



**REQUEST FOR QUOTE
2019-119**

**KITSAP COUNTY
PARKS DEPARTMENT
2019 FAIR TENT RENTAL, DELIVERY & TEAR DOWN**

RESPONSE DEADLINE: Wednesday April 10, at 3:00PM

The Kitsap County Purchasing Office is soliciting quotes for the Rental of Tents and Sidewalls for the Kitsap County 2019 Fair and Stampede.

DESCRIPTION:

Vendor is to provide all tents, equipment, materials and labor, to include delivery, set-up and removal. Free Standing frame tents only - no pole style tents. All tents are to be weighted; stakes may be used as needed. All tents and side walls must be flame retardant with tag. All tents and side walls must be professional in appearance, free of stains, tears and patching, and must meet County staff approval. A complete table of desired tents is provided below.

Tent size	Accessories	Location	Notes
30'X30'	12 ft legs	center stage	no center leg white
20'X30'	10 ft legs	Dining -1	no walls
20'X30'	10 ft legs	Dining- 2	no walls
20'X30'	10 ft legs	VIP Shade	1 wall white wall on 30ft side, blocked
20'X20'	blocked	Upper beer garden- 1	1 wall white – Blocked
20'X20'	blocked	Upper beer garden- 2	1 wall white – Blocked
20'X30'	12ft leg	Family stage	no center leg / 1 back wall
20'X20'	10 ft legs	main stage shade- 1	no walls
20'X20'	10 ft legs	main stage shade-2	no walls

Additional Requirements: It is preferred to have as few legs as possible, and that the tents are as high as possible, in case of inclement weather. Please supply 4 side additional walls for use if needed. In case of staking issues please supply extra weights for at least 2 tents.

A multiyear contract may be considered

Tents are to be delivered and set up no later than Monday, August 19, 2019.

Tents are to be taken down and removed on Monday, August 26, 2019.

Quotes will be accepted in the Purchasing Office via mail, hand delivered or express courier to Kitsap County Administration Building at addresses provided before the date and time indicated above.

PROPOSALS MUST BE submitted separately. The quote number, the date and time of the response deadline, and the name and address of the respondent shall be clearly shown on the outside of the envelope or fax cover sheet.

Please submit by mail to:
 Colby Wattling, Buyer
 Kitsap County Purchasing Office
 614 Division Street, MS-7
 Port Orchard, WA 98366

OR

For hand delivery, express, or courier:
 Colby Wattling, Buyer
 Kitsap County Administration Building
 Purchasing Office – Fourth Floor
 619 Division Street
 Port Orchard, WA 98366

Proposal/purchasing process questions may be directed to the contact listed below Monday-Friday, 8:00am to 5:00 pm, excluding holidays.

Colby Wattling 360-337-7036 or cwattling@co.kitsap.wa.us

2019-119

QUOTE SHEET

The undersigned Vendor proposes to furnish Kitsap County Fair and Stampede with Tent rentals, delivery set-up and tear down per the specifications. To be delivered to Kitsap County Fair, 1200 NW Fairgrounds Road, Bremerton, WA 98311.

Rentals cost	\$ _____
Delivery, Setup & Tear Downs:	\$ _____
Sales Tax (9.0%)	\$ _____
Total Cost	\$ _____

This proposal is made in accordance with the published description of work and warrants, receipt of which is hereby acknowledged, and is offered in accordance with Request for Quote authority by the Kitsap County Purchasing Office.

	Print company name
SIGNATURE	_____
	Date
PRINTED NAME	_____
TITLE	_____
ADDRESS	_____
Tax ID #	_____
PHONE	_____
EMAIL	_____

ADDENDA RECEIPT

Receipt of the following addenda to the subject solicitation documents is hereby acknowledged:

<u>Addendum Number</u>	<u>Date of Receipt of Addendum</u>	<u>Signed Acknowledgement</u>
<u>1</u>	_____	_____
<u>2</u>	_____	_____