

Request for Proposal/Quotation

Winter Market tenting and misc. items

9/20/19

Lackawanna County CVB

135 Jefferson Ave

Scranton, PA 18503



Request for Proposal for Winter Market tenting

Submission Details

Submission Deadlines

All submissions for responding to this request must be submitted and delivered to our office, as stated below, no later than:

Tuesday, October 15, 2019
No later than 5:00pm

Electronic Submission

All submissions to this request should be submitted via email to:

Curt Camoni
Executive Director
Lackawanna County CVB
135 Jefferson Ave
Scranton, PA 18503
Email: ccamoni@visitnepa.org

Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request For Proposal:

Curt Camoni
Executive Director
Email: ccamoni@visitnepa.org

**All questions/clarifications must be submitted in writing via email.*

Request for Proposal for Winter Market tenting

Event Description

The 2019 Lackawanna Winter Market will be held Friday, December 6th through Sunday December 8th. This is an outdoor event held on the street in front of the Lackawanna County Government Center at 123 Wyoming Ave., Scranton. The Market features approximately 60 vendors, and attracts a three day attendance of approximately 5,000 shoppers

Detailed Specifications

There is no maximum proposal length. Proposals should be kept to the minimum length necessary to address the requirements of the RFP and should include all components needed to complete the job. Including pricing and approximate length of time for set up and tear down.

Proposals must include all pertinent contact information for vendor including but not limited to: contact name, email, phone, website, two references from large scale outdoor events, and present all costs for the following:

- Tenting
- (1) 40' x 100'
- (1) 40' x 165'
- (1) 20' x 140'
- Equipment costs (ex. rentals for fork lifts)
- Concrete Ballasts (cannot use stakes)
- Heating
- Lighting
- Safety Kit
- 100 Banquet Tables
- 200 Chairs
- Labor/Travel/Other Supplies and amenities etc. *

* Price for travel and labor including expendables for onsite attendants for the weekend. Some examples are, but not limited to: equipment, travel, pick up/delivery, labor, fork lift, radios, insurance, meals, expendables, printing, etc.

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Assumptions & Constraints

- Tenting must be appropriate for a large outdoor event.
- Tenting must be capable of withstanding all weather possibilities.
- Tenting must provide adequate number of entry/egress points.
- Tents must be seamless as to prevent any kind of leaking.
- Vendor must provide heating and lighting.
- Vendor must provide a certificate of insurance on tenting.
- Vendor must provide on-site staff who will be present for entirety of event.
- Vendor must provide workers compensation insurance for provided staff and indemnify the Visitors Bureau from any claims due to their work.

Terms and Conditions

This is not a bid.

Subcontracting- If any aspect of your proposal involves subcontracting, you must provide details for the company you will be contracting with.

Selection Criteria

Vendor selection will be made at the judgment of the LCCVB based on price and services offered.