



Opportunity in every direction.

Office of the Purchasing Director

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TO: ALL VENDORS  
FROM: LINDA E. JONES, CPPB  
DATE: July 17, 2018  
RE: Request for Bid

The City of Waycross, Georgia will receive sealed bids until 11:00 a.m., Thursday,  
August 2, 2018

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For : LIGHTING/SOUND/DJ/STAGE RENTAL for various events

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As specified in the attached specifications.

The city reserves the right to accept or reject any or all bids, to waive formalities and technicalities, to make an award in the best interest of the City and to make an award item by item unless otherwise stipulated by the bidder. Bidder must comply with all Federal, State and Local Laws.

Factors to be considered in making this award, if awarded, will be prices, quality, and references. The City will be the sole judge of the weights given these factors.

Bids will be opened and read aloud in the conference room at City Hall, on the second floor – 417 Pendleton Street, Waycross, Georgia, on the hour and date specified above. No bids will be accepted after bid opening time.

**BIDS SHOULD BE MAILED TO: CITY OF WAYCROSS, PURCHASING DIRECTOR  
P. O. DRAWER 99  
WAYCROSS, GEORGIA 31502-0099**

**OR HAND DELIVERED TO: CITY HALL – PURCHASING DEPARTMENT  
(PRIOR TO OPENING) 417 PENDLETON STREET, ROOM 201  
WAYCROSS, GEORGIA 31501**

**BID ENVELOPE SHOULD BE MARKED: Bid # FY 19-04 Stage/Sound Rental**

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The city has provided a quote sheet for your convenience. All blank spaces shall be completed and returned with your bid package. Prices quoted shall be firm prices and remain firm until delivery is made. If awarded, the City will place an order with the successful bidder within 60 (sixty) days after bid opening.



RFP # FY19-04  
Sound/DJ/Lighting/Stage Rental  
July 17, 2018

The City of Waycross is accepting fee proposals and services offered from Sound/DJ/Lighting/Stage Equipment Rental Vendors for various events that the City will hold during the year. Proposals will be accepted until 11:00 a.m., Thursday, August 2, 2018.

The City request a detailed list of all services that you may provide and detailed cost associated with the services.

The City host the following annual events where 1 or more of these services will be utilized:

April	Swamp Fest	Stage, Lighting, Sound
May	Mother Daughter Tea	DJ
July	4 <sup>th</sup> of July	Stage, Lighting, Sound
October	Pumpkin Fest	DJ

There may be other events added at any time.

Please give a brief overview of your business such as, years in service, number of employees, location.

List at least 5 events for references that you have provided services to, the description of service, contact name and number.

Include any discounts that may be offered and any other services that you provide that may not be listed.

Proposals must be submitted to the Purchasing Department by the above date and time. They may be mailed to City of Waycross Purchasing Department, PO Drawer 99, Waycross, GA 31502 or hand delivered to 417 Pendleton Street, Waycross, GA 31501.

Please call Linda Jones, Purchasing Director at 912-287-2956 with any questions concerning this proposal.