

BALTIMORE

OFFICE OF PROMOTION & THE ARTS

2018 FESTIVAL SEASON QUOTE SOLICITATION: GOLF CARTS

Event	Light City Baltimore 3rd Annual	Artscape 37th Annual	Baltimore Book Festival 23rd Annual
Dates	April 14 – April 21, 2018	July 20 - 22, 2018	September 28 – 30, 2018
Hours	Monday-Thursday: 7pm-11pm Friday & Saturday: 7pm-12am Sunday: 7pm-11pm	Friday & Saturday: 11am-11pm Sunday: 11am-7pm	Friday - Sunday: 11am-7pm
Location	Baltimore's Inner Harbor	Mid-town; Bolton Hill; Station North	Baltimore's Inner Harbor
Delivery	Monday, March 26	Monday, July 16	Monday, September 24
Pickup	Tuesday, April 24	Tuesday, July 24	Tuesday, October 2
Website	www.lightcity.org	www.artscape.org	www.baltimorebookfestival.org
RFP	The Baltimore Office of Promotion & The Arts, Inc. (BOPA), the non-profit organization that produces Light City and Artscape on behalf of Baltimore's Festival of the Arts, Inc., and the Baltimore Book Festival, seeks proposals from qualified companies to provide golf carts for the 2018 festival season.		
Services	The Company will be responsible for delivery and pickup by 12:00pm on the days designated above. Please note that Light City will be a longer rental period. Please include, as a separate line item, the cost for a staff member from your company to be onsite as an attendant, managing repairs and cart check-in/-out, during Light City. At this time, plan for staff to be onsite for 8-10 hours daily for 14-18 days.		
Specs	Specs are based on last year's festival needs. Be prepared for specs to change as the festival nears.		

Event/Equipment	Light City Baltimore	Artscape	Baltimore Book Festival
Cargo/4 passenger	30	40	24
Flatbed	4	10	8
6 passenger	2	2	1

- Quote** Quotes must include the following elements:
- Price for each piece of equipment.
 - Price and number of electric golf carts available.
 - Carts must have lights.
 - Spare batteries, tires, keys, etc.
 - The "bottom line" price. This price should include all components needed to complete the job. Some examples are, but not limited to: fuel, travel, pick up/delivery, placement, environmental fees, forklift, radios, insurance, meals, etc. BOPA does not provide any auxiliary items. The Company should be prepared to provide such items and list what is included in their proposal.
 - Discussion of availability for a non-profit discount and/or multi-year, multi-event discount.

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Award

The award of a contract will be made by BOPA's Evaluation Panel and based on the Company's qualifications including, but not limited to: experience at other large-scale outdoor festivals, ability to provide maximum service at a reasonable bottom line cost, and any unique proposals that address economy-of-scale with a combined multi-event opportunity. BOPA may, at its sole discretion, decide to award more than one Company a portion of the job (e.g. split festivals).

BOPA is committed to inclusiveness and participation by MBE/WBE (Minority Business Enterprises/Women Business Enterprises) firms in any and all components of the operation including, but not limited to, ownership, financing, management, and operations. Proposals with a commitment to MBE and WBE participation are desirable but not mandatory.

Should the parties fail to agree upon a contract within a reasonable time, BOPA, at its sole discretion, may cancel negotiations with the selected Respondent and proceed with the next acceptable Respondent, re-solicit for new proposals, or abandon the Solicitation process.

Upon being awarded the contract, the selected Company will be required to sign a contract and submit a certificate of insurance (see requirements below).

When all documents/agreements are obtained and signed, BOPA will submit payment for a deposit equal to 25% of the bottom line price for Light City in January 2018, Artscape in May 2018, and for the Baltimore Book Festival in July 2018.

Email Proposals by 4pm on Friday, January 19, 2018 to:

Tess Cooper, Festivals Coordinator, tcooper@promotionandarts.org

Liability, Insurance, Security & Financials

The successful bidder shall supply and maintain insurance which defends, indemnifies and holds harmless BOPA, the Mayor and City Council of Baltimore, their officers, employees and agents from and against any and all liability, damage claims, demands, costs, judgments, fees, attorney's fees or loss arising out of acts or omissions of the Licensee or third party under the direction or control of the Licensee. The successful bidder must furnish BOPA with a Certificate of Insurance prior to commencement of work. The required coverage shall not be less than the following:

Workers Compensation:	Statutory Requirements
State Disability:	Statutory Requirements
General Liability:	\$1,000,000 occurrence / \$3,000,000 aggregate
Automobile Liability:	\$1,000,000

Insurance certificates shall name Baltimore Office of Promotion & The Arts, Inc. (BOPA), Baltimore's Festival of the Arts, Inc. (BFAI) and the Mayor and City Council of Baltimore as additional insured parties and shall state that all coverage shall be primary to any insurance coverage held by BOPA, BFAI and/or the City with respect to acts or omissions of the licensee.

In addition, the City requires contractors not incorporated in the State of Maryland to produce a Certificate to Do Business in the State of Maryland prior to execution of a contract.

The awarded bidder shall execute a written agreement with BOPA, which shall include all provisions as set forth herein and include all terms and conditions of the proposal and any negotiated terms and conditions.