



PROCUREMENT
AND MATERIALS
MANAGEMENT

**City of Myrtle Beach
SOUTH CAROLINA**

(843) 918-2170
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**Request for Quote
March 28, 2023
Quote #033023A
Military Appreciation Day Tent Rental**

The City of Myrtle Beach is seeking quotes from qualified, experienced tent/equipment rental companies for the City's Military Appreciation Day Event to be held at two separate locations simultaneously on May 26-28, 2023:

- Valor Park, 1120 Farrow Parkway, Myrtle Beach, SC 29577
- Crabtree Gym (Track Field), 1004 Crabtree Lane, Myrtle Beach, SC 29577

If you are interested in providing a quote, please return this form to asowers@cityofmyrtlebeach.com, **NO LATER THAN 2:00PM (local time) on Thursday, April 6, 2023**. Official time of receipt will be marked by the time the e-mail is received, and not by the time that it is sent. E-mail messages can take up to ten (10) minutes or more to be delivered to the intended recipient. If you have any questions, please call 843-918-2172.

Awarded rental company will be required to have/obtain insurance that meets City requirements, as well as a City of Myrtle Beach business license.

SPECIFICATIONS

Company Responsibilities – Valor Park

Company will be required to set up, provide, and break down equipment meeting the minimum specifications as listed below.

Set-up/Breakdown Requirements

- Enter site on Friday, May 26, 2023. All set-up must be completed on this day.
- City will provide layout for tents, tables, chairs, and other equipment.
- Breakdown will be at the conclusion of the event on May 27, 2023, at an hour to be determined after most patrons have left the venue.

Tents

- Thirty (30) 10-foot by 10-foot rectangular tents
- Three (3) 10-foot by 20-foot rectangular tents
- One (1) 12-foot by 12-foot rectangular tent
- Two (2) 20-foot by 25-foot rectangular tent

All tents to be white, without walls or windows. Tents should be secured with water barrels, no in-ground tent stakes to prevent trip hazards.

Chairs

- Four hundred seventy-five (475) folding chairs, without ganging mechanism.

Tables/Covers

- Eighty (80) 8-foot rectangular tables
- Eighty (80) rectangular, disposable table covers – patriotic theme preferred, white also acceptable
- Four (4) white table skirts for 8-foot rectangular tables
- Five (5) 8-foot round banquet tables

Public Address System

- One (1) public address system with two (2) wireless microphones for event announcement. Company technician must be available by 9:30 a.m., prior to the event, to ensure proper operation of public address system and microphones.

Company Responsibilities – Field next to Crabtree Memorial Gym

Company will be required to set up, provide, and break down equipment meeting the minimum specifications as listed below.

Set-up/Breakdown Requirements

- Enter site on Thursday, May 25, 2023. Access to site will be from Forbus Court. All set-up must be completed by noon that day.
- City will provide layout for tents, tables, chairs, and other equipment.
- City will mark irrigation heads prior to set-up to avoid any issues with tent installation.
- Breakdown will be on May 28, 2023, at an hour to be determined after most patrons have left the venue.

Tents

- One (1) 40-foot by 60-foot rectangular tent
- One (1) 12-foot by 12-foot rectangular tent

All tents to be white, without walls or windows. Tents should be secured with water barrels, no in-ground tent stakes to prevent trip hazards.

Chairs

- One hundred fifty (150) folding chairs, without ganging mechanism.

Public Address System

- One (1) public address system with three (3) wireless microphones for event announcement. Company technician must be available thirty (30) minutes prior to each event on Friday, Saturday, and Sunday, to ensure proper operation of public address system and microphones.

Stage

- One (1) 12-foot by 12-foot stage with staircase/handrail access.
- One (1) 12-foot by 12-foot skirt for stage (black)
- One (1) standard height podium, either wood finish or black

Water Cooler

- One (1) commercial grade outdoor mobile cooler for water/ice.
- Minimum dimensions: 51” long X 24” wide X 38” high
- Minimum capacity: 300+ water bottles plus ice

Award will be made to the responsible company whose quote conforms to the solicitation that is most advantageous to the City on the basis of price, technical capability, and delivery. No partial bids allowed. Bid will be awarded on an “all or none” basis.

ALL PRICES TO INCLUDE DELIVERY, SET-UP/BREAKDOWN, LABOR, AND TAXES.

Item #	Description	Qty.	Unit of Issue	Unit Bid Price	Total Bid Price
1	10-foot x 10-foot tent rental (Total required: 30)	2	days	\$_____	\$_____
2	10-foot x 20-foot tent rental (Total required: 3)	2	days	\$_____	\$_____
3	12-foot x 12-foot tent rental (Total required: 1)	2	days	\$_____	\$_____
4	20-foot x 25-foot tent rental (Total required: 2)	2	days	\$_____	\$_____
5	Folding chair rental (Total required: 475)	2	days	\$_____	\$_____
6	8-foot rectangular table rental (Total required: 80)	2	days	\$_____	\$_____
7	Disposable table covers (Total required: 80)	2	days	\$_____	\$_____
8	Table skirt rental (Total required: 4)	2	days	\$_____	\$_____
9	8-foot round table rental (Total required: 475)	2	days	\$_____	\$_____
10	Public address system rental with microphones (Total required: 1)	2	days	\$_____	\$_____
11	40-foot x 40-foot tent rental (Total required: 1)	4	days	\$_____	\$_____
12	12-foot x 12-foot tent rental (Total required: 1)	4	days	\$_____	\$_____

Company Name: _____**Authorized Signature:** _____**Email Address:** _____**Phone Number:** _____

Item #	Description	Qty.	Unit of Issue	Unit Bid Price	Total Bid Price
13	Folding chair rental (Total required: 150)	4	days	\$_____	\$_____
14	Public address system rental with microphones (Total required: 1)	4	days	\$_____	\$_____
15	Stage rental with podium and skirt (Total required: 1)	4	days	\$_____	\$_____
16	Water cooler rental (Total required: 1)	4	days	\$_____	\$_____
Grand Total (Lines 1-16)					\$_____
<p>Company Name: _____</p> <p>Authorized Signature: _____</p> <p>Email Address: _____</p> <p>Phone Number: _____</p>					