSE TO: (scunning@fau.edu)

RFQ TERM: The quoted prices shall remain fixed during the agreed to period. This quote may be extended upon agreement by the vendor for an additional period, if needed, with the same terms and conditions as noted within this RFQ.

AWARD: The award will be based upon the lowest cost quoted by the responsive and responsible vendor.

General Summary:

Florida Atlantic University seeks competitive quotations for tents and related equipment for athletic events.

Response Requirements:

Vendor shall complete this Request for Quotations (RFQ) document and submit back to FAU via email (scunning@fau.edu).

Vendor Response

(PLEASE PRINT CLEARLY)

COMPANY NAME:

MAILING ADDRESS:

CITY, STATE & ZIP-CODE:

PHONE:

EMAIL:

AUTHORIZED OFFICER:

OFFICER SIGNATURE:

PRICING:

In order for your response to be deemed responsive, please supply any additional information needed to support the figures indicated below. Quotations must be signed by an authorized officer of the company, who is legally authorized to enter into a contractual relationship in the name of the company. The submittal of a quotation by a vendor will be considered by the University as constituting an offer by the vendor at the stated prices.

REJECTION OF QUOTES:

Reasons for rejection of quotes by the University includes, but is not limited to the following:

- 1 Failure to use the quote form furnished by FAU's Procurement Department;
- 2 Late or incomplete quotes will not be accepted. Quotes may also be rejected for failure to conform to the rules or requirements contained in the RFQ;
- 3 Failure to sign the quote by an authorized representative;
- 4 Proof of collusion among vendors, in which case all quotes involved in the collusive action will be rejected; and
- 5 Noncompliance with applicable laws, unauthorized additions or deletions, conditional quotes, incomplete quotes, or irregularities of any kind, which may tend to make the quote incomplete, indefinite or ambiguous as to its meaning.

ADDITIONAL SUPPORTING DETAIL:

Scope of Work:

The FAU-Athletics department coordinates several intercollegiate athletic games and events throughout the year that require the rental of tents and tent related-supplies and equipment.

Intercollegiate athletic events that require the rental of tents, generally include 6 to 9 football games (6 regular scheduled games, plus conference, bowl and Spring games when applicable) as well as other games for specific sports as needed, described under Exhibit A.

The following tents and tent related equipment and supplies are generally needed for each Football game:

1. Tents and tent Requirements

Four to seven white, polyester or vinyl tents are needed for each Football game and five to ten white, polyester or vinyl tents for the bowl game. Sizes vary depending on the need, but include 10x10, 10x20, 10x30 and 15x50 feet tents. Some of the tents would be required to have the following:

- Solid side curtains
- LED mega lights
- Weight to secure the tents
- Other amenities if needed, including: temporary flooring system, carpet, doors, HVAC system and generator.
- Some tents may be required to be structural and others framed as needed

All tent fabrics, including but not limited to roofing and side panels, will consist of fire rated material satisfying or exceeding NFPA 701 requirements printed on the tent material. For the rest of the sports and intercollegiate events, tent requirements will be similar to the requirements previously described, but generally do not require other amenities and currently only require framed tents.

Exhibit A shows average number of games and number of tents needed by game and sport.

2. Services and Tent Rental Periods

Vendor must provide labor services for the setup and removal of each of the tents rented. Vendor must install tents for the football season at least two days before the first home game. Tents must stay installed until the end of the last football game including the bowl game and must be removed by vendor a maximum of one week after the last game. See Exhibit B for the 2021 Football season schedule. For Baseball and Softball games, tents must be also installed 2-3 days prior to the first home game and will stay installed until the end of the season. Tents must be removed a maximum of a week after the last game.

Vendor will be responsible for any legally required permits, permit procedures and for abiding by all FAU-fire safety and any other safety requirements. During the provision of services, vendor must follow all FAU policies. Electronic documentation of flame certifications showing that the material meets or exceeds NFPA 701 requirements will be provided to FAU upon request. All tents will require the subcontractor to complete, submit, and obtain an FAU Building Permit prior to their installation (see Exhibit C for application) and to follow the FAU permit policies and procedures that can be accessed [here](#). FAU Building Permitting does not require a permit cost.

Tents that are larger than 10x10 may require approval by the State Fire Marshal prior to their acceptance and use. Local SFM approval currently does not have an associated permit cost for tents in place less than 180 days. Tents that will be in place for more than 180 days shall include a \$100 State Fire Marshal permitting cost.

If digging is required for the installation of tents, vendor must be responsible for all related permits (digging permits to locate and utilities, irrigation, and any other permit required).

3. Insurance requirements

Supplier is required to maintain insurance coverages to protect the university from claims as a result of the provided services. The required insurance policies and policy limits include the following:

-Commercial General Liability (CGL) insurance in amount of at least \$1,000,000 each occurrence and a minimum of \$2,000,000 general aggregate.

-Business Automobile (BA) insurance evidencing liability coverage for any auto in an amount of \$1,000,000 each occurrence and a \$2,000,000 general aggregate.

-Workers compensation (WC) insurance as required by Florida law.

All insurance policies must add Florida Atlantic University as an additional insured. The following language must appear on the Certificate of Insurance to verify the additional insured designation: "The Florida Atlantic University Board of Trustees, the Florida Board of Governors, the State of Florida and their respective officers, agents, volunteers and employees are listed as Additional Insured under this commercial (General Liability or Business Automobile) insurance policy."

The Certificate of Insurance must be provided in advance of any services being provided on behalf of the university.

Provisions for damage fees or waivers must be included in vendor's proposals as well as provisions for theft.

4. Pricing

Football: Cost per 10x10 tent per game: \$(structural)_____\$(framed)_____
(NOTE: cost shall include all delivery, installation, setup, breakdown, and all other service fees)

Cost per 10x20 tent per game: \$(structural)_____\$(framed)_____
(NOTE: cost shall include all delivery, installation, setup, breakdown, and all other service fees)

Cost per 10x30 tent per game: \$(structural)_____\$(framed)_____
(NOTE: cost shall include all delivery, installation, setup, breakdown, and all other service fees)

Cost per 15x50 tent per game: \$(structural)_____\$(framed)_____
(NOTE: cost shall include all delivery, installation, setup, breakdown, and all other service fees)

Baseball: Cost per 10x10 tent per game: \$(structural)_____\$(framed)_____
(NOTE: cost shall include all delivery, installation, setup, breakdown, and all other service fees)

Cost per 10x20 tent per game: \$(structural)_____\$(framed)_____
(NOTE: cost shall include all delivery, installation, setup, breakdown, and all other service fees)

Cost per 10x30 tent per game: \$(structural)_____\$(framed)_____
(NOTE: cost shall include all delivery, installation, setup, breakdown, and all other service fees)

Cost per 15x50 tent per game: \$(structural)_____\$(framed)_____
(NOTE: cost shall include all delivery, installation, setup, breakdown, and all other service fees)

Softball:

Cost per 10x10 tent per game: \$(structural)_____\$(framed)_____
(NOTE: cost shall include all delivery, installation, setup, breakdown, and all other service fees)

Cost per 10x20 tent per game: \$(structural)_____\$(framed)_____
(NOTE: cost shall include all delivery, installation, setup, breakdown, and all other service fees)

Cost per 10x30 tent per game: \$(structural)_____\$(framed)_____
(NOTE: cost shall include all delivery, installation, setup, breakdown, and all other service fees)

Cost per 15x50 tent per game: \$(structural)_____\$(framed)_____
(NOTE: cost shall include all delivery, installation, setup, breakdown, and all other service fees)

Cross Country/

Track & field:

Cost per 10x10 tent per game: \$(structural)_____\$(framed)_____
(NOTE: cost shall include all delivery, installation, setup, breakdown, and all other service fees)

Cost per 10x20 tent per game: \$(structural)_____\$(framed)_____
(NOTE: cost shall include all delivery, installation, setup, breakdown, and all other service fees)

Cost per 10x30 tent per game: \$(structural)_____\$(framed)_____
(NOTE: cost shall include all delivery, installation, setup, breakdown, and all other service fees)

Cost per 15x50 tent per game: \$(structural)_____\$(framed)_____
(NOTE: cost shall include all delivery, installation, setup, breakdown, and all other service fees)

Amenities

Temporary Flooring (by tent size):

\$(10x10)_____\$(10x20)_____\$(10x30)_____\$(15x50)_____

Carpet (by tent size): \$(10x10)_____\$(10x20)_____\$(10x30)_____\$(15x50)_____

HVAC system (by tent size):

\$(10x10)_____\$(10x20)_____\$(10x30)_____\$(15x50)_____

Generator: \$_____

Doors: \$_____

Additional Amenities & Pricing (list any additional amenities your company can provide and the cost):_____

EXHIBIT A: Average Number of Games and Tents per game

Sport	Average Number of games	Number of tents per game
Football	6-9 (6 regular home games, plus: a tentative conference game, a bowl game and Spring game if needed)	4-7 (Used 4 during the 2020 football season for regular games, maximum of 7 if needed. 5 to 10 tents may be used as needed for the bowl game).
Baseball	33-35	1-3 (3 tents if COVID-19 protocols still in place and 1 tent otherwise)
Softball	25-30	1 tent per game only if current COVID-19 protocols still in place. Otherwise, tents are not needed.
Cross Country/Track & Field		Only need 1 tent for 1 game per year.

EXHIBIT B-Football Schedule -2021 Season

Home Game	Game Date
Georgia Southern	September 11, 2021
Fordham	September 18, 2021
FIU	October 2, 2021
UTEP	October 30, 2021
Marshall	November 6, 2021
Middle Tennessee	November 27, 2021
Conference Game	If qualify-TBD
Bowl Game	Date-TBD
Spring Game	Date-TBD

Exhibit C-Building Permit Application



Office of Environmental Health and Safety
Building Code Administration
777 Glades Road, CO 69 – Suite 112 Boca Raton, FL 33431
Phone: 561.239.0106
email: hsmith31@fau.edu
www.fau.edu

BUILDING PERMIT APPLICATION

To be submitted by the Project Contractor or Construction Manager

Applicant:

Name: _____
Street Address: _____
Mailing Address: _____
Phone Number: _____ Email: _____
Contractor Type/License No.: _____ Expiration Date: _____
Qualifying Agent's Names: _____

Qualifying Agent's Signature: _____
Date: _____

Type of Work: New - Remodeling - Addition - Renovation - Repair - Alteration - Demo

Project: _____
Name: _____
FAU Project Number: _____
FAU Project Manager's Name: _____

Location: _____
\$ Value/Description of Work: _____

Occupancy Classification	Construction Type	Floor Area Gross Square Feet	Building Height (Feet)

Architect/Engineer:

Name: _____
Street Address: _____
Mailing Address: _____
Phone No.: _____ Email: _____
A/E License No: _____ Expiration Date: _____