



2006 Request for Bid for Tables and Chairs
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. It is understood that specifications contained herein are subject to change. Exact numbers, 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.
4. 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.
5. 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.
6. All inquires 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.
7. 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.
8. Bid must be firm for at least 45 days after the closing date. Prices will be firm for the entire contract period.
9. Festival reserves the right to modify the terms of the RFB at any time at its sole discretion.
10. 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.



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All bids must be submitted on or before March 5, 2006 and decisions will be announced by March 10, 2006. Submit bids by mail, fax or email. Absolutely no bids will be accepted after deadline. Submit bids to: 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. This bid must be filled out in the format provided or it will not be accepted.

Name of company submitting bid: _____

Mailing Address & Contact Info: _____

1. Items for bid

	Cost/Unit	Project Quote
(112) 8' Banquet Tables	\$ _____	\$ _____
(553) Folding Chairs	\$ _____	\$ _____
(30) 72" round tables	\$ _____	\$ _____
Taxes		\$ _____
Delivery to Site in Racks (Festival will provide labor and forklift to setup tables & chairs)		\$ _____
TOTAL		\$ _____

2. 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 _____

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

Reference	Phone Number
_____	_____
_____	_____
_____	_____

4. 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