



# ORLAND PARK

RFP #24-005

Tents, Tables and Other Rental Equipment

## PROJECT DETAILS

### Scope of Work

The Village of Orland Park seeks proposals to provide tents, tables, chairs, tent lights and other event rental equipment for its three-day Taste of Orland Park festival on August 2-4, 2024 (first weekend of August 2025 and 2026 (with optional years 2027 and 2028)). All equipment, labor and supplies necessary to erect, maintain and remove these items are the sole responsibility of the vendor and should be factored into the proposal. The Village of Orland Park will not provide labor, equipment or supplies in support of the vendor’s efforts. All tents shall be framed tents, secured with heavy duty tent spikes and rope. Spikes, rope or blocks shall be set-up as to permit pedestrian and vehicle traffic up and down rows without creating a hazard.

### LOCATION OF WORK AND SPECIFICATIONS:

Event	Address	Dates
Taste of Orland Park	15609 Park Station Blvd	Aug.- 1st full weekend

The Proposal Specifications for this RFP #24-005 are attached as *Exhibits A and B*.

Exhibit A - Taste of Orland Park Grounds Map, is a preliminary diagram of the Taste grounds.

Exhibit B - Tent and Supplies Estimated Quantities offers an estimated amount of quantities needed to accommodate event restaurants, sponsors and community booths. The actual number of tents and other supplies required will vary each year and will be determined prior to each event date.

The estimated quantities of tents, size of tents, side walls and counters; the number of tables and size and quantity of folding chairs, and lights for the additional yearly events are outlined on the Unit Price Sheet.

Quantities listed are for proposal purposes only. Actual quantities will be determined each year prior to each Taste event.

### Duties To Be Performed

It shall be the sole responsibility of the vendor to:

1. Erect/set-up and place of all tents, side walls, counters, lights, tables, chairs, and other equipment as directed by Village of Orland Park event staff.
2. Set-up shall begin by 7am the Wednesday prior to the Taste of Orland Park.
3. Equipment necessary to begin by 7am should be on-site in advance allowing work to begin at 7am. Equipment may be delivered on the Tuesday prior to the event with the approval of the Village of Orland Park.



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4. All restaurant tents, counters, sidewalls and lights shall be fully in place and erected no later than 8am, on the Friday of the first day of the event.
5. All remaining tents, sidewalls and lights shall be fully in place and erected by 12pm, Friday, the first day of the event.
6. All tables and chairs shall be in place by 12pm, Friday, the first day of the event.
7. All tent lights shall be fully functional by 4:00pm on Friday, the first day of the event.
8. Vendor must remain on sight thru at least the first hour, or as requested by event staff, on the first day of the event to make adjustments to tents, lights, etc. as needed.
9. Vendor shall be on site to inspect tents, lights & counters beginning at 8am the 2nd day of the event to adjust as needed.
10. Vendor shall provide the names and numbers of three contacts that can initiate repairs/adjustments to tents/lights as needed throughout the event. Taste hours (subject to change) are:

Friday	5:00pm – 11:00pm
Saturday	3:00pm – 11:00pm
Sunday	3:00pm – 9:00pm

11. Removal of all tents, tables, chairs, lights or other rental equipment are the sole responsibility of the vendor.
12. Vendor shall begin removal all tents, tables, chairs, lights and support equipment, and supplies beginning no later than 7am the Monday following the event. All vendor supplies and equipment will be off premise by the end of the Monday following the event.

### Optional Additional Services:

The Village of Orland Park hosts events throughout the year, for which tents, tables, chairs and other event rental equipment is necessary. Rental quantities will be determined yearly a scope and dates vary year to year. Rental set-up shall begin 1-2 days prior to the event date. Vendor shall provide the names and numbers of three contacts that can initiate repairs/adjustments to tents/lights as needed throughout the event. Removal of all tents, tables, chairs, lights, or other rental equipment are the sole responsibility of the vendor.

### Evaluation Criteria

Proposals will be evaluated on the following criteria:

- Overall cost per year
- Quality of tents/supplies
- Ability to meet event deadlines
- Proposers references and other projects of similar scope
- Ability to respond to emergencies during event(s)



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It is expressly understood and agreed to by both Parties that in no event shall the total amount to be paid by the Village for the complete and satisfactory performance of services, exceed the proposed amount. Said price shall be the total compensation for Consultant's performance hereunder including, but not limited to, all work, deliverables, materials, supplies, equipment, sub-Consultant's fees, and all reimbursable travel and miscellaneous or incidental expenses to be incurred by Consultant. In the event the Consultant incurs cost in excess of the sum authorized for service, the Consultant shall pay such excess from its own funds, and the Village shall not be required to pay any part of such excess, and the Consultant shall have no claim against the Village on account thereof. For the avoidance of doubt, in no event shall Consultant be entitled to receive more than the proposed amount and this amount includes all costs incurred by Consultant in connection with the work and services authorized hereby, including, but not limited to: (i) any known or unknown and/or unexpected condition(s); (ii) any and all unforeseen difficulties; (iii) any unanticipated rises in the cost of labor, materials or equipment, changes in market or negotiating conditions, and errors or omissions made by others; (iv) the character of the work and/or services to be performed; and (v) any overrun in the time or cost necessary for the Consultant to complete the work due to any causes, within or beyond its control. Under no circumstances shall the Village be liable for any additional charges if Consultant's actual costs and reimbursable expenses for such work, service or deliverable exceed the proposed amount. Accordingly, Consultant represents, warrants and covenants to the Village that it will not, nor will Consultant have anyone on its behalf, attempt to collect an amount in excess of the proposed amount agreed to by the Consultant.