



## **REQUEST FOR QUOTES**

### **Event Equipment Rental Services**

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**Posting Date: 7/26/2023**

**Response Submission Deadline: 3:00 EST p.m. on August 3<sup>rd</sup>, 2023.**

#### **NOTE TO RESPONDENTS:**

Please be advised that **all** submissions (including those not selected for engagement) may be made available to the public on request pursuant to the Rhode Island Access to Public Records Act, Chapter 2 of Title 38 of the Rhode Island General Laws (the “APRA”) upon award of a contract(s). As a result, respondents are advised not to include information that they deem proprietary or confidential or that constitutes a trade secret.

#### **INTRODUCTION**

Through this Request for Quotes (“RFQ”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks quotes from qualified companies to provide event equipment rental services including outdoor tents, entertainment, stage and AV equipment.

#### **INSTRUCTIONS**

Quotes must be submitted via email to: **HeeJin Kim, Manager, Communications and Brand Strategy** at [hkim@rihousing.com](mailto:hkim@rihousing.com) no later than the response submission deadline set forth above.

**Quotes that are not received by the response submission deadline or that do not adhere to the submission instructions described herein shall not be accepted or considered by RIHousing.**

Quotes should be concise and adhere to the word count applicable to each section of this Request for Quotes (“RFQ”). Quotes should be presented on business letterhead and include all attachments, certifications (including the Submissions Certification at Attachment A), and company website (if applicable). In the alternative, you may use the response template provided. Please note that failure to provide any information, certification, or document requested in this RFQ may cause your submission not to be reviewed or considered by RIHousing.

Updates, amendments and Q&As related to this Request for Quotes may be posted from time to time at: [RFPs & RFQs | RIHousing](#).

#### **SCOPE OF WORK**

Please see the Scope of Work on Attachment B.



**ITEMS TO BE INCLUDED WITH YOUR QUOTE**

**SUBMISSION  
CHECK LIST**

**Section A: General Company Information (Total word limit: 500 words)**

1. Provide a brief description of your company, including but not limited to the following:
  - a. Name, business telephone number and business email address of a representative of the company authorized to discuss your quote.
  - b. Locations of all offices of the company.

**RIHousing requests that the contact information provided in response to this subsection (1) be strictly limited to business addresses, telephone numbers, and email addresses to protect any personal information from being made available to the public pursuant to APRA.**

**Section B: Experience and Resources (Total word limit: 3500 words)**

1. Describe your company and its capabilities. In particular, support your capacity to perform the Scope of Work.

2. Indicate which principals and associates from your company would be involved in providing services to RIHousing.

3. If applicable, please indicate the name of any subcontractors that would be involved in providing services to your company and to RIHousing. Provide appropriate background information for each person or entity, identify the person’s responsibilities and outline their capabilities.

4. Please provide a detailed list of references, including a contact name and business telephone number for organizations or businesses for whom you have performed similar work.



**Section C: Fee Structure (Total word limit: 500 words)**

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

- 1. Please provide a cost quotes for providing the Scope of Work at Attachment B.
- 2. Provide an itemized breakdown of billing rates.
- 3. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of RIHousing.

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

- 1. RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your company's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your company, the number and percentage of members of federally and State-protected classes in your company who will work on RIHousing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

**Section E: Miscellaneous (Total word limit: 1000 words)**

- 1. Discuss any topics not covered in this RFQ that you would like to bring to RIHousing's attention.

**Section F. Certifications**

- All applicants must respond to and provide documentation as outlined in the Request for Quote Submission Certifications at Attachment A.



### EVALUATION AND SELECTION

A selection committee consisting of RIHousing employees will review all quotes that meet the requirements set forth in the “Instructions” section of this RFQ and make a selection based on the following factors:

- Professional capacity to undertake the Scope of Work (as evaluated by reference in Section B: Experience and Resources);
- Proposed fee structure (as evaluated by reference in Section C: Fee Structure);
- Ability to perform within time (as evaluated by reference in Section B);
- Company minority status and affirmative action program or activities (as requested in Section D: Affirmative Action Plan and Minority Owned Business/Women Owned Business)
- Other pertinent information submitted.

By this RFQ, RIHousing has not committed itself to undertake the work set forth herein. RIHousing reserves the right to reject any and all quotes, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. RIHousing reserves the right to make those decisions after its receipt of responses. RIHousing’s decision on these matters is final.

**For additional information contact:** HeeJin Kim at [hkim@rihousing.com](mailto:hkim@rihousing.com)



**Attachment A**

**Requests for Quotes Submission Certifications**

Please respond to **all** items below and include it in your response to this RFQ. Be sure to include any additional information in the space provided or as an attachment as needed. Please ensure that any attachments refer to the appropriate item by name (i.e., “Conflict of Interest,” “Major State Decision Maker,” etc.)

**Total word limit for Sections A and B: 500 words**

**Section A: Conflicts of Interest**

1. Identify any conflict of interest that may arise as a result of business activities or ventures by your company and associates of your company, employees, or subcontractors as a result of any individual’s status as a member of the board of directors of any organization likely to interact with RIHousing. **If none, check below.**

None

**Section B: Litigation, Proceedings, Investigations**

1. Identify any material litigation, administrative proceedings, or investigations in which your company is currently involved. **If none, check below.**

None

2. Identify any material litigation, administrative proceedings, or investigations to which your company or any of its principals, partners, associates, subcontractors, or support staff was a party, that has been finally adjudicated or settled within the past two (2) years. **If none, check below.**

None

**Section C: Certifications**

1. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year



to any general officer, any candidate for general office, or any political party. **Please acknowledge your understanding below.**

I have read and understand the requirements of Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

**Please indicate your response below.**

Yes

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

No

3. In the course of providing goods or services to RIIHousing, the selected respondent may receive certain personal information specific to RIIHousing customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, loan



numbers, account numbers, social security numbers, driver's license or identification card numbers, employment and income information, photographic likenesses, tax returns, or other personal or financial information (hereinafter collectively referred to as the "Personal Information"). The maintenance of the Personal Information in strict confidence and the confinement of its use to RIHousing are of vital importance to RIHousing.

**Please certify below that in the event your company is selected:**

(i) any Personal Information disclosed to your company by RIHousing or which your company acquires as a result of its services hereunder will be regarded by your company as confidential, and shall not be copied or disclosed to any third party, unless RIHousing has given its prior written consent thereto; and

(ii) your company agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your company's size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and

(iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s). In addition, if selected, your company may be requested to provide a copy of its information security plan.

I certify that in the event our company is selected, we will comply with the Personal Information and Security guidelines noted above.

4. Your company's president must certify below that (i) no member of your company has made inquiries or contacts with respect to this RFQ other than in an email or written communication to **HeeJin Kim, hkim@rihousing.com** seeking clarification on the Scope of Work set forth in this quote, from the date of this RFQ through the date of your quote, (ii) no member of your company will make any such inquiry or contact until after August 3<sup>rd</sup>, 2023, (iii) all information in the quote is true and correct to the best of your knowledge, (iv) no member of your company gave anything of monetary value or promise of future employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced, and (v) your company is in full



**RFQ Title: Event Equipment Rental Services**

compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

I certify that no member of our company has made or will make any such inquiries or contacts; all information supplied is true and correct; no member of our company has provided anything of value to influence RIHousing; and our company is in compliance with applicable political contribution reporting.

President(*print*): \_\_\_\_\_

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

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





Attachment B

Scope of Work

**I. Services to be Provided**

RIHousing is going to host a block party in Providence (20 Hayward Street) on Saturday, September 23<sup>rd</sup> from 12 pm – 4 pm. Hayward Street between Portland and Pearl Street and Portland Street between Hayward and Pine Street will be closed for traffic and the event will take place in the closed streets as well as parking lot of the adjacent development. There will be a water supply for weights.

We are looking for a company that can provide events equipment rental services for the date. Please provide quotes for the following items:

Item	Quantity
Tent - 10'x10' pop up	15
ballasts or weights	
Tent - 20'x30'	2
Table - 6'	17
Table - 8'	3
Table - 5' round	8
Chairs	100
Trash Can	11
Stage - 16'x24 w/ walk up	1
PA or speaker system	1
Photobooth	1
Barricades	8
Basketball Arcade	3
Oversized Jenga	2
Oversized Connect 4	2
Bubble Machine	2
First Aid Kit	1
CPR / Medical staff	1

Please see attached draft site-plan for more information.



**II. Day-of Schedule**










Event Date + Time: Saturday September 23<sup>rd</sup> from 12 pm – 4 pm

Set-up time: 8 am – 12 pm

Break-down time: 4pm – 6 pm



(2) 20'x30' tent  
(15) 10'x10' tent  
(4) food trucks  
(5) porta potties

-  Food Truck
-  10'x10' Tent
-  20'x30' Tent
-  5' Round Table w/ 8 Chairs
-  16'x24' Stage
-  (5) portable toilets
-  Trash Can
-  First-Aid Station
-  Road Closure Barricades

# Option B - Details

- (2) 20'x30' tent
- (15) 10'x10' tent
- (4) food trucks
- (5) porta potties

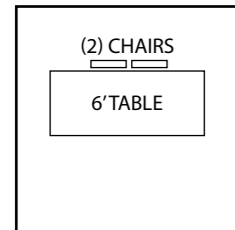


- Food Truck
- 10'x10' Tent
- 20'x30' Tent
- 5' Round Table w/ 8 Chairs
- 16'x24' Stage
- (5) portable toilets
- Trash Can
- First-Aid Station
- Road Cloasure Barricades

# Entertainment / Activities

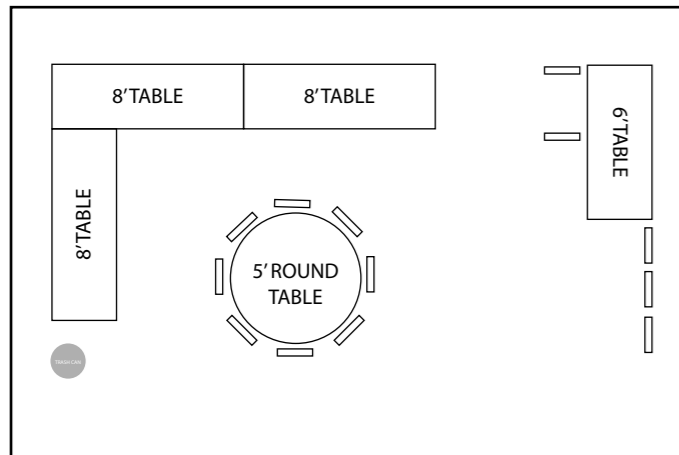
## Activities Under Tent

### 10'x10' Tent



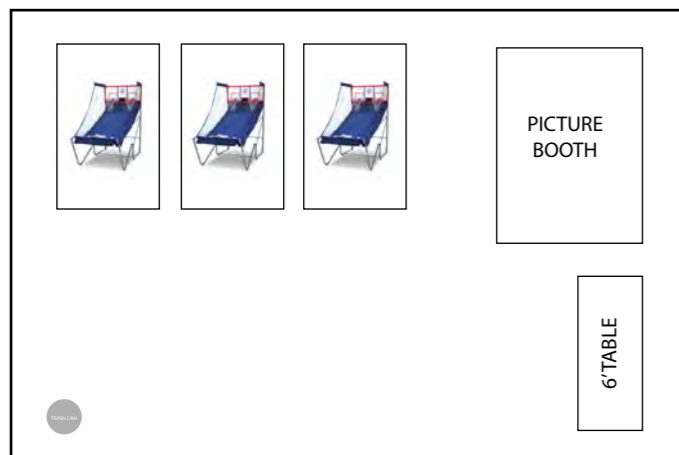
Available for Partner Agencies and Vendors  
Each tent has (1) 6' table and (2) chairs  
13 SLOTS AVAILABLE

### 20'x30' Tent A



Available for Children's Activities  
(3) 8' table + 5' round table - Craft Station  
• coloring  
• TBD  
(1) 6' table + (5) chairs - Face Paint

### 20'x30' Tent B



Available for Activities  
(3) Basketball arcade  
Photo station  
(1) 6' table - Popcorn

## Outdoor Activities

### Stage

DJ  
Live Music  
Opening speaking program

### Active

Magician  
Balloon art  
Fire Truck demonstration

### Passive

Bubble machine  
Sidewalk chalk  
Oversized Connect-4  
Oversized Jenga