

Texas A&M AgriLife Extension Service

Request for Quote #120262600

Terms and Conditions: Vendor's quote submittal is subject to the Agency's terms and conditions, which are available at <http://agrilife.org/admin/files/2013/05/terms-conditions-bid.pdf> or may be faxed or emailed upon request.

Payment Terms: Net 30 days upon receipt and acceptance of items or receipt of correct invoice, whichever is later.

Governing Law: Any contract resulting from this request for quote shall be construed and governed by the laws of the State of Texas.

Delivery:

- Any quote submitted should include delivery time for the items being offered.
- Delivery may be a factor in this award.

Insurance:

- Awarded vendor will be required to carry insurance listing the Agency as an additionally insured.
- Insurance requirements and amounts are included as a separate attachment to this Request for Quote.

Quote:

- This solicitation may be awarded in whole or in part.
- Please note State of Texas sales tax exempt status, do not include in quote.

*****The size of tent and number of tables and chairs may change closer to delivery date, depending on the number of expected attendees*****

**Quotes submitted shall be F.O.B. Destination, Transportation Charges
Born by Seller Unless Otherwise Noted**

Award Based on Best Value: Texas A&M AgriLife Extension Service reserves the right to accept or reject any or all bids, to waive informalities and technicalities, to accept the offer considered most advantageous and award the bid based on best value criteria. In determining what is the best value to the Agency, the Agency shall consider any or all of the following:

1. Purchase price
2. The reputation of the vendor and the vendor's goods or services.
3. The quality of the vendor's goods or services.
4. The extent to which the goods or services meet the agency's needs.
5. The vendor's past relationship with the Agency.
6. The total long-term cost to the Agency in acquiring the vendor's good or services.
7. The length and coverage of the vendor's warranty.
8. The delivery time.
9. Any other relevant factor that a private business entity might consider in selecting a vendor.

Public Information: (a) The vendor acknowledges that the Agency is obligated to strictly comply with the Public Information Act, Chapter 552, Texas Government Code, in responding to any request for public information pertaining to any resulting Agreement, as well as any other disclosure of information required by applicable Texas law.

(b) Upon the Agency's written request, the vendor will provide specified public information exchanged or created under any resulting Agreement that is not otherwise excepted from disclosure under Chapter 552, Texas Government Code, to the Agency in a non-proprietary format acceptable to the Agency. As used in this provision, "public information" has the meaning assigned Section 552.002, Texas Government Code, but only includes information to which the Agency has a right of access.

(c) The vendor acknowledges that the Agency is required to post a copy of any resulting fully executed Agreement on its Internet website in compliance with Section 2261.253(a)(1), Texas Government Code.

Prohibition on Contracts with Companies Boycotting Israel: To the extent that Texas Government Code, Chapter 2270 applies to this solicitation, Respondent certifies that (a) it does not currently boycott Israel; and (b) it will not boycott Israel during the term of any resultant Agreement. Respondent acknowledges any resultant Agreement may be terminated and payment withheld if this certification is inaccurate.

Certification Regarding Business with Certain Countries and Organizations: Pursuant to Subchapter F, Chapter 2252, Texas Government Code, the vendor certifies it is not engaged in business with Iran, Sudan, or a foreign terrorist organization. The vendor acknowledges any resulting Agreement may be terminated if this certification is inaccurate.

Conflict of Interest: By executing any resulting Agreement, the vendor and each person signing on behalf of the vendor certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, that to the best of their knowledge and belief, no member of the Texas A&M System or the A&M System Board of Regents, nor any employee, or person, whose salary is payable in whole or in part by the A&M System, has direct or indirect financial interest in the award of any resulting Agreement, or in the services to which any resulting Agreement relates, or in any of the profits, real or potential, thereof.

Please return price quotes to Jonie Bulich at jonie.bulich@ag.tamu.edu or faxed to 979-458-1217 by **Thursday, August 8, 2019 at 3:00 p.m. Central Time.**

**Rental items below are for the Southwest Dairy Day event to be held
Thursday, November 7, 2019, at:**

T&K Dairy Farm, 3505-3999 Collier Road, Snyder, Texas 79549

1 EA

Rental of Pole Tent with stakes or secure anchor system

Tent must cover a minimum of 20,000 sq. ft under one tent
Only one tent is needed. It will be the agency's sole discretion to determine which option best fits the event's needs.

Tent Size Example: 100 feet x 200 feet. Quote must list the size of tent.

Tent to be set up on dirt.

30 EA (Estimate)

Rental of Solid Tent Side Walls to cover all four (4) sides of tent

8' X 20' Solid Side Wall

Quantity of sections to be determined by size of quoted tent

1 LOT

Rental of Drapery for Inside of Tent

Total of 240 ft. of drapery for inside of tent. (Includes Two (2) each 90 foot sections, Two (2) each 20 foot sections and Five (5) each 10 foot sections **(NOTE: Three (3) of the Five (5) 10 foot sections would need to be able to be moved out of the way to allow access into a common lunch area.)** Reference the Final Tent Layout Design #7 Diagram document provided as a separate attachment to this Request for Quote

Drapery would be for separating the lunch area from the booth area

Pricing to include all attachments and frames to secure drapery inside of tent.

Color: Black or White is acceptable

All drapery is to be the same, i.e. color, design/specification and in excellent shape

Drapery is to be installed inside tent per the Final Tent Layout Design #7 Diagram document provided as a separate attachment to this Request for Quote

150 EA

Rental of Folding Banquet Tables (Wood)

8' X 30" Rectangular Folding Banquet Table (Wood), in good condition.

(88 tables for lunch area and 62 tables for booths)

Tables to be delivered stacked.

1 LOT

SET UP: Folding Banquet Tables

Include one lump sum pricing for all labor, supplies and equipment for set up charges, including all unloading
Folding Tables to be set up inside tent per the Final Tent Layout Design #7 diagram provided as a separate attachment to this Request for Quote
Quote will determine as to whether set up will be performed by Agency.
Note: It will be the agency's sole discretion to decide if this option best fits the event's needs.

850 EA

Rental of Folding Chairs

Folding Chairs, Polypropylene seat and back rest, Equivalent specifications to the traditional Samsonite folding chair style
Provide detail description of Rental Folding Chairs being quoted
(700 chairs for lunch area and 150 chairs for vendor booths)
Color of Chairs: Black, White or Brown are acceptable
All chairs are to be the same, i.e. color, design/specification and in excellent shape and durability
Chairs to be delivered stacked.

1 LOT

SET UP: Folding Chairs

Include one lump sum pricing for all labor, supplies and equipment for set up charges, including all unloading
Folding Chairs to be set up inside tent per the Final Tent Layout Design #7 diagram provided as a separate attachment to this Request for Quote
Quote will determine as to whether set up will be performed by Agency.
Note: It will be the agency's sole discretion to decide if this option best fits the event's needs.

1 EA

Rental of Podium w/P.A. System with four (4) speakers

Vendor to set up and locate the Podium and P.A. System speakers per the Final Design #7 Tent Layout Diagram provided as a separate attachment to this Request for Quote

Agency will provide power for Podium w/P.A.

20 EA

Rental of Cardboard disposable trash containers, including heavy duty black trash liners

Minimum 50 Gallon Corrugated Cardboard Trash Container, Sturdy Minimum 200 lb. single wall corrugated

Vendor will setup trash containers in location designated by Agency.
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1 LOT

Set up of Rental Items.

Do not include tables and chairs in quote. (Set up for the Table and Chairs is to be quoted as a separate item as indicated in the section(s) above

Vendor can begin the set up and unloading phase of rental items no earlier than 8:00 a.m. Central Time on Monday, November 4, 2019 and complete set up by 8:00 a.m. Central time on November 6, 2019.

Include all labor, supplies and equipment needed for set up charges, including all unloading. **No Bobcat/Loaders are available on the property**
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Vendor will be able to unload right up to where the location of the tent will be.

1 LOT

Break Down and Pick-up of Rental Items.

Include break down of the tables and chairs in quote.

Break down and pick-up of all rental items to begin no earlier than 8:00 a.m. Central Time on Friday, November 8, 2019.

Include all labor, supplies and equipment needed for break down, pick-up and loading. **No Bobcat/Loaders are available on the property**
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An extra day to complete the break down and loading process is acceptable if a 24 hour advance notice is provided to Agency contact(s).

Vendor will be able to load right up to where the location of the tent will be.

1 EA

Mileage Charge

Include separate line item for mileage charge, if applicable to your quote.

Qty (Recommended by Vendor)

Rental Globe Light Strands

Lighting to be attached around the inside perimeter of the tent to encompass the lunch area of 84' x 100' (Reference Final Tent Layout Design #7) diagram provided as a separate attachment to this Request for Quote

List how many globes are in a strand as well as unit pricing per strand and quantity of strands needed to cover the lunch area 84' x 100'. Clear or frosted globes acceptable. All globes must match each other.
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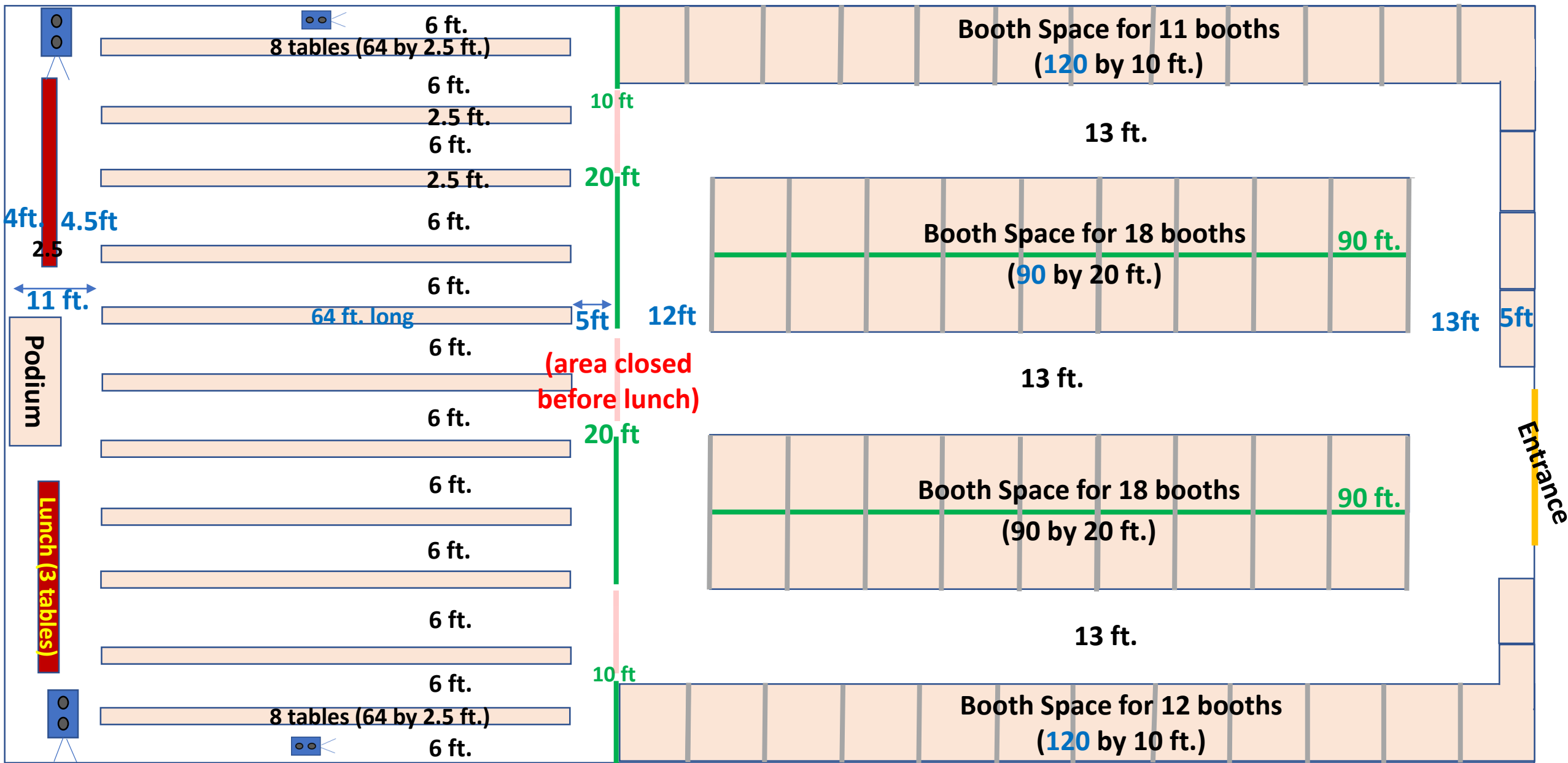
Quote to include Unit Price per Stand.
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Agency will provide power for lighting units.

Note: It will be the agency's sole discretion to determine if this option best fits the event's needs.
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Rental to include any and all necessary labor, supplies and equipment needed to set up and break down charges, including all unloading and loading
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80 ft. Tent Design #7: Close lunch area. Relocate speakers 120 ft.



Legend: green is drapery, pink line for the 10ft drapery that would be removed when lunch is served