



2006 Request for Bid for Portable Toilets
3 Rivers Music Festival
Columbia SC
April 21-23, 2006

General Terms of Bid

1. Each bid must include an itemized list of all fees and costs associated with completion of the services requested (see part one below). This includes the following: travel, equipment rental, operation/service, inclement weather related expense, labor, installation and/or dismantle supervision and delivery fee.
2. In some cases, Festival may require placement and installation by the Contractor / Vendor. In other cases, items will be delivered to a central location determined by festival management. All items will be available for pickup at the location where they were delivered or at a predetermined location.
3. Insurance Requirements. Contractor / Vendor must provide proof of Worker's Compensation Insurance and General Liability in the amount of one million (\$1,000,000). All insurance costs are the responsibility of the Contractor / Vendor. Company winning the bid must obtain a 1 million liability insurance policy naming the following as additional insureds: Three Rivers Music and Heritage Foundation, City of Columbia, City of West Columbia, State of South Carolina, South Carolina State Museum, Confederate Relic Room and EdVenture Children's Museum. Company must provide proof of insurance must within 7 days of being notified of the winning bid. Further, Contractor / Vendor shall defend, indemnify Festival (including officers, directors, employees and agents thereof) harmless from and against any and all claims, suits, liability, loss, fines, penalties, damages, amounts paid in settlements and expenses, (including reasonable attorney fees) arising from event, unless such claim is a result of Festival's own negligence.
4. Festival supports a drug free work place. The possession, consumption or distribution of any controlled substance by employees, workers and/or independent contractors during the event (including setup and take down) is expressly prohibited.
5. It is understood that specifications contained herein are subject to change. Exact dimensions, locations and times may fluctuate with event, venue and other factors. If such changes affect vendor costs, adjustment(s) may be made in the contractual process, but only by mutual agreement and documented with a written change of work order executed by Jeff Hunter, Project Manager of Festival.
6. Festival is not bound to accept the lowest priced of any submitted bid and reserves the right to reject any bid. Criteria for selection include ability to perform, experience, management and staffing organization, quality of products and service, and cost.
7. Bid must be signed by the person(s) authorized to sign on behalf of the Contractor / Vendor to bind the Contractor / Vendor to statements made in response to this RFB.
8. All inquiries related to this RFB are to be directed to Jeff Hunter, Project Manager for Festival. Information obtained from any other source is not official and should not be relied upon.
9. Information pertaining to Festival obtained by the Contractor / Vendor as a result of participation in this project is confidential and must not be disclosed without written authorization.
10. Bid must be firm for at least 45 days after the closing date. Prices will be firm for the entire contract period.
11. Festival reserves the right to modify the terms of the RFB at any time at its sole discretion.
12. The Contractor / Vendor is solely responsible for their own expense in preparing a proposal and the subsequent negotiations with Festival, if any. If Festival elects to reject all proposals, Festival will not be liable to Contractor / Vendor for any claims, whether for costs or damages incurred by the Contractor / Vendor in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.



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This bid must be filled out in the format provided or it will not be accepted.

All bids must be submitted on or before March 5, 2006, and decisions will be announced by March 14, 2006. Submit bids by mail, fax or email. Absolutely no bids will be accepted after deadline. Jeff Hunter, Project Manager, 3 Rivers Music Festival, P.O. Box 3638, Columbia, SC 29230, FAX 803.401.8992, email Jeff951@msn.com. Direct any questions to Mr. Hunter via e-mail or at 803-600-6922. Bid must be filled out in the format provided or it will not be accepted.

Name of company submitting bid: _____

Mailing Address & Contact Info: _____

A firm estimate of fees and/or expenses that would be incurred:

	Cost/Unit	Project Quote
(90) Special Event Units	\$ _____	\$ _____
(2) Handicapped Units	\$ _____	\$ _____
Service of units - Saturday and Sunday a.m.	\$ _____	\$ _____
(4) Grey water tanks	\$ _____	\$ _____
(4) Hand washing stations	\$ _____	\$ _____
Taxes		\$ _____
TOTAL		\$ _____

2. All port-o-lets must be setup no later than 5:00 pm on Friday, April 21, 2006.

3. Does the bid provide all labor, materials, equipment, management and other related services necessary to complete the work as specified in this RFB? Yes _____ No _____

4. Please list contact information for three references with which you have done business over the past twelve months.

Reference	Phone Number
_____	_____
_____	_____
_____	_____

5. A schedule for payment of fees (Festival prefers net 30)

Total Bid Amount	_____
Deposit Amount (if required)	_____
Date Deposit Due	_____
Balance Amount	_____
Date Balance Due	_____

I have read, understand and agree to the **General Terms of Bids**.

Name & Title

Date