

Event Equipment Rental Services

## Request for Quotes Response

Please submit all response to HeeJin Kim at [hkim@rihousing.com](mailto:hkim@rihousing.com) by 3 pm on August 3, 2023 for your quotes to be considered.

### Section A: General Company Information

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

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

Business email: \_\_\_\_\_

Company Address: \_\_\_\_\_

Website: \_\_\_\_\_

### Section B: Experience and Resources

Brief Description of the company and the services provided:

Primary Contact: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

Will there be any subcontractors? If so, please provide the subcontractor's information:

Subcontractor Company Name : \_\_\_\_\_

References (organizations or businesses for whom you have provided similar services):

Contact name: \_\_\_\_\_

Phone: \_\_\_\_\_

## Section C: Fee Structure

**Please attach a quote for the provided Scope of Work at Attachment B in your submission email.**

\*Ensure to provide an itemized breakdown of billing rates and any other fee information applicable, such as delivery fee, labor, etc.

## Section D: Affirmative Action Plan and Minority Owned Business/Women Owned Business

RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. If applicable, describe your company's diverse membership and/or a copy of your Minority- or Women-Owned Business Enterprise state certification.

## Section E: Misc.

**Discuss any additional information you would like to share:**

## Section F: Certifications

**All applicants must fill out the Submission Certification (Attachment A) and attach it to the submission email.**

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