



**INVITATION TO BID AND INSTRUCTIONS TO BIDDERS**

**FY2015-239**

**SECRET CITY FESTIVAL EQUIPMENT RENTAL**

**NOTE: MANDATORY PRE-BID CONFERENCE  
FEBRUARY 10, 2015 AT 10:00 A.M., LOCAL TIME,  
CIVIC CENTER (1403 OAK RIDGE TURNPIKE)**

**BID OPENING**

**February 19, 2015  
1:00 p.m., Local Time**

**at the  
Central Services Complex Materials Management Conference Room  
City of Oak Ridge  
100 Woodbury Lane  
P. O. Box 1  
Oak Ridge, Tennessee 37831-0001**

**Telephone: (865) 425-1819  
Fax: (865) 482-8475  
Attn: Lyn Majeski**

**CITY OF OAK RIDGE, TENNESSEE**  
**Invitation to Bid and Instructions to Bidders**

**FY2015-239**

**January 30, 2015**

**Project: Secret City Festival Equipment Rental**

**Invitation**

Bids will be received by the City of Oak Ridge until 1:00 p.m., local time, February 19, 2015, then publicly opened in the Central Services Complex Materials Management Conference Room at 100 Woodbury Lane, Oak Ridge, Tennessee, for furnishing all labor, materials, supplies, tools, and equipment necessary to perform all work and services described in the Contract attached hereto, in strict accordance with the terms and provisions of said Contract and any attachments thereto. (See attached Specifications)

All bids must be completed and submitted on the Bid Form provided. The bids shall be submitted on or before the time set for the opening of bids. Bids received after the time so set are late bids and will not be considered. Late bids, unmarked envelopes, and incorrectly marked envelopes will not be opened. Electronic bids are not accepted.

**Mandatory Pre-Bid Conference**

A mandatory pre-bid conference will be held on February 10, 2015, at 10:00 a.m., local time, at the Oak Ridge Civic Center (1403 Oak Ridge Turnpike, Oak Ridge, Tennessee 37830). Prospective Bidders are required to attend in order to submit a bid. Please contact Lyn Majeski at (865) 425-1819 if directions to the pre-bid conference are needed.

**Discrepancies**

Should the Bidder find any discrepancies in, or omission from, the bid documents, or should the Bidder be in doubt as to their meaning, the Bidder shall at once notify Lyn Majeski at (865) 425-1819 and obtain an interpretation or clarification prior to submitting a bid. Any interpretation or clarification given in accordance with this provision shall be in writing and will be distributed to all known Bidders. Only questions answered in writing will be binding. Oral and other interpretations or clarifications will be without legal effect. All questions must be submitted to Lyn Majeski no later than six (6) days prior to the bid opening date in order to give sufficient time for responses to be sent to all prospective bidders.

**Prices**

The Bidder shall submit unit bid prices as specified on Bid Form. It is agreed that this bid document in its entirety is included in and made a part of the contract between the City and the successful Bidder. Unit bid prices shall be good for a period of three years if awarded the contract.

Discrepancies between the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words.

### **Withdrawal of Bids**

Bids may be withdrawn on written or telegraphic request received from Bidders prior to the time fixed for opening the bids. Such written request must be on company letterhead signed by a company official and must indicate the specific bid project and bid price to be withdrawn in order to verify the identity of the bidder.

### **Rejection of Bids**

The City reserves the right to reject any and all bids when such rejection is in the interest of the City of Oak Ridge; to reject the bid of a Bidder who has previously failed to perform properly or complete on time jobs of a similar nature; to reject the bid of a Bidder who is not, in the opinion of the City, in a position to perform the Contract, and to reject the bid of a Bidder not submitted in accordance with this Invitation to Bid.

### **References**

Each Bidder shall furnish a list of at least three (3) references for whom work similar to that covered by the specifications herein was performed, the year in which such work was performed and the manner of its execution, and giving such other information as will tend to show the Bidder's ability to perform the required work.

### **Equipment**

The Bidder shall have available under Bidder's control, tools and equipment of the type, character and amount required to complete the proposed work within the specified time. Each Bidder shall furnish a list of the tools and equipment proposed for use on the work if requested.

### **Personnel**

Each Bidder shall have available or shall agree to have available under Bidder's control sufficient equipment and personnel to complete the proposed work within the specified time.

### **Method of Work**

Upon request, each Bidder shall describe the method or methods to be used in the performance of the required work.

### **Bidders Interested in More than One Bid**

A party who has quoted prices to a Bidder is not thereby disqualified from quoting prices to other Bidders or from submitting a bid directly for the work; however, more than one bid for the same work from an individual or entity under the same or different name will not be considered.

### **Bid Surety**

A Bid Bond is not required for this project.

### **Drug-Free Workplace Affidavit Form**

A Drug-Free Workplace Affidavit form is not required for this project as it does not involve construction.

### **Insurance**

The successful Bidder will be required to maintain Worker's Compensation, Comprehensive General Liability, and Comprehensive Automobile Liability and Property Damage Insurance in accordance with the provisions of the Contract Documents. The City of Oak Ridge, Tennessee shall be named as an additional insured.

### **Completion and Performance Bond, and Labor and Material Bond**

A Completion and Performance Bond and a Labor and Material Bond are not required for this project.

### **Award of Contract**

The City will make the award as soon as practicable to the lowest responsible Bidder, price and other factors considered, provided it is reasonable and in the best interest of the City. The City reserves the right to award the contract to more than one bidder if in the best interest of the City. The successful Bidder(s) shall be required to execute the Contract attached hereto.

### **City Officers and Employees Not To Have Financial Interest**

No contract shall be made with any officer or employee of the City or any firm or corporation in which any officer or employee of the City has financial interest.

### **Compliance with All Laws, Ordinances, Statutes, and Regulations**

The Contractor shall comply with all federal, state, county and local laws, ordinances, statutes, and regulations. Pursuant to City Code § 5-413, the City may not accept bids from Bidders in default of any payment of any nature due to the City, including but not limited to taxes, licenses and fees.

### **Anti-Discrimination**

The selected Bidder, in performing the work or furnishing the services covered by this project, shall not discriminate against any person because of race, creed, color, national origin, age, sex, sexual orientation, disability, religion or other legally protected status. The City of Oak Ridge encourages the utilization of minority and women-owned businesses in its contracting and subcontracting projects.

### **Tobacco Products**

The selected Bidder and its employees/subcontractors shall comply with all building policies, regulations, schedules and rules as set out and required by the City. Please note smoking (including e-cigarettes) and the use of tobacco products (chewing) is prohibited at City facilities. For any work done at City facilities, any smoking occurring outside of the buildings must occur at least twenty (20) feet away from any entrance, open window or other opening into which smoke could infiltrate into the building. Spent smoking materials are to be properly discarded and not littered on the grounds.

### **Competency / Behavior of Employees**

The selected Bidder shall only furnish employees who are competent and skilled for work under this contract. If, in the opinion of the City, an employee of the selected contractor is incompetent or disorderly, refuses to perform in accordance with the terms and conditions of the contract, threatens or uses abusive language while on City property, or is otherwise unsatisfactory, that employee shall be removed from all work under this contract.

## Bid Submittal Instructions

Pursuant to Tennessee Code Annotated § 62-6-119, each bid must be submitted in an opaque sealed envelope marked and addressed on the outside as follows:

From: Bidder's Name  
Bidder's Address

|     |  |  |
|-----|--|--|
| To: | <u>In Person or By Overnight Delivery</u>  | <u>Regular Mail</u>  |
|     | Attn: Lyn Majeski<br>Finance Department<br>City of Oak Ridge<br>100 Woodbury Lane<br>Oak Ridge, TN 37830 | Attn: Lyn Majeski<br>Finance Department<br>City of Oak Ridge<br>P.O. Box 1<br>Oak Ridge, TN 37831-0001 |

If the bid is submitted by mail rather than hand-delivery, the sealed envelope containing the bid must be enclosed in another envelope addressed as stated above. Bids submitted by mail should indicate on the outside envelope, lower left corner, the following: "Sealed bid for FY2015-239: Secret City Festival Equipment Rental to be opened February 19, 2015 at 1:00 p.m. local time" to ensure the bid is delivered to the appropriate person at the City in a timely fashion. Late bids are not accepted and will not be opened.

**FY2015-239 BID FORM**

**Project: Secret City Festival Equipment Rental**

In compliance with the Invitation for Bids, dated January 30, 2015, the undersigned Bidder:

\_\_\_\_\_

\* a corporation organized and existing under the laws of the State of: \_\_\_\_\_

\* a partnership consisting of: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*an individual trading as: \_\_\_\_\_

\_\_\_\_\_

(\*fill in as appropriate)

of the City of \_\_\_\_\_ in the State of \_\_\_\_\_ agrees that if this bid is accepted as hereinafter provided, it will furnish all labor, materials, supplies, tools, and equipment necessary to perform all work and services described in the Invitation for Bid and Instructions to Bidders, in strict accordance with the terms and provisions of the Contract attached thereto.

If written Notice of Award is received, the Bidder agrees to furnish to the City of Oak Ridge, within ten (10) working days after receipt of said Notice of Award, the Completion and Performance Bond; Labor and Material Bond or other suitable securities; and required insurance certificates naming the City of Oak Ridge as an additional insured.

Bidder acknowledges receipt the following addenda:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bidder understands that the City reserves the right to reject any or all bids and to waive any informality in the bidding.

Bidder agrees that this bid shall be good for a period of ninety (90) days from the date of opening.

**2015 Secret City Festival Bid:**

Tents:

- Provide price and number of available units for each size for both frame and pole tents (as applicable).
- Due to underground utilities, it should be assumed that ALL tents must be secured with weights – NO STAKES ALLOWED WITHOUT **PRIOR APPROVAL** FOR ANY PLACEMENT from the Secret City Festival Logistics coordinator. Limited exceptions for pole tents may be permitted, depending upon site conditions.

|          | <u>Frame/ per unit</u> | <u># available</u> | <u>Pole / per unit</u> | <u># available</u> |
|----------|------------------------|--------------------|------------------------|--------------------|
| 10 x 10  | _____                  | _____              | _____                  | _____              |
| 10 x 20  | _____                  | _____              | _____                  | _____              |
| 20 x 20  | _____                  | _____              | _____                  | _____              |
| 20 X 30  | _____                  | _____              | _____                  | _____              |
| 20 X 40  | _____                  | _____              | _____                  | _____              |
| 30 x 30  | _____                  | _____              | _____                  | _____              |
| 30 x 60  | _____                  | _____              | _____                  | _____              |
| 40 X 60  | _____                  | _____              | _____                  | _____              |
| 40 x 80  | _____                  | _____              | _____                  | _____              |
| 40 x 100 | _____                  | _____              | _____                  | _____              |
| 60 x 90  | _____                  | _____              | _____                  | _____              |

Tent Sides:

|                       | <u>Solid side's</u> | <u>Windowed sides</u> |
|-----------------------|---------------------|-----------------------|
| Price per linear foot | _____               | _____                 |

Tent Fans:

| <u>Per unit</u> | <u># units available</u> |
|-----------------|--------------------------|
| _____           | _____                    |

Tables & Chairs:

|                | <u>Per unit</u> | <u># units available</u> |
|----------------|-----------------|--------------------------|
| 8 foot folding | _____           | _____                    |
| 30 inch round  | _____           | _____                    |
| Folding chairs | _____           | _____                    |

Crowd Control Barricade Fencing:

|              | <u>Per unit</u> | <u># units available</u> |
|--------------|-----------------|--------------------------|
| 8 foot steel | _____           | _____                    |

Temporary dance floor:

|         | <u>Per square foot</u> |       |
|---------|------------------------|-------|
| 24 x 36 | _____                  | _____ |

Bleachers:

|             | <u>Per unit</u> | <u># units available</u> |
|-------------|-----------------|--------------------------|
| 3-row x 15' | _____           | _____                    |
| 4-row x 15' | _____           | _____                    |

Inflatable Games:

- Attach a pricing schedule for all available inflatable activities, including, but not limited to, bounce houses, slides, sports events and water activities.
- All equipment is to be delivered clean and in safe operating condition.

Options:

- Option One – Discounts – Describe any quantity discounts available on individual items or the complete order.
- Option Two – Sponsorship Amount – The bidder may offer a price reduction in the form of a Festival Sponsorship. See the attached sponsor information to learn the benefits of becoming a Festival sponsor.

Attach "Options" on a separate sheet(s) of paper.

Bidder acknowledges receipt of the following addenda:

|                    |             |                    |             |
|--------------------|-------------|--------------------|-------------|
| Addendum No. _____ | Date: _____ | Addendum No. _____ | Date: _____ |
| Addendum No. _____ | Date: _____ | Addendum No. _____ | Date: _____ |
| Addendum No. _____ | Date: _____ | Addendum No. _____ | Date: _____ |

Bidder attests that no officers or employees of the City of Oak Ridge are members of, or have financial interest in, the business submitting this bid.

By: \_\_\_\_\_  
Signature

Telephone #: \_\_\_\_\_

Name: \_\_\_\_\_

Fax # \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Business  
Name: \_\_\_\_\_

Date: \_\_\_\_\_

Mailing  
Address: \_\_\_\_\_  
\_\_\_\_\_

Physical  
Address: \_\_\_\_\_  
\_\_\_\_\_

Tax ID Number: \_\_\_\_\_

NOTE: In accordance with the Invitation to Bid, the following attachment is required: at least three (3) references for similar work.

**CONTRACT**

**FY2015-239**

THIS CONTRACT entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between the CITY OF OAK RIDGE, TENNESSEE, a municipal corporation, hereinafter called the "City," and \_\_\_\_\_, a \_\_\_\_\_, hereinafter called the "Contractor."

**WITNESSETH**

In consideration of the mutual promises of the parties hereto, the parties do hereby agree as follows:

**ARTICLE 1 – Scope of This Contract**

The Contractor shall furnish all labor, materials, supplies, tools, equipment and other incidentals necessary to provide equipment rentals for the City's Secret City Festival as required by the City. All work performed under this Contract shall be in strict accordance with the terms and provisions of this Contract, the Invitation to Bid Package, the Specifications, and the bid of the Contractor, all attached hereto and incorporated herein by reference.

The 2015 Secret City Festival is scheduled for June 12 and 13, 2015 in and around A.K. Bissell Park located in Oak Ridge, Tennessee. Setups for the Festival shall begin Wednesday, June 10, 2015 and must be completed by Thursday, June 11, 2015. Cleanup and removal of all equipment can begin on Sunday, June 14, 2015 and must be completed by Tuesday, June 16, 2015. The City has no responsibility to the Contractor for items that are damaged or lost.

The equipment rented and quantity rented are as determined by the needs of the City.

The Contractor shall provide the name and telephone number of a person employed by the Contractor to be the on call person for this Contract. The on call person shall be readily accessible by telephone from the time the Contractor's items have been delivered on site to the time the Contractor's items have been removed from City property. The Contractor shall provide a no-less-than thirty (30) minute in person response time for problems with items or additional needs such as additional tents, tables, and chairs or replacement inflatables.

In performance of this Contract, the Contractor binds himself to the City to comply fully with all provisions, undertakings, and obligations hereinafter set forth.

**ARTICLE 2 – Term**

This Contract shall be for a term of one (1) year commencing on the date written above and terminating on December 31, 2015, with up to two (2) additional one-year (January 1 – December 31) options to renew, unless terminated earlier in accordance with the terms of this Contract . This renewal shall be at the City's sole option and discretion. If exercised, the City shall send written notice to the Contractor prior to the expiration of the current term. The Contractor hereby agrees and understands that this renewal option is in no way a guarantee of future festivals or agreements for services for future festivals. Unit bid prices will not increase during any renewal period.

### ARTICLE 3 – Compensation

For the provision of such services, the City shall pay the Contractor \$ \_\_\_\_\_, which is the price of the Contractor's bid (based upon 2015 quantity estimates). Total compensation provided to the Company shall be based upon actual 2015 quantities and the bid unit prices, less the total sponsorship value (if any) less any penalties for noncompliance. Such compensation shall be paid within thirty (30) days after the Festival, provided the services were satisfactory to the City.

Time is of the essence for this Contract. In the event the Contractor fails to comply with the terms of this Contract, the City shall have the right to reduce the compensation as follows:

- A. If the Contractor does not meet the deadline for delivery and set-up, the City shall reduce the total compensation amount by ten percent (10 %).
- B. If the Contractor does not meet the deadline for removal, the City shall reduce the total compensation amount by ten percent (10%).
- C. If the Contractor fails to provide the entire list of items set forth in the attachment, the City shall reduce the total compensation amount by ten percent (10%) plus an amount equal to the Contractor's bid for the missing item(s) as well as the City's cost to obtain a replacement item(s) for the festival.

The compensation provided for herein is the entire compensation to be provided.

### ARTICLE 4 – Inspections and Defective Equipment

All services shall be subject to inspections, examinations and tests by the City at any and all times during the performance of this Contract. The City shall have the right to reject defective equipment and to require correction. Rejected equipment shall be satisfactorily corrected without charge therefore.

This provision does not negate, modify or replace any warranties contained elsewhere in this Contract. This provision shall survive the termination or suspension of this Contract.

Neither payment nor any provisions in the Contract document shall relieve the Contractor of responsibility for faulty or defective equipment.

### ARTICLE 5 – Site Investigation

The Contractor represents that it has visited the site and determined the nature of the work and the difficulties and facilities attending execution of the work, and all other matters, which can in any way affect the work under this Contract.

### ARTICLE 6 – Indemnification by Contractor

To the fullest extent permitted by all applicable laws and regulations, the Contractor hereby agrees to protect, indemnify and hold harmless the City and their consultants, agents and employees from and against any and all claims, loss, expense, damage, charges and costs direct, indirect or consequential (including but not limited to fees and charges of engineers, architects, attorneys and other professional and court costs), collectively referred to as "claims," for injury to or death of persons and injury to or destruction of property suffered or alleged to have been suffered as a result of any act or omission on the part of the Contractor, any of the Contractor's subcontractors, anyone for whose acts any of them may be liable, or others whose services are engaged by the Contractor or anyone directly or indirectly employed

or controlled by either of them in the course of the performance of the work provided for in the Contract, except such injury, destruction or death as may be caused by the sole negligence or fault of the City.

When the City submits notice, the Contractor shall promptly defend any aforementioned action. In any and all claims against the City or any of their consultants, agents or employees by any employee of the Contractor, any of the Contractor's subcontractors, anyone for whose acts any of them may be liable, or others whose services are engaged by the Contractor or anyone directly or indirectly employed or controlled by either of them in the course of the performance of the work provided for in the Contract, the indemnification obligation described herein shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts. The limits of insurance required in this Contract shall not limit the Contractor's obligations under this article.

The terms of this article shall survive the termination or suspension of this Contract.

#### ARTICLE 7 – Compliance with All Laws, Ordinances, Statutes, and Regulations

The Contractor shall comply with all federal, state, county and local laws, ordinances, statutes, and regulations.

#### ARTICLE 8 – Insurance

The Contractor shall at all times during the Contract maintain in full force and effect Comprehensive General Liability, Workers' Compensation and Property Damage Insurance in the amounts set forth below and naming the City of Oak Ridge, Tennessee as an *additional insured*.

The Contractor shall maintain policies providing the following insurance protection, each policy containing a requirement that, in the event of change or cancellation, thirty (30) days' prior written notice be sent by mail to the City. Certificates of Insurance describing the coverage shall be furnished by the Contractor and shall contain the following express obligation:

"This is to certify that the policies of insurance described herein have been issued to the insured for whom this certificate is issued and are in force at this time. In the event of cancellation or material change in a policy affecting the certificate holder, thirty (30) days' prior written notice will be given the certificate holder."

1. Comprehensive General Liability:

|                             |             |                 |
|-----------------------------|-------------|-----------------|
| Bodily Injury               | \$300,000   | each occurrence |
|                             | \$700,000   | aggregate       |
| Property Damage             | \$100,000   | each occurrence |
| Or Combined Single Limit of | \$1,000,000 |                 |

2. Workers' Compensation and Employer's Liability as provided for in applicable statutes.

3. Comprehensive Automobile Liability (Including all owned, non-owned and hired vehicles)

|                 |           |                 |
|-----------------|-----------|-----------------|
| Bodily Injury   | \$300,000 | each person     |
|                 | \$700,000 | each occurrence |
| Property Damage | \$100,000 | each occurrence |

Or Combined Single Limit of \$1,000,000

The Contractor may purchase at its own expense such additional or other insurance protection as it may deem necessary. Maintenance of the required minimum insurance protection does not relieve the Contractor of responsibility for any losses not covered by the above-required policies.

Before commencement of work hereunder, the Contractor agrees to furnish to the City of Oak Ridge (Legal Department, P.O. Box 1, Oak Ridge, Tennessee 37831-0001) a Certificate of Insurance or other evidence satisfactory to the City to the effect that such insurance has been procured and is in force.

#### ARTICLE 9 – Permits and Licenses

The Contractor shall obtain, at the Contractor's expense, all permits, licenses and bonds required by law or ordinance and maintain the same in full force and effect.

#### ARTICLE 10 – Subcontracting and Assignment

The service provided for hereunder may not be assigned or subcontracted in whole or in part without the prior written consent of the City.

#### ARTICLE 11 – Termination

Due to the nature of the services to be provided, the Contractor may not terminate this Contract. The City may, however, terminate this Contract for cause upon written notice to the Contractor.

#### ARTICLE 12 – Anti-Discrimination

The Contractor, in performing the work or furnishing the services covered by this Contract, shall not discriminate against any person because of race, creed, color, national origin, age, sex, sexual orientation, disability, religion or other legally protected status. The City of Oak Ridge encourages the utilization of minority and women-owned businesses in its contracting and subcontracting projects and the Contractor is encouraged to actively solicit the participation of these businesses. The Contractor shall inform all of its subcontractors and vendors providing work or services under this Contract of this requirement and shall ensure compliance therewith.

#### ARTICLE 13 – Personnel

- A. The Contractor represents that it has, or will, secure at the Contractor's expense, all personnel required to perform the work and services outlined in this Contract. Such personnel shall not be employees of or have any contractual relationship with the City.
- B. All of the services required hereunder will be performed by the Contractor or under the Contractor's supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local laws to perform such services.

#### ARTICLE 14 – Option to Renew

This Contract may be renewed for up to two (2) additional one-year terms (January 1 through December 31) under the same terms and conditions at the City's sole option. Upon renewal, the per unit prices will remain the same as unit bid prices were guaranteed for three years.

ARTICLE 15 – Governing Law

This Contract is governed by the laws of the State of Tennessee.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year first above written, the City of Oak Ridge, by its City Manager, by authority duly given.

APPROVED AS TO FORM AND LEGALITY:

CITY OF OAK RIDGE, TENNESSEE

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Manager

(CONTRACTOR)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Printed or Typed Name and Title)

Attachments: Specifications  
Bid Documents  
Contractor's Bid

## SPECIFICATIONS

### 2015 Secret City Festival Rental Equipment

The City of Oak Ridge is seeking bids for designated items below for the 2015 Secret City Festival. The Festival is typically held on the second Friday and the following Saturday in June. This year's Festival will be June 12 & 13, 2015 in and around AK Bissell Park in Oak Ridge, Tennessee. Setups for the Festival will begin Wednesday, June 10, 2015 and are to be completed Thursday, June 11, 2015. Cleanup and removal of all equipment can begin on Sunday, June 14, 2015 and must be completed by Tuesday, June 16, 2015.

If an award is made, the successful bidder will receive a one year contract with the option of two (2) additional one-year renewals. All prices shall be guaranteed for a minimum of three (3) years. This price guarantee does not guarantee the Bidder that the City will have a Secret City Festival in 2016 and 2017, nor does it guarantee the Bidder will receive a contract for these items for future Secret City Festivals. The City reserves the right to reject all bids. If an award is made, one award will be made for all items listed on this Bid Form. The winning Bidder will be required to identify a point of contact for the Festival organizers during the Festival to address any issues that may arise with the equipment provided. Selection of the winning Bidder will be based on the variety of equipment available, the ability of the Bidder to supply equipment in sufficient quantities and Bidder references, with cost and sponsorship considered. Quantities and examples of equipment rented for the 2014 Secret City Festival are included below. These quantities and examples are provided for reference only. The City does not guarantee that quantities or specific items will be the same in 2015.

### **2014 Secret City Festival Rental Equipment:**

#### Frame Tents:

- (57) 10 x 10
- (5) 10 x 20
- (4) 20 x 20
- (2) 20 x 30
- (2) 20 x 40
- (1) 20 x 50
- (1) 40 x 60

## SPECIFICATIONS (continued)

### Pole tents:

- (1) 30 x 60
- (300) linear feet of windowed tent sides
- (267) 8 ft. tables
- (19) 30" round tables
- (1083) folding chairs
- tent fans
- 24 x 36 dance floor
- (8) seatbelt stanchions
- (180) 8 ft. sections of steel barricade fencing
- (2) 4-row x 15 ft. bleachers

### One (1) each of the following inflatables:

- Jacobs Ladder
- 5 in 1 Sports Combo package
- Inflatable basketball
- Inflatable baseball/tee ball
- Tropical Island Bounce House
- Obstacle Course
- Rescue Squad obstacle course
- Quarterback attack
- Double lane water slide
- Bungee run
- Freaky Frog water slide
- Large double lane water slide
- Caterpillar crawl
- Zorbie Balls & course

# The Secret City festival

June 12 and 13, 2015

## Sponsorship Levels & Benefits

### Main Event Sponsor-Funding Level \$10,000

- ★ **Friday Night Concert Event**
  - Headliners to be announced
- ★ **Saturday Night Concert Event**
  - Headliners to be announced

As a **Main Event Sponsor**, you will receive:

- ★ Name in social media material throughout the region to promote the Festival, i.e., internet ads, television, and push notifications
- ★ Name on radio
- ★ Name on placemats distributed to restaurants throughout Anderson County
- ★ Name in local/regional newspaper ads featuring *sponsored event*
- ★ Name mentioned in all press materials related to the *sponsored event*
- ★ Corporate link from the Secret City Festival web site
- ★ Name displayed on signage at *sponsored event*
- ★ 30 complimentary tickets for either Friday or Saturday night entertainment
- ★ Discount tickets for Friday and Saturday night concerts for sponsor's employees
- ★ On-site promotion at sponsor's place of business
- ★ A complimentary 10 X 10 foot booth space, your choice of location.
- ★ A post event report outlining their publicity benefit for their investment.

### Event Sponsor-Funding Level \$5,000

The specific events available for sponsorship are:

- ★ **Shuttle Buses**
  - Five buses running continuously during both days of the Festival
- ★ **Pavilion Sponsor**
  - Two days of continuous entertainment on main venue stage in Bissell Park
- ★ **Salute to Soldiers**
  - Interactive displays and demonstrations honoring WWII soldiers history
- ★ **Arts & Crafts Show**
  - Regional and local crafters offering their creations for sale outside in a big tent
- ★ **Children's Festival—4 Sponsorships Available**
  - FREE activities for children of all ages
    - Children's Arts & Crafts
    - Toddler's Area
    - Petting Zoo
    - Youth Area
    - Children's Stage

As an **Event Sponsor**, you will receive:

- ★ Name on placemats distributed to restaurants throughout Anderson County
- ★ Name mentioned in all press materials related to the *sponsored event*
- ★ Corporate link from the Secret City Festival web site
- ★ Name displayed on signage at Festival
- ★ 16 complimentary tickets for either Friday or Saturday night entertainment
- ★ Discount tickets for Friday and Saturday night concerts for sponsor's employees
- ★ A post event report outlining their publicity benefit for their investment.
- ★ Complimentary 10 X 10 foot booth space, your choice of location.

### Contributing Sponsor-Funding Level \$2,500

The specific events available for sponsorship are:

#### ★ **Bus Stops**

- Three staffed bus stops with information about the Festival.
- Ticket printing.
- Banners and signs.
- Roving entertainment.

As an **Event Sponsor**, you will receive:

- ★ Name linked to all advertisements featuring *sponsored event* including press, radio, TV, and internet
- ★ Corporate link from the Secret City Festival web site
- ★ Name displayed on signage at *sponsored event*
- ★ 8 complimentary tickets for either Friday or Saturday night entertainment
- ★ Discount tickets for Friday and Saturday night concerts for sponsor's employees.
- ★ Complimentary 10 X 10 foot booth space.

### Supporting Sponsor-Funding Level \$1,000

As a **Contributing Sponsor**, you will receive:

- ★ Name displayed on signage at Festival
- ★ Corporate link from the Secret City Festival web site
- ★ 4 complimentary tickets for either Friday or Saturday night entertainment
- ★ Discount tickets for Friday and Saturday night concerts for sponsor's employees.
- ★ Complimentary 10 X 10 foot booth space.

### General Sponsor-Funding Level \$ 500 and Under

As a **Supporting Sponsor**, you will receive:

- ★ Name mentioned in press materials related to the Festival
- ★ Corporate link from the Secret City Festival web site
- ★ 2 complimentary tickets for either Friday or Saturday night entertainment
- ★ Discount tickets for Friday and Saturday night concerts for sponsor's employees