DATE: May 23, 2023

TO: Mayor and Council Members

FROM: Parks, Recreation and Community Services Department

SUBJECT: Agreement with Ramirez Productions & Event Rentals, Inc. for Equipment Rental for Citywide Special Events (RFB – 0161 Re-Issue)

RECOMMENDATION:
It is recommended that the Mayor and Council Members award a contract and approve a two-year agreement with Ramirez Productions & Event Rentals, Inc., in a total amount not to exceed $80,249, for Equipment Rentals for Citywide Special Events, per RFB-0161 Re-issue. (General Fund)

BACKGROUND:
The City of Inglewood hosts several citywide special events throughout the year that include the Dr. Martin Luther King Day Celebration, Easter Eggstravaganza, Memorial Day Service, Hispanic Heritage Festival, Halloween Family Fest, and Annual Holiday Tree Lighting Ceremony. The rental of canopies, tables, and chairs is needed to provide audience seating and shade, as well as booths for food, commercial, and informational vendors.

DISCUSSION:
On March 15, 2023, the City of Inglewood Purchasing Division issued RFB-0161 via PlanetBids for Equipment Rental for Citywide Special Events. RFB-0161 was advertised for 15 days with Herald Publications and on the PlanetBid portal. Bid packages were due on March 29, 2023, at 11:00 a.m., in the City Clerk’s Office; however, no bids were received.

On April 12, 2023, the Purchasing Division reissued RFB-0161, which was advertised for 15 days with Herald Publications and on the PlanetBid portal. Bid packages were due on April 26, 2023, at 11:00 a.m., in the City Clerk’s Office. The City received the following bid package:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Location</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ramirez Productions &amp; Event Rentals</td>
<td>Garden Grove, CA</td>
<td>$70,249</td>
</tr>
</tbody>
</table>

Staff has reviewed the submitted bid and determined Ramirez Productions & Event Rentals was the only responsive bidder and has met all requirements.
FINANCIAL/FUNDING ISSUES AND SOURCES:
The fees for the agreement shall not exceed $80,249, including $70,249 for special event rentals, and up to $10,000 for additional equipment rentals as needed.

Sufficient appropriations will be available in the Annual Budget and allocated as outlined in the table below for event expenditures anticipated through the end of the agreement term:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Account Code No.</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022-2023</td>
<td>001.070.7011.45008</td>
<td>General Fund-PRCS-Citywide Promotions</td>
<td>$23,426</td>
</tr>
<tr>
<td>2023-2024</td>
<td>001.070.7011.45008</td>
<td>General Fund-PRCS-Citywide Promotions</td>
<td>$56,823</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$80,249</strong></td>
</tr>
</tbody>
</table>

DESCRIPTION OF ANY ATTACHMENTS:
Attachment No. 1 - Agreement
Attachment No. 2 - RFB-161
Attachment No. 3 - RFB-161 Reissue
Attachment No. 4 - Insurance

PREPARED BY:
Sabrina Barnes, Parks, Recreation and Community Services Director

COUNCIL PRESENTER:
Sabrina Barnes, Parks, Recreation and Community Services Director
APPROVAL VERIFICATION SHEET

DEPARTMENT HEAD APPROVAL: [Signature]
Sabrina Barnes, Parks, Rec, & Comm Svcs. Director

ASSISTANT CITY MANAGER APPROVAL: [Signature]
Louis Arwell, Assistant City Manager

CITY MANAGER APPROVAL: [Signature]
Artie Fields, City Manager
ATTACHMENT NO. 1
AGREEMENT NO. _____

THIS AGREEMENT (the "Agreement" or "Contract") is made and entered into this ______ day of ______________, 2023, by and between the CITY OF INGLEWOOD (hereinafter referred to as the "City"), a municipal corporation, located at One Manchester Boulevard, Inglewood, California 90301; and RAMIREZ PRODUCTIONS & EVENT RENTALS, INC., (hereinafter referred to as the "Contractor"), a California corporation, with a corporate number of C45342147, duly organized and in good standing in the State of California, and a local place of business located at 13861 Newhope Street Garden Grove, California 92843.

RECATALS

WHEREAS, the City hosts several citywide special events throughout the year including the Dr. Martin Luther King Day Celebration, Easter Eggstravaganza, Memorial Day Service, Hispanic Heritage Festival, Halloween Family Fest and Annual Holiday Tree Lighting Ceremony; and

WHEREAS, the City needs to rent canopies, tables and chairs to host these events for audience seating and shade, as well as vendor booths for food sales and other activities; and

WHEREAS, On March 15, 2023, the City of Inglewood Purchasing Division issued RFB-0161 via PlanetBids for Equipment Rental for Citywide Special Events; and

WHEREAS, on April 12, 2023, the Purchasing Division reissued RFB-0161; and

WHEREAS, the City received one proposal and accepted the Contractor; and

WHEREAS, the Contractor represents that its listed subcontractor(s), if any, is in good standing in the State of California and validly registered with the California Department of Industrial Relations as required by law; and

WHEREAS, the Contractor represents that it and its subcontractor(s), if any, will remain validly licensed as required by law; and

WHEREAS, the Contractor represents that it has the background, knowledge, experience and expertise to perform the obligations set forth in this Agreement.

NOW THEREFORE, the City and the Contractor (hereinafter referred to collectively as the "Parties" and individually as the "Party") hereto mutually agree as follows:
ARTICLE 1 – INCORPORATION OF RECITALS

All of the recitals are incorporated herein by reference.

ARTICLE 2 – SCOPE OF WORK

The Contractor shall:

1. Perform the City’s Project, in a good, workmanlike, and timely manner and in accordance with Exhibit “A,” Equipment Rentals for Citywide Special Events, RFB-0161; and Exhibit “B,” the Contractor’s Proposal. Each Exhibit is incorporated herein by this reference as if set forth in full. In the event of ambiguity, conflict, or inconsistent language, the order of precedence shall be (in descending order):
   a. Change orders and Amended Agreements (whichever occurs last);
   b. Exhibit “A;”
   c. Exhibit “B.”

2. Ensure that all Work is done in a workmanlike and professional manner and in accordance with standard industry practices.

3. Agree to comply with, and be bound by all applicable federal, state, county, and local laws, rules, and regulations.

4. Ensure that all personnel engaged by the Contractor to perform the Work contemplated by this Agreement shall be properly licensed.

5. Obtain, at its own expense, all necessary licenses, and permits, including but not limited to those required by the City of Inglewood, to perform the Work contemplated by this Agreement.

6. Secure the payment of workers’ compensation to its employees as provided in California Labor Code Sections 1860 and 3700 and agree, that pursuant to California Labor Code Section 1810, that eight (8) hours’ labor constitutes a legal day’s work.

7. Agree that should disputes arise respecting the true value of any Work done, of any Work omitted, or any extra work, which the Contractor may be required to do, or respecting the size of payment to the Contractor during the performance of this
Contract, such dispute shall be initially decided by the Parks, Recreation and Community Services Department Director.

8. If applicable, abide by California Public Contract Code Section 7104 and California Labor Code Section 6705 whenever such Codes are relevant.

9. If applicable, agree to comply with the applicable provisions of California Labor Code Section 1777.5 relating to employment by the Contractor and all subcontractors under it, of journeymen, or apprentices, or workmen in any apprentice craft or trade. The Contractor specifically agrees to comply with the applicable provisions of California Labor Code Section 1770 through and including Section 1776 relating to compliance monitoring and enforcement, payment of prevailing wages to all workmen employed in the performance of the Work contemplated by this Agreement by the Contractor and all subcontractors under it and to keep and maintain accurate certified payment records.

ARTICLE 3 – CITY’S DUTIES

The City hereby promises to provide all access, data, records, and documents reasonably within its possession or control as are necessary for the Contractor to perform the Work contemplated by this Agreement.

ARTICLE 4 – TERM

The Term of the Agreement shall run for two (2) years from the date first written above.

ARTICLE 5 – COMPENSATION

1. The Contractor shall be paid, pursuant to the hourly rate in Exhibit “B,” a not-to-exceed amount of Eighty Thousand Two Hundred and Forty-Nine Dollars ($80,249) for all Work faithfully performed.

2. The Contractor shall invoice, from the date of NTP, the City every thirty (30) days for Work contemplated hereunder and which have been completed within that thirty (30) day period.

3. The Contractor shall invoice the City within ten (10) Working Days after the completion of the project. The City shall pay the Contractor in the ordinary course of City
business, and agrees that it will use its best efforts to avoid all unnecessary delays in
processing the Contractor's invoices.

4. The Contractor agrees that, should Work be performed outside the scope of
Work without the prior written approval of the City, such Work shall be deemed a gratuitous
effort on the part of the Contractor, and the Contractor shall have no claim against the City
for reimbursement.

ARTICLE 6 – TERMINATION

1. This Agreement shall be subject to termination by the City at its sole discretion for
convenience; or if it encounters conditions during the work contemplated hereunder that
make it impossible or impracticable to proceed; or if the City is prevented from proceeding
with the Agreement by law or by official action of a public authority; or if there is an
unavailability of City Funds; or if the Consultant violates any material provisions of this
agreement; or if the Consultant fails to provide the services required of this Agreement in a
satisfactory manner as determined by the Parks, Recreation and Community Services
Department Director.

2. In the event of the City's termination of this Agreement due to no fault or failure of
performance by the Consultant, the City shall pay the Consultant based on the percentage of
work satisfactorily performed up to the effective date of termination. In no event shall the
Consultant be entitled to receive more than the amount that would be paid to the Consultant
for the full performance of the Services required by this Agreement. The Consultant shall have
no other claim against the City by reason of such termination, including any claim for
compensation.

ARTICLE 7 – NOTICES

All notices required or permitted to be given under this Agreement shall be in writing
or sent by certified mail and shall be dated and signed by the Party giving such notice or by a
duly authorized representative of such Party.

///

///
Notice

If notice to either Party is given, it shall be by personal delivery thereof or by depositing same in United States Mail, enclosed in a sealed envelope postage prepaid and return receipt requested and addressed as follows:

CITY:
Aisha L. Thompson,
City Clerk
City of Inglewood
One Manchester Boulevard
Inglewood, California 90301-1750

CONTRACTOR:
Paul Peralta Ramirez,
Chief Executive Officer
Ramirez Production & Event Rentals, Inc.
13861 Newhope Street
Garden Grove, California 92843

WITH COPY TO:
Director Parks Recreation
One Manchester Boulevard
Inglewood, California 90301

AGENT FOR SERVICE OF PROCESS ONLY
Evelin Monserrath
13861 Newhope Street
Garden Grove, California 92843

Notice of Surety

If notice is given to Surety, it shall be by personal delivery to the Surety or by depositing same in United States mail, enclosed in a sealed envelope, addressed to the Surety at the address of the Surety shown in the applicable Performance Bond or Payment Bond (or, if none is shown, the last known address for the Surety), and sent by registered or certified mail with postage prepaid.

Effective Date of Notice

Notice shall be deemed effective on the date personally delivered or, if mailed, five (5) days after deposit of the same in the custody of the United States Postal Service, properly addressed, with postage prepaid and return receipt requested.

ARTICLE 8 – INSURANCE REQUIREMENTS

The Contractor shall procure and maintain for the duration of the Contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be borne by the Contractor. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by the City as a material breach of Contract.
MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

2. Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than $1,000,000 per accident for bodily injury and property damage.

3. Workers' Compensation: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease.

4. Professional Liability (Errors and Omissions): Insurance appropriates to the Contractor's profession, with limit no less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. (If applicable – see footnote next page)

   If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished
in connection with such work or operations. General liability coverage can be provided in the
form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10
11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20
38; and CG 20 37 if a later edition is used).

Primary Coverage
For any claims related to this contract, the Contractor’s insurance coverage shall be
primary coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers,
officials, employees, and volunteers. Any insurance or self-insurance maintained by the City,
its officers, officials, employees, or volunteers shall be excess of the Contractor’s insurance and
shall not contribute with it.

Notice of Cancellation
Each insurance policy required above shall provide that coverage shall not be canceled,
except with notice to the City.

Waiver of Subrogation
Contractor hereby grants to the City a waiver of any right to subrogation which any
insurer of said Contractor may acquire against the City by virtue of the payment of any loss
under such insurance. Contractor agrees to obtain any endorsement that may be necessary to
affect this waiver of subrogation, but this provision applies regardless of whether or not the
City has received a waiver of subrogation endorsement from the insurer.

Self-Insured Retentions
Self-insured retentions must be declared to and approved by the Office of the City
Attorney. The Office of the City Attorney may require the Contractor to purchase coverage
with a lower retention or provide proof of ability to pay losses and related investigations, claim
administration, and defense expenses within the retention. The policy language shall provide,
or be endorsed to provide, that the self-insured retention may be satisfied by either the
named insured or the City.

Acceptability of Insurers
Insurance is to be placed with insurers authorized to conduct business in the state with
a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

**Verification of Coverage**

Contractor shall furnish the City with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them.

The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

**Special Risks or Circumstances**

The City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

**ARTICLE 9 - INDEMNIFICATION**

1. The Contractor shall indemnify and hold harmless the City and its officers, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the Work described herein, to the extent caused in whole or in part by any negligent act or omission, recklessness or willful misconduct of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the negligence, or willful misconduct of the City.

2. If any action or proceeding is brought against Indemnitees by reason of any of the matters against which the Contractor has agreed to indemnify Indemnitees as provided above, the Contractor, upon notice from the City, shall defend Indemnitees at the Contractor's expense by counsel acceptable to the City, such acceptance not to be unreasonably withheld. Indemnitees need not have first paid for any of the matters to which Indemnitees are entitled to indemnification in order to be so indemnified. The insurance required to be maintained by the Contractor under this Article shall ensure the Contractor's
obligations under this section, but the limits of such insurance shall not limit the liability of
the Contractor hereunder. The provisions of this Article shall survive the expiration or earlier
termination of this Agreement.

ARTICLE 10 – INGLEWOOD BUSINESS LICENSE

The Contractor agrees to at all times during the performance of the Agreement, obtain and maintain an Inglewood City business license. A copy of said license must be forwarded to the City Clerk and Parks, Recreation and Community Services Department Director prior to starting any work.

ARTICLE 11 – INDEPENDENT CONTRACTOR

The Contractor enters into this Agreement as an independent contractor and not as an employee of the City. The Contractor shall have no power or authority by this Agreement to bind the City in any respect. Nothing in this Agreement shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Contractor are employees, agents, contractors or subcontractors of the Contractor and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against the Contractor by any such employees, agents, contractors, or subcontractors, or any other person resulting from performance of this Agreement.

ARTICLE 12 – NON-ASSIGNABILITY

The expertise and experience of the Contractor are material considerations for this Agreement. The City has an interest in qualifications of and capability of the Contractor, which will fulfill the duties and obligations, imposed under this Agreement. In recognition of that interest, the Contractor shall not assign or transfer this Agreement or any portion of this Agreement or the performance of any of the Contractor’s duties or obligations under this Agreement without the prior written consent of the City. Any attempted unauthorized assignment shall be ineffective, null and void, and shall constitute a material breach of this Agreement entitling the City to any and all remedies at law or in equity, including summary termination of this Agreement. The Contractor shall not assign any interest in this Agreement
and shall not transfer any interest in the same whether by assignment or novation, without
prior written approval of the City.

ARTICLE 13 – PROHIBITED INTERESTS

No official, employee, or agent of the City, nor any member of his or her
immediate family, shall have any direct or indirect interest in the Contract.

ARTICLE 14 – EQUAL EMPLOYMENT

The Contractor agrees that during the performance of this Agreement, it will not
discriminate against any employee or applicant for employment because of race, color,
religious creed, national origin, ancestry, sex, sexual orientation, age, physical handicap,
medical condition or marital status.

ARTICLE 15 – CHANGES, AMENDMENTS AND MODIFICATIONS

No change, amendment, or modification to this Agreement shall be effective unless in
writing and signed by the Parties hereto.

ARTICLE 16 – SEVERABILITY

In the event that any condition or covenant herein is held to be invalid or void by any
court of competent jurisdiction, the same shall be deemed severable from the remainder of
the Agreement and shall in no way affect any other covenant or condition herein contained as
long as the invalid provision does not render the Agreement meaningless with regard to a
material term in which event the entire Agreement shall be void. If such condition, covenant,
or other provision shall be deemed invalid due to its scope or breadth, such provision shall be
deemed valid to the extent the scope or breadth is permitted by law.

ARTICLE 17 – WAIVER

Waiver by any Party to this Agreement of any term, condition, or covenant of this
Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by
any Party of any breach of the provisions of this Agreement shall not constitute a waiver of
any other provision, or a waiver of any subsequent breach or violation of any provision of this
Agreement. Acceptance by the City of any Work or services by the Contractor shall not
constitute a waiver of any of the provisions of this Agreement.
ARTICLE 18 – ENTIRE AGREEMENT

This Agreement, including all Exhibits is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed therein and supersedes all other Agreements or understandings, whether oral or written, entered into between the Contractor and the City prior to the execution of this Agreement. No statements, representations or other Agreements, whether oral or written, made by any Party which are not embodied herein shall be valid and binding unless in writing and duly executed by the Parties of their authorized representatives.

ARTICLE 19 – GOVERNING LAW; VENUE

This Agreement shall be interpreted, construed, and governed according to the laws of the State of California. In the event of litigation between the Parties, venue in state trial courts shall lie exclusively in the County of Los Angeles, Superior Court, Southwest District, located at 825 Maple Avenue, Torrance, California 90503-5058. In the event of litigation in the United States District Court, venue shall lie exclusively in the Central District of California, in Los Angeles.

ARTICLE 20 – MISCELLANEOUS

1. The Parties waive any benefits from the principle of *contra proferentum* and interpreting ambiguities against drafters. No Party shall be deemed to be the drafter of this Agreement, or of any particular provision or provisions, and no part of this Agreement shall be construed against any Party on the basis that the particular Party is the drafter of any part of this Agreement.

2. This Agreement may be executed in counterparts, and when each Party hereto has signed and delivered at least one such counterpart, each counterpart shall be deemed an original and, when taken together with the other signed counterparts, shall constitute one Agreement, which shall be binding upon and effective as to all Parties hereto.

3. Article titles, paragraph titles or captions contained herein are inserted as a matter of convenience and for reference, and in no way define, limit, extend, or describe the scope of this Agreement or any provision hereof.
IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date and year first above written.

CITY OF INGLEWOOD

RAMIREZ PRODUCTIONS & EVENT RENTALS, INC.

Paul Peralta Ramirez,
Chief Executive Officer

Zulma Aviles,
Secretary

ATTEST:

Aisha L. Thompson,
City Clerk

(Recreation) - Ramirez Productions & Event Rentals, Inc. - Event Rentals 5.23

APPROVED AS TO FORM:

Kenneth R. Campos,
City Attorney
ATTACHMENT NO. 2
The City of Inglewood

Request for Bid (RFB) for

Equipment Rental for Citywide Special Events

Solicitation Number: RFB-0161

Solicitation Issue Date: March 15, 2023

Questions and Comments Due: March 22, 2023, at 12:00 p.m.

Bid Due Date and Time (Closing Date): March 29, 2023, at 11:00 a.m.

Contract Terms: Two (2) year from the effective date as defined in the City's General Provisions.

Submissions: The bidder is required to provide one (1) original, (1) copy and (1) electronic copy (e.g., USB drive)

City Contact: Rocio Nunez, Procurement and Contracts Coordinator, (310) 412-5266, rnunez@cityofinglewood.org

The completed and signed RFB signature page is required, with the most recent addendum listed as an acknowledgment of all addenda issued.

Note: Emailed submissions will not be accepted.
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RFB-0161 Equipment Rental for Citywide Special Events
Invitation to Submit Bids for RFB-0161

The City of Inglewood invites and will receive bids duly filed herein for qualified "Equipment Rental for Citywide Special Events," as specified in this document.

Each bid shall be submitted and completed in all particulars and must be enclosed in a sealed package addressed to the City of Inglewood, The Office of the City Clerk 1st floor, One Manchester Blvd., Inglewood, CA 90301, with the designation of the project, "Equipment Rental for Citywide Special Events" appearing thereon.

Bids will be opened in public on March 29, 2023 at 11:00 a.m. in the Office of the City Clerk and will be announced then and there to all persons present. Specifications and other bid documents for the above service are on the City's PlanetBids portal.

The City reserves the right to waive any irregularity within any bid and to take bids under advisement for a period of ninety (90) calendar days from and after the date bids are opened and announced.

The following conditions and terms apply:

1) The City Council reserves the right to reject any or all bids.

2) Attached are detailed specifications and conditions for bid submission.

3) You must execute your contract within ten (10) days after the City e-mails it. If the contract is not executed within ten (10) days, the City reserves the unilateral right to cancel it.

4) If any provision of the contract is violated, the City, after suitable notice, may cancel the contract and make arrangements to have the products and or services supplied by others. Any extra cost to the City will be paid by the contractor.

5) Bids may be obtained from the City's PlanetBids portal located at https://www.planetbids.com/portal/portal.cfm?CompanyID=45619.

6) All bids with pricing must be for specific amounts. Any attempt to qualify prices with an 'escalation clause' or any other method of making a price variable, is unacceptable. Bid shall be valid for ninety (90) calendar days from and after the date bids are opened and announced.

7) The City reserves the right to add or subtract quantities and/or services based on the unit prices/unit lump sums so indicated as its budgetary needs may require.

8) All request for bid documents can be located on the City of Inglewood's PlanetBids Portal.

Sharon Koike, Assistant Finance Director

Date: 3/08/2023
Request for Bid Timeline

<table>
<thead>
<tr>
<th>RFB Process and Implementation Schedule</th>
<th>Anticipated Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public release of RFB</td>
<td>March 15, 2023</td>
</tr>
<tr>
<td>Questions from bidders due</td>
<td>March 22, 2023 at 12:00 p.m.</td>
</tr>
<tr>
<td>Deadline for bid submittals</td>
<td>March 29, 2023 at 11:00 a.m.</td>
</tr>
<tr>
<td>City Council Approval</td>
<td>April 2023</td>
</tr>
</tbody>
</table>

Submittal Requirements

1. Bidder's Proposal and Statement
2. References
3. Declaration of the Bidder
4. Extension of Contract to Other Public Agencies
5. Non-Collusion Declaration
6. Signed Addenda or Addendum (if any are issued)

Questions Concerning Bid Requirements

All questions and issues related to bidding requirements or information expected for each statement package should be submitted on the City of Inglewood's Planet Bids Portal.

https://www.planetbids.com/portal/portal.cfm?CompanyID=45619

The City of Inglewood will only communicate with one person per bid. It is the responsibility of the Bidder to ensure that the City has the correct name and address of the contact person, phone number, and e-mail address. All changes to instructions to this RFB will be done through a written addendum and posted on the City's Planet Bids portal.

**NO QUESTIONS WILL BE RECEIVED OR RESPONDED TO AFTER**
March 22, 2023, at 12:00 p.m.

Submission of Bids

Written responses to the RFB must be prepared as specified in name of section. Respondents should follow the Instruction to Bidders Checklist on page 28 to ensure that all requirements are met. No changes to responses may be made after the submittal deadline.

- One (1) original unbound, (1) one copy and (1) electronic file on a USB drive for Equipment Rental for Citywide Special Events. **ATTN: Rocio Nunez, received on or before, but no later than March 29, 2023 at 11:00 a.m. at The Office of the City Clerk.** Any responses received after the specified date and time will not be considered by the City.
• Original responses and package copy shall be enclosed in a sealed package with the name and address of the respondent in the upper left-hand corner and marked "Equipment Rental for Citywide Special Events."

• The response shall be signed by an officer, or officers, authorized to execute legal documents on behalf of the respondent and submitted to:

  The Office of the City Clerk
  City of Inglewood 1st Floor
  1 Manchester Blvd.
  Inglewood, CA 90301

The envelope shall be marked in the upper left-hand corner with the name and address of the Bidder and bear the words "Bid For..." followed by the name of the work under this Request for Bid and the date and hour of the bid opening. The City reserves the right to waive informalities in any bid, to reject any or all bids, to reject one part of a bid and accept the other, except to the extent that bids are qualified by specific limitations, and to make awards to the Bidder whose bid is most beneficial to the needs of the City. Each bidder is responsible for the timely delivery of any response. Additionally, the City will not be responsible for the delivery of any bid to the wrong address or City department. Each bidders assumes all risks and/or consequences of an incorrect delivery or an untimely delivery of a bid.
1. Introduction

The City of Inglewood is located in the central portion of Los Angeles County, California, and encompasses an area of approximately 9.2 square miles. The City's current population is about 112,000, with a projected growth of at least four percent per year. The City is bordered by the City of Los Angeles on the East, North and West sides and the County of Los Angeles and the City of Hawthorne on the Southside.

The Parks, Recreation and Community Services Department is charged with enhancing the quality of life for Inglewood residents, businesses and visitors by providing comprehensive recreational, social and community beautification services and programs.

2. Background Information

The City of Inglewood hosts several special events throughout the year requiring use of canopies, tables, chairs, dance floors and stage platforms. Events include Memorial Day Service, Hispanic Heritage Festival, Halloween Family Fest, Dia de Los Muertos, and Dr. Martin Luther King Day Celebration to name a few. Citywide special events foster a vibrant and diverse community, while enhancing the quality of life for Inglewood residents, business owners and visitors to the city.

3. Scope of Work

The bid must be itemized per event and include tax, delivery, and other additional charges. Please submit your bid based on the information provided.

Memorial Day Service

- (1) 12' x 32' x 2' Stage to include:
  - Guardrails along the back and sides
  - Stairs on both sides of the stage with guardrails
- (1) Red skirting around the perimeter of the stage
- (1) Red Astroturf to cover the stage floor
- (1) 40' x 60' White, High Peak Canopy, with no sidewalls
- (275) White Samsonite Chairs

Hispanic Heritage Festival

- (60) 10' x 10' White, High Peak Canopy, no sidewalls
- (6) 10' x 10' White, High Peak Canopy for food booths
  - 4 sidewalls with front mesh food window
- (1) 20' x 20' White, High Peak canopy, with 4 sidewalls
- (1) 20' x 40' White, High Peak Canopy, with 4 sidewalls
- (1) 40' x 40' A-Frame Canopy with extended legs for audience shade
- (1) 20' x 20' dance floor
- (15) 48" Round Tables with hole for umbrella
- (15) White Vinyl Umbrellas for 48" round tables
• (15) 108" Round Table Covers with hole in center for umbrella – color TBD
• (8) 30" Cocktail Tables
• (8) 30" Cocktail Table linen – color TBD
• (100) 6’ tables
• (8) Table Linen for 6’ tables – color TBD
• (450) White Samsonite Chairs

Halloween Family Festival

• (1) 30’ x 30’ White, High Peak Canopy, with no sidewalls
• (10) 48” Round Table with hole for umbrella
• (10) White Vinyl Umbrellas
• (10) 108” Round Black Table Cover with hole in center for umbrella
• (100) White Samsonite Chairs

Dia de Los Muertos

• (4) 10’ x 10’ White, High Peak Canopy for food booths
  ▪ 4 sidewalls with front mesh food window
• (10) 48” Round Tables with hole for umbrella
• (10) White Vinyl Umbrellas for 48” round tables
• (10) 108” Round Table Covers with hole in center for umbrella – color TBD
• (20) Table Linen for 6’ tables – color TBD

Dr. Martin Luther King Festival

• (60) 10’ x 10’ White, High Peak Canopy, no sidewalls
• (6) 10’ x 10’ White, High Peak Canopy for food booths
  ▪ 4 sidewalls with front mesh food window
• (1) 20’ x 20’ White, High Peak canopy, with 4 sidewalls
• (2) 20’ x 40’ White, High Peak Canopy, with 4 sidewalls
• (1) 40’ x 40’ A Frame Canopy with extended legs for audience shade
• (1) 20’ x 20’ dance floor
• (15) 48” Round Tables with hole for umbrella
• (15) White Vinyl Umbrellas for 48” round tables
• (15) 108” Round Table Covers with a hole in the center for an umbrella – color TBD
• (8) 30” Cocktail Tables
• (8) 30” Cocktail Table linen – color TBD
• (100) 6’ tables
• (8) Table Linen for 6’ tables – color TBD
• (600) White Samsonite Chairs

Vendor shall obtain all necessary permits from the Los Angeles County Fire Department and comply with California Fire Codes.
Bidder's Proposal and Statement

RFB-0161 Equipment Rental for Citywide Special Events

To the Mayor and City Council
City of Inglewood
Inglewood, CA 90301

The undersigned declares that he/she has carefully examined the Scope of Work, and has read the accompanying "BIDDER'S CHECKLIST" and hereby agrees to provide the following: To furnish all labor, materials, equipment, transportation, and services and to do all the work required for the "Equipment Rental for Citywide Special Events" and in strict conformity with the Scope of Work at the following total lump sum price (final price to include all taxes and fees).

| Date: Monday, May 29, 2023 |
| Event time: 11:00 a.m. – 1:00 p.m. |
| Location: Inglewood City Hall- South Mall One Manchester Boulevard, Inglewood, CA 90301 |
| Set-up: Monday May 29, must be set up by 9:00 a.m. |
| Takedown: Monday, May 29, at 2:00 p.m. |
| * Canopies must be anchored with covered bases/blocks, no stakes* |

<table>
<thead>
<tr>
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<td></td>
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<tr>
<td>4</td>
<td>40’ x 60’ White, High Peak Canopy, with no sidewalls</td>
<td>1</td>
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<tr>
<td>5</td>
<td>covered bases/blocks</td>
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<td>6</td>
<td>White Samsonite Chairs</td>
<td>275</td>
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<td>8</td>
<td>Same Day Delivery and Pick up</td>
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<td>Additional Fees</td>
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*If your company does not offer any of these products, please put a $0 in the total cost*

<table>
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<td>Grand Total</td>
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</table>
**Grand Total Written in Words**
(In case of discrepancy between words and figures, the written amount in words shall prevail.)

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**Event:** Hispanic Heritage Festival  
**Date:** Saturday, September 23, 2023  
**Event Time:** 11:00 a.m. – 5:00 p.m.  
**Location:** Downtown Inglewood – 100 N. Market Street, Inglewood, CA 90301  
**Set-up:** Vendors will be allowed to set-up the day before the event  
**Takedown:** Saturday, September 23 at 6:00 p.m.  
*Canopies must be anchored with covered bases/blocks, no stakes.*

### Hispanic Heritage Festival

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<tr>
<td>1</td>
<td>10' x 10' White, High Peak Canopy, no sidewalls</td>
<td>60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 2        | 10' x 10' White, High Peak Canopy for food booths  
          - 4 sidewalls with front mesh food window | 6        |      |            |
| 3        | 20' x 20' White, High Peak canopy, with 4 sidewalls                      | 1        |      |            |
| 4        | 20' x 40' White, High Peak Canopy, with 4 sidewalls                      | 1        |      |            |
| 5        | 40' x 40' A-Frame Canopy with extended legs for audience shade           | 1        |      |            |
| 6        | 20' x 20' dance floor                                                     | 1        |      |            |
| 7        | 48" Round Tables with hole for umbrella                                  | 15       |      |            |
| 8        | White Vinyl Umbrellas for 48" round tables                               | 15       |      |            |
| 9        | 108" Round Table Covers with hole in center for umbrella – color TBD      | 15       |      |            |
| 10       | 30" Cocktail Tables                                                       | 8        |      |            |
| 11       | 30" Cocktail Table linen – color TBD                                      | 8        |      |            |
| 12       | 6' tables                                                                 | 100      |      |            |
| 13       | Table Linen for 6' tables – color TBD                                    | 8        |      |            |
| 14       | White Samsonite Chairs                                                    | 450      |      |            |
| 15       | Covered bases/blocks                                                      |          |      |            |
| 15       | Set-up                                                                   |          |      |            |
| 16       | Delivery and Pick up                                                     |          |      |            |

RFB-0161 Equipment Rental for Citywide Special Events
**Additional Fees**

*If your company does not offer any of these products, please put a $0 in the total cost*

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**Grand Total Written in Words**
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---

**Event:** Halloween Family Fest  
**Date:** Saturday, October 21, 2023  
**Event Time:** 1:00 p.m. – 5:00 p.m.  
**Location:** Inglewood City Hall, South Mall, One Manchester Boulevard, Inglewood, CA 90301  
**Set-up:** Vendors will be allowed to set-up the day before the event  
**Takedown:** Saturday, October 21 at 6:00 p.m.  
*Canopies must be anchored with covered bases/blocks, no stakes*

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<tr>
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<td>30’ x 30’ White, High Peak Canopy, with no sidewalls</td>
<td>1</td>
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<tr>
<td>2</td>
<td>48’ Round Tables with hole for umbrella</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>White Vinyl Umbrellas</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
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Event: Dia de Los Muertos  
Date: Saturday, October 28, 2023  
Event Time: 1:00 p.m. – 5:00 p.m.  
Location: Inglewood Senior Center – 111 N. Locust Street, Inglewood, CA 90301  
Set-up: Saturday, October 28, 2023 – must be set up by 9:00 a.m.  
Takedown: Saturday, October 28, 2023 at 6:00 p.m.  
*Canopies must be anchored with covered bases/blocks, no stakes*

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| 1        | 10’ x 10’ White, High Peak Canopy for food booths  
• 4 sidewalls with front mesh food window | 4        |      |            |
| 2        | 48” Round Tables with hole for umbrella                                      | 10       |      |            |
| 3        | White Vinyl Umbrellas for 48” round tables                                   | 10       |      |            |
| 4        | 108” Round Table Covers with hole in center for umbrella – color TBD        | 10       |      |            |
| 5        | Table Linen for 6’ tables – color TBD                                        | 20       |      |            |
| 6        | Covered Bases/ Blocks                                                        |          |      |            |
| 7        | Set-up                                                                     |          |      |            |
| 8        | Same Day Delivery and Pick up                                               |          |      |            |
| 9        | Additional Fees                                                             |          |      |            |

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Grand Total Written in Words
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**Event:** Dr. Martin Luther King Festival  
**Date:** Saturday, January 13, 2024  
**Event Time:** 11:00 a.m. – 5:00 p.m.  
**Location:** Downtown Inglewood – 100 N. Market Street, Inglewood, CA 90301  
**Set-up:** Vendors will be allowed to set-up the day before the event  
**Takedown:** Saturday, January 13 at 6:00 p.m.  
*Canopies must be anchored with covered bases/blocks, no stakes*

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| 2        | 10’ x 10’ White, High Peak Canopy for food booths  
|          | • 4 sidewalls with front mesh food window                                   | 6        |      |            |
| 3        | 20’ x 20’ White, High Peak canopy, with 4 sidewalls                        | 1        |      |            |
| 4        | 20’ x 40’ White, High Peak Canopy, with 4 sidewalls                        | 2        |      |            |
| 5        | 40’ x 40’ A Frame Canopy with extended legs for audience shade             | 1        |      |            |
| 6        | 20’ x 20’ dance floor                                                      | 1        |      |            |
| 7        | 48” Round Tables with hole for umbrella                                    | 15       |      |            |
| 8        | White Vinyl Umbrellas for 48” round tables                                 | 15       |      |            |
| 9        | 108” Round Table Covers with a hole in the center for an umbrella – color TBD | 15       |      |            |
| 10       | 30” Cocktail Tables                                                        | 8        |      |            |
| 11       | 30” Cocktail Table linen – color TBD                                       | 8        |      |            |
| 12       | 6’ tables                                                                  | 100      |      |            |
| 13       | Table Linen for 6’ tables – color TBD                                      | 8        |      |            |
| 14       | White Samsonite Chairs                                                     | 600      |      |            |
| 15       | Covered Bases/ Blocks                                                      |          |      |            |
| 16       | Set-up                                                                    |          |      |            |
| 17       | Delivery and Pick up                                                       |          |      |            |
|          | Additional Fees                                                           |          |      |            |

*If your company does not offer any of these products, please put a $0 in the total cost*

**Tax (10%)**

**Grand Total**

---

RFB-0161 Equipment Rental for Citywide Special Events  
13
Event: Memorial Day Service  
Date: Monday, May 27, 2024  
Event Time: 11:00 a.m.  
Location: Inglewood City Hall – South Mall – One Manchester Boulevard, Inglewood, CA 90301  
Set-up: Monday, May 27 – must be set up by 9:00 a.m.  
Takedown: Monday, May 27 at 2:00 p.m.  
*Canopies must be anchored with covered bases/blocks, no stakes*

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<td>40’ x 60’ White, High Peak Canopy, with no sidewalls</td>
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<td>5</td>
<td>White Samsonite Chairs</td>
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**Event:** Hispanic Heritage Festival  
**Date:** Saturday, September 21, 2024  
**Event Time:** 11:00 a.m. – 5:00 p.m.  
**Location:** Downtown Inglewood – 100 N. Market Street, Inglewood, CA 90301  
**Set-up:** Vendors will be allowed to set-up the day before the event  
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| 4        | 20' x 40' White, High Peak Canopy, with 4 sidewalls                      | 1        |      |            |
| 5        | 40' x 40' A-Frame Canopy with extended legs for audience shade            | 1        |      |            |
| 6        | 20' x 20’ dance floor                                                     | 1        |      |            |
| 7        | 48” Round Tables with hole for umbrella                                   | 15       |      |            |
| 8        | White Vinyl Umbrellas for 48” round tables                                | 15       |      |            |
| 9        | 108” Round Table Covers with hole in center for umbrella – color TBD      | 15       |      |            |
| 10       | 30” Cocktail Tables                                                       | 8        |      |            |
| 11       | 30” Cocktail Table linen – color TBD                                       | 8        |      |            |
| 12       | 6’ tables                                                                  | 100      |      |            |
| 13       | Table Linen for 6’ tables – color TBD                                     | 8        |      |            |
| 14       | White Samsonite Chairs                                                    | 450      |      |            |
| 15       | Covered Bases/ Blocks                                                     |          |      |            |
| 16       | Set-up                                                                    |          |      |            |
| 17       | Delivery and Pick up                                                      |          |      |            |
|          | Additional Fees                                                           |          |      |            |

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The undersigned understands that the City of Inglewood reserves the right to accept or reject any or all bids submitted; to re-advertise at its discretion.

Firm's Legal Name

Street Address of Firm

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip code</th>
<th>Phone number</th>
<th>Email</th>
</tr>
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</table>

Authorized Signature

<table>
<thead>
<tr>
<th>Title</th>
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</table>

Type or Print Above Name

Tax Identification Number

If Contractor (must provide license number)
The City of Inglewood, California hereby extends an invitation to submit a bid in accordance with this document, to provide labor and or materials for the designated purchase. \textit{Furthermore the City makes no representation that any agreement will be awarded to any firm responding to this request.} There is no expressed or implied obligation for the City to reimburse responding firms for any expense incurred in preparing a bid in response to this request. All information submitted to the City of Inglewood shall become property of the City and will be returned to the Bidder at the City's option.

4.1. Prices
The bid shall state the total cost for the service as specified in this document. Prices are firm and fixed for the duration of this agreement.

4.2. Payment Terms
Standard payment shall be made by City check.

4.3. Inglewood Business Tax Certificate
The Contractor agrees to at all times during the performance of the agreement, to obtain and maintain an Inglewood City Business Tax Certificate. The purchase of said Certificate must be made prior to the purchase of product or rendering services and a copy said Certificate must be forwarded to the Purchasing and Contract Services Division.

4.4. Sales Tax
The City of Inglewood is subject to the payment of sales tax. All Contractors will be required to include in your bid the City of Inglewood sales tax rate of 10%. If a Contractor fails to include the City's sales tax rate in their bid, the City will add the 10% amount to the bid for evaluation purposes.

4.5. Insurance Requirements
Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

\textbf{MINIMUM SCOPE AND LIMIT OF INSURANCE}
Coverage shall be at least as broad as:

A. \textbf{Commercial General Liability (CGL):} Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
B. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if the Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than $2,000,000 per accident for bodily injury and property damage.

C. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

**Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

**Additional Insured Status**

The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

**Primary Coverage**

For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

**Notice of Cancellation**

Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the City.

**Waiver of Subrogation**

Contractor hereby grants to the City a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City by virtue of the payment of any loss under such
insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

**Self-Insured Retentions**

Self-insured retentions must be declared to and approved by the City. The City may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the City.

**Acceptability of Insurers**

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

**Claims Made Policies**

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

**Verification of Coverage**

Contractor shall furnish the City with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

**Subcontractors**
Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that the City is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

The City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

4.6. Indemnification

The Contractor shall hold harmless, defend and indemnify City and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Contractor performance of work hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which has been caused by the sole negligence or willful conduct of the City.

4.7. "Or Equal Clause"

Whenever a material, article, or piece of equipment is identified in the specifications or on the plans by reference to manufacturers' or vendors' names, trade names, catalogue numbers, etc., it is intended merely to establish a standard; and any materials, article, or equipment of other manufacturers and vendors which will perform adequately in the duties imposed by the general design will be considered equally acceptable provided the material, article, or equipment so proposed is, in the opinion of the City of equal substance and function. Said materials, articles or equipment shall not be purchased or installed by the Contractor without the City's written approval.

4.8. Non-Discrimination

California State Labor Code §1735: Discrimination in Employment Because of Race, Color, etc. No discrimination shall be made in the employment of persons working on behalf of or as an agent for the City of Inglewood because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other legally protected class except as provided in Section 12940 of the Government Code, and every vendor for the City of Inglewood violating this section is subject to all the penalties imposed for a violation of this chapter.

4.9. Disadvantaged Business Participation

It is the policy of the City to provide minorities, women, and local businesses with the opportunity to compete for and participate in City contracts whenever possible. The firm awarded a contract through this RFB process will be required to demonstrate its best efforts to enhance employment opportunities for minorities, women, and local businesses for subcontract opportunities.

RFB-0161 Equipment Rental for Citywide Special Events
4.10. Execution of Agreement
The Contractor to whom award is made shall furnish all goods/services in accordance with the provisions hereof and within the time stated in the bid. If the Contractor to whom an award is made fails or refuses to enter into the contract as herein provided or to conform to any of the stipulated requirements in connection therewith, an award may be made to the Contractor whose bid is next most acceptable to the City. Such Contractor shall fulfill every stipulation embraced herein as if he/she were the party to whom the first award was made. A corporation to which an award is made will be required, before the contract is finally executed, to furnish evidence of its corporate existence, of its rights to do business in California.

4.11. Termination of Agreement
The City may terminate the contract at its own discretion or when conditions encountered make it impossible or impracticable to proceed, or when the City is prevented from proceeding with the contract by law, or by official action of a public authority.

4.12. Right to Withhold Payment
It is the right of the City to withhold payment when:

1. Defective materials are not remedied under the provisions of specifications;
2. There are claims or liens filed or reasonable evidence indicating probable filings of claims or liens against the Contractor.

Whenever the City withholds any monies otherwise due to the Contractor, the City shall, in accordance herewith, provide the Contractor with written notice of the amount withheld and the reasons, therefore. When the Contractor removes the grounds for such withholding, the City will pay the amount withheld to the Contractor within 35 calendar days.

4.13. Manufactured
The City shall only accept bids for products that are manufactured for use in the USA. Firms or companies shall not submit bids for substandard, "gray market" versions of the items called for in the Bid or items that are manufactured for overseas use. All product labels and instructions shall be printed in English. If firms or companies awarded this contract fails to meet these requirements, the City reserves the right to terminate the Agreement and award the contract to the next lowest Bidder.

4.14. Warranty
All workmanship, parts, and materials furnished for all of the work shall be unconditionally warranted against failures or defects for a period of one (1) year from the date of acceptance by the Project Manager.

4.15. No Binding Contract
This RFB process shall in no way create a binding contract, agreement or offer of any kind between the City and proposer. If the City selects a contractor as a result of this process, legal
rights and obligations shall only arise upon the execution of an agreement by all parties thereto, and such legal rights and obligations of each party shall only be those rights and obligations specifically set forth in the agreement and any other documents specifically referred to therein.

4.16. Choice of Law and Venue
This agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Los Angeles, Superior Court, Southwest District, located at 825 Maple Avenue, Torrance, California 90503-5058. In the event of litigation in the United States District Court, venue shall lie exclusively in the Central District of California, in Los Angeles, California.

4.17. Right to Alter
The City reserves the right to alter or postpone this procurement and selection process in any way for its convenience at any time. It may also choose to waive any defects in any submittal, issue a new RFB, hire any Contractor it deems appropriate, or reject all submittals at its sole and absolute discretion.

4.18. Addendums
In the event that it becomes necessary to clarify or revise this RFB, such clarification or revision will be by Addendum. Any Addendum will become part of this RFB and part of any contract awarded as a result of this RFB.

All addenda will be issued on the City of Inglewood "bid opportunities (PlanetBids)" web page. Click on the professional auditing services listed on the cover page of this document.

To access addenda use the following web page address:

https://www.planetbids.com/portal/portal.cfm?CompanyID=45619

There are no designated dates for release of addenda. Therefore, interested Contractor's should check the Purchasing "Bid Opportunities (PlanetBids)" webpage on a daily basis. Contractor's with no access to the internet should call the Purchasing and Contract Services Division to inquire about any issued addendums. It is the Contractor's responsibility to either check the city website or call the Purchasing and Contract Services Division to obtain any addendums.

The City encourages Contractor's to send a signed copy of each addendum with your bid. If no signed addendum is returned with your bid, the City will assume that all pricing submitted includes any and all costs associated with any addendums issued.

Answers to questions that do not require an addendum will also be posted on the City's PlanetBids portal.

4.19. Agreement Term
This agreement is for two years.
References
Please provide references for similar type of work.

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RFB-0161 Equipment Rental for Citywide Special Events
Declaration of Bidder

I declare, under penalty of perjury under the laws of the State of California, that I am an authorized agent or officer of the organization submitting this bid and in such capacity I am empowered to submit this bid on behalf of (organization):

________________________________________

I also verify that all information submitted and contained herein is true and correct to the best of my knowledge and belief.

BY:

Signature: __________________________________________

Printed Name: ________________________________________

Position/Title: _______________________________________

Date of Execution: ___________________________________
Extension of Contract to Other Public Agencies

The prices, terms, and conditions of this bid may be extended to other governmental agencies at the mutual agreement of both the City and awarded vendor. All requirements of the specifications, purchase orders, invoices, and payments with other agencies would be directly with the successful contractor. The City of Inglewood does not warrant any additional use of the contract by such agencies. The Bidder's response as requested below will in no way affect the City of Inglewood's consideration of this bid.

Please indicate if this bid will be extended to other public agencies, and the length of time it will remain in effect from the opening date of this bid.

Yes_________ No_____________ Length of time ____________________ Days/Months
Non-Collusion Declaration

The undersigned hereby declares and says:

I am the __________________________________ of __________________, the party making the foregoing bid. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

(Full description of contract):


"I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _______________________[date], at ___________[City], ___________[state].

__________________________
Signature of Officer or Authorized Agent
No Bid Form

TO ALL BIDDERS:

IF YOU DO NOT INTEND TO SUBMIT A BID FOR THIS PROJECT, PLEASE INDICATE BELOW AND RETURN IMMEDIATELY TO THE PURCHASING AND CONTRACTS SERVICES DIVISION OF THE CITY OF INGLEWOOD.

Check One

Here

THE FIRM BELOW CANNOT PROVIDE THE GOODS/SERVICES AS SPECIFIED, PLEASE CHANGE THE CLASSIFICATION OF OUR FIRM TO THE FOLLOWING:

THE FIRM BELOW CANNOT SUBMIT A BID AT THIS TIME BECAUSE OF THE FOLLOWING:

THE FIRM BELOW IS NOT INTERESTED IN BEING ON THE CITY OF INGLEWOOD VENDOR LIST, PLEASE REMOVE OUR NAME.

RFB Number:

Name of Firm:

Address:

Phone Number:

Name of Individual:

Signature and Date:
Bidder Checklist

BEFORE SUBMITTING YOUR BID, HAVE YOU PROPERLY COMPLETED THE FOLLOW

1. SUBMITTAL REQUIREMENTS:
   a. Have you completed and submitted all of the items listed in this RFB?

2. BID:
   a. Have you responded to the proposed scope of work?
   b. Is the bid properly signed and dated?
   c. If the bid is being submitted by a corporation, is the corporate seal affixed to the bid?
   d. Have you submitted all requirements per this Request for Bid?

3. CONTRACT COMPLIANCE:
   a. Have you completed and signed the Declaration of the Bidder?
   b. Have you completed the Extension of Contract to other Public Agencies?
   c. Have you completed and signed the Non-Collusion Declaration?
   d. Have you examined and understand the requirements and forms to be furnished on the project?

4. BUSINESS TAX CERTIFICATE:
   a. Are you aware of General Provisions Section 4.3, entitled Inglewood Business Tax Certificate?
Good Morning Teresa,

RFB-0161 has been posted on PlanetBids, and I have notified the three vendors you requested.

Thank you,
Rocio

This is an automated email notification. Please do not reply.

A new bid request was posted by City of Inglewood which meets your selected criteria.

Project Title: Equipment Rental for Citywide Special Events
Posted: March 15, 2023 8:36 AM (Pacific)
Bid Due Date: March 29, 2023 11:00 AM (Pacific)

Please visit the bid details for more information.

Notified Categories:
96234 - Event Planning Services
96260 - Party, Holiday, And Event Decorating Services

Thank you,
City of Inglewood

37 vendors were notified.
This is an automated email notification. Please do not reply.

A new bid request was posted by City of Inglewood which meets your selected criteria.

**Project Title:** Equipment Rental for Citywide Special Events  
**Posted:** March 15, 2023 8:36 AM (Pacific)  
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96234 - Event Planning Services  
96260 - Party, Holiday, And Event Decorating Services

Thank you,  
City of Inglewood

37 vendors were notified.
ATTACHMENT NO. 3
The City of Inglewood

Request for Bid (RFB) for
Equipment Rental for Citywide Special Events

Solicitation Number: RFB-0161 Re-Issue

Solicitation Issue Date: April 12, 2023

Questions and Comments Due: April 19, 2023, at 12:00 p.m.

Bid Due Date and Time (Closing Date): April 26, 2023, at 11:00 a.m.

Contract Terms: Two (2) years from the effective date as defined in the City’s General Provisions.

Submissions: The bidder is required to provide one (1) original, (1) copy and (1) electronic copy (e.g., USB drive)

City Contact: Rocio Nunez, Procurement and Contracts Coordinator, (310) 412-5266, rmunez@cityofinglewood.org

The completed and signed RFB signature page is required, with the most recent addendum listed as an acknowledgment of all addenda issued.

Note: Emailed submissions will not be accepted.
Invitation to Submit Bids for RFB-0161 Re-Issue

The City of Inglewood invites and will receive bids duly filed herein for qualified "Equipment Rental for Citywide Special Events," as specified in this document.

Each bid shall be submitted and completed in all particulars and must be enclosed in a sealed package addressed to the City of Inglewood, The Office of the City Clerk 1st floor, One Manchester Blvd., Inglewood, CA 90301, with the designation of the project, "Equipment Rental for Citywide Special Events" appearing thereon.

Bids will be opened in public on April 26, 2023 at 11:00 a.m. in the Office of the City Clerk and will be announced then and there to all persons present. Specifications and other bid documents for the above service are on the City’s PlanetBids portal.

The City reserves the right to waive any irregularity within any bid and to take bids under advisement for a period of ninety (90) calendar days from and after the date bids are opened and announced.

The following conditions and terms apply:

1) The City Council reserves the right to reject any or all bids.
2) Attached are detailed specifications and conditions for bid submission.
3) You must execute your contract within ten (10) days after the City e-mails it. If the contract is not executed within ten (10) days, the City reserves the unilateral right to cancel it.
4) If any provision of the contract is violated, the City, after suitable notice, may cancel the contract and make arrangements to have the products and or services supplied by others. Any extra cost to the City will be paid by the contractor.
5) Bids may be obtained from the City's PlanetBids portal located at https://www.planetbids.com/portal/portal.cfm?CompanyID=45519.
6) All bids with pricing must be for specific amounts. Any attempt to qualify prices with an 'escalation clause' or any other method of making a price variable, is unacceptable. Bid shall be valid for ninety (90) calendar days from and after the date bids are opened and announced.
7) The City reserves the right to add or subtract quantities and/or services based on the unit prices/unit lump sums so indicated as its budgetary needs may require.
8) All request for bid documents can be located on the City of Inglewood’s PlanetBids Portal.

Date: 04/12/2023

Sharon Koike, Assistant Finance Director
Request for Bid Timeline

<table>
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<tr>
<th>RFB Process and Implementation Schedule</th>
<th>Anticipated Date</th>
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<tr>
<td>Public release of RFB</td>
<td>April 12, 2023</td>
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<tr>
<td>Questions from bidders due</td>
<td>April 19, 2023 at 12:00 p.m.</td>
</tr>
<tr>
<td>Deadline for bid submittals</td>
<td>April 26, 2023 at 11:00 a.m.</td>
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<tr>
<td>City Council Approval</td>
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Submittal Requirements

1. Bidder's Proposal and Statement
2. References
3. Declaration of the Bidder
4. Extension of Contract to Other Public Agencies
5. Non-Collusion Declaration
6. Signed Addenda or Addendum (if any are issued)

Questions Concerning Bid Requirements

All questions and issues related to bidding requirements or information expected for each statement package should be submitted on the City of Inglewood's Planet Bids Portal.

https://www.planetbids.com/portal/portal.cfm?CompanyId=45619

The City of Inglewood will only communicate with one person per bid. It is the responsibility of the Bidder to ensure that the City has the correct name and address of the contact person, phone number, and e-mail address. All changes to Instructions to this RFB will be done through a written addendum and posted on the City’s Planet Bids portal.

NO QUESTIONS WILL BE RECEIVED OR RESPONDED TO AFTER
April 19, 2023, at 12:00 p.m.

Submission of Bids

Written responses to the RFB must be prepared as specified in name of section. Respondents should follow the Instruction to Bidders Checklist on page 28 to ensure that all requirements are met. No changes to responses may be made after the submittal deadline.

- One (1) original unbound, (1) one copy and (1) electronic file on a USB drive for Equipment Rental for Citywide Special Events. ATTN: Rocio Nunez, received on or before, but no later than April 26, 2023 at 11:00 a.m. at The Office of the City Clerk. Any responses received after the specified date and time will not be considered by the City.
• Original responses and package copy shall be enclosed in a sealed package with the name and address of the respondent in the upper left-hand corner and marked "Equipment Rental for Citywide Special Events."

• The response shall be signed by an officer, or officers, authorized to execute legal documents on behalf of the respondent and submitted to:

   The Office of the City Clerk
   City of Inglewood 1st Floor
   1 Manchester Blvd.
   Inglewood, CA 90301

The envelope shall be marked in the upper left-hand corner with the name and address of the Bidder and bear the words "Bid For..." followed by the name of the work under this Request for Bid and the date and hour of the bid opening. The City reserves the right to waive informalities in any bid, to reject any or all bids, to reject one part of a bid and accept the other, except to the extent that bids are qualified by specific limitations, and to make awards to the Bidder whose bid is most beneficial to the needs of the City. Each bidder is responsible for the timely delivery of any response. Additionally, the City will not be responsible for the delivery of any bid to the wrong address or City department. Each bidders assumes all risks and/or consequences of an incorrect delivery or an untimely delivery of a bid.
1. Introduction

The City of Inglewood is located in the central portion of Los Angeles County, California, and encompasses an area of approximately 9.2 square miles. The City's current population is about 112,000, with a projected growth of at least four percent per year. The City is bordered by the City of Los Angeles on the East, North and West sides and the County of Los Angeles and the City of Hawthorne on the Southside.

The Parks, Recreation and Community Services Department is charged with enhancing the quality of life for Inglewood residents, businesses and visitors by providing comprehensive recreational, social and community beautification services and programs.

2. Background Information

The City of Inglewood hosts several special events throughout the year requiring use of canopies, tables, chairs, dance floors and stage platforms. Events include Memorial Day Service, Hispanic Heritage Festival, Halloween Family Fest, Dia de Los Muertos, and Dr. Martin Luther King Day Celebration to name a few. Citywide special events foster a vibrant and diverse community, while enhancing the quality of life for Inglewood residents, business owners and visitors to the city.

3. Scope of Work

The bid must be itemized per event and include tax, delivery, and other additional charges. Please submit your bid based on the information provided.

Memorial Day Service

- (1) 12' x 32' x 2' Stage to include:
  - Guardrails along the back and sides
  - Stairs on both sides of the stage with guardrails
- (1) Red skirt ing around the perimeter of the stage
- (1) Red Astroturf to cover the stage floor
- (1) 40' x 60' White, High Peak Canopy, with no sidewalls
- (275) White Samsonite Chairs

Hispanic Heritage Festival

- (60) 10' x 10' White, High Peak Canopy, no sidewalls
- (6) 10' x 10' White, High Peak Canopy for food booths
  - 4 sidewalls with front mesh food window
- (1) 20' x 20' White, High Peak canopy, with 4 sidewalls
- (1) 20' x 40' White, High Peak Canopy, with 4 sidewalls
- (1) 40' x 40' A-Frame Canopy with extended legs for audience shade
- (1) 20' x 20' dance floor
- (15) 48'' Round Tables with hole for umbrella
- (15) White Vinyl Umbrellas for 48'' round tables
• (15) 108" Round Table Covers with hole in center for umbrella - color TBD
• (8) 30" Cocktail Tables
• (8) 30" Cocktail Table linen - color TBD
• (100) 6' tables
• (8) Table Linen for 6' tables - color TBD
• (450) White Samsonite Chairs

Halloween Family Festival
• (1) 30' x 30' White, High Peak Canopy, with no sidewalls
• (10) 48" Round Table with hole for umbrella
• (10) White Vinyl Umbrellas
• (10) 108" Round Black Table Cover with hole in center for umbrella
• (100) White Samsonite Chairs

Día de Los Muertos
• (4) 10' x 10' White, High Peak Canopy for food booths
  • 4 sidewalls with front mesh food window
• (10) 48" Round Tables with hole for umbrella
• (10) White Vinyl Umbrellas for 48" round tables
• (10) 108" Round Table Covers with hole in center for umbrella - color TBD
• (20) Table Linen for 6' tables - color TBD

Dr. Martin Luther King Festival
• (60) 10' x 10' White, High Peak Canopy, no sidewalls
• (6) 10' x 10' White, High Peak Canopy for food booths
  • 4 sidewalls with front mesh food window
• (1) 20' x 20' White, High Peak canopy, with 4 sidewalls
• (2) 20' x 40' White, High Peak Canopy, with 4 sidewalls
• (1) 40' x 40' A Frame Canopy with extended legs for audience shade
• (1) 20' x 20' dance floor
• (15) 48" Round Tables with hole for umbrella
• (15) White Vinyl Umbrellas for 48" round tables
• (15) 108" Round Table Covers with a hole in the center for an umbrella - color TBD
• (8) 30" Cocktail Tables
• (8) 30" Cocktail Table linen - color TBD
• (100) 6' tables
• (8) Table Linen for 6' tables - color TBD
• (600) White Samsonite Chairs

Vendor shall obtain all necessary permits from the Los Angeles County Fire Department and comply with California Fire Codes.

RFB-0161 Re-Issue Equipment Rental for Citywide Special Events
Bidder's Proposal and Statement

RFB-0161 Re-Issue Equipment Rental for Citywide Special Events

To the Mayor and City Council
City of Inglewood
Inglewood, CA 90301

The undersigned declares that he/she has carefully examined the Scope of Work, and has read the accompanying "BIDDER'S CHECKLIST" and hereby agrees to provide the following: To furnish all labor, materials, equipment, transportation, and services and to do all the work required for the "Equipment Rental for Citywide Special Events" and in strict conformity with the Scope of Work at the following total lump sum price (final price to include all taxes and fees).

<table>
<thead>
<tr>
<th>Date: Monday, May 29, 2023</th>
<th>Event time: 10:00 a.m. - 1:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: Inglewood City Hall, South Mall One, Manchester Boulevard, Inglewood, CA 90301</td>
<td>Outside, under trees</td>
</tr>
<tr>
<td>Set-up: Monday, May 29, must be set up by 9:00 a.m.</td>
<td>Takedown: Monday, May 29, at 2:00 p.m.</td>
</tr>
<tr>
<td>Canopies must be anchored with covered bases/blocks, no stakes*</td>
<td>Memorial Day Service</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item No</th>
<th>Description</th>
<th>Quantity</th>
<th>Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12' x 32' x 2' stage to include Guardrails along the back and sides and Stairs on both sides of the stage with guardrails</td>
<td>1</td>
<td>$1400.00</td>
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</tr>
<tr>
<td>2</td>
<td>Red skirting around the perimeter of the stage</td>
<td>1</td>
<td>$120.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>3</td>
<td>Red AstroTurf to cover the stage floor</td>
<td>1</td>
<td>$380.00</td>
<td>$380.00</td>
</tr>
<tr>
<td>4</td>
<td>40' x 60' White, High Peak Canopy, with no sidewalls</td>
<td>1</td>
<td>$1920.00</td>
<td>$1920.00</td>
</tr>
<tr>
<td>5</td>
<td>covered bases/blocks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>White Samsonite Chairs</td>
<td>275</td>
<td>$1.20.00</td>
<td>$330.00</td>
</tr>
<tr>
<td>7</td>
<td>Set-up</td>
<td></td>
<td></td>
<td>$300.00</td>
</tr>
<tr>
<td>8</td>
<td>Same Day Delivery and Pick up</td>
<td></td>
<td></td>
<td>$300.00</td>
</tr>
<tr>
<td>9</td>
<td>Additional Fees water barrels</td>
<td></td>
<td></td>
<td>$150.00</td>
</tr>
</tbody>
</table>

*If your company does not offer any of these products, please put a $0 in the total cost*

<table>
<thead>
<tr>
<th>Tax (10%)</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$415.00</td>
<td>$5315.00</td>
</tr>
</tbody>
</table>
Grand Total Written in Words
(in case of discrepancy between words and figures, the written amount in words shall prevail.)
five thousand three hundred fifteen dollars.

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<tbody>
<tr>
<td>1</td>
<td>10' x 10' White, High Peak Canopy, no sidewalls</td>
<td>60</td>
<td>$105.00</td>
<td>$6300.00</td>
</tr>
<tr>
<td>2</td>
<td>10' x 10' White, High Peak Canopy for food booths</td>
<td>6</td>
<td>$160.00</td>
<td>$960.00</td>
</tr>
<tr>
<td></td>
<td>• 4 sidewalls with front mesh food window</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>20' x 20' White, High Peak canopy, with 4 sidewalls</td>
<td>1</td>
<td>$420.00</td>
<td>$420.00</td>
</tr>
<tr>
<td>4</td>
<td>20' x 40' White, High Peak Canopy, with 4 sidewalls</td>
<td>1</td>
<td>$740.00</td>
<td>$740.00</td>
</tr>
<tr>
<td>5</td>
<td>40' x 40' A-Frame Canopy with extended legs for audience shade</td>
<td>1</td>
<td>$1500.00</td>
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</tr>
<tr>
<td>6</td>
<td>20' x 20' dance floor</td>
<td>1</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>7</td>
<td>48&quot; Round Tables with hole for umbrella</td>
<td>15</td>
<td>$10.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>8</td>
<td>White Vinyl Umbrellas for 48&quot; round tables</td>
<td>15</td>
<td>$30.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>9</td>
<td>108&quot; Round Table Covers with hole in center for umbrella – color TBD</td>
<td>15</td>
<td>$20.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>10</td>
<td>30&quot; Cocktail Tables</td>
<td>8</td>
<td>$10.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>11</td>
<td>30&quot; Cocktail Table linen – color TBD</td>
<td>8</td>
<td>$20.00</td>
<td>$160.00</td>
</tr>
<tr>
<td>12</td>
<td>6' tables</td>
<td>100</td>
<td>$10.00</td>
<td>$1000.00</td>
</tr>
<tr>
<td>13</td>
<td>Table Linen for 6' tables – color TBD</td>
<td>8</td>
<td>$20.00</td>
<td>$160.00</td>
</tr>
<tr>
<td>14</td>
<td>White Samsonite Chairs</td>
<td>450</td>
<td>$1.20</td>
<td>$540.00</td>
</tr>
<tr>
<td>15</td>
<td>Covered bases/blocks</td>
<td></td>
<td></td>
<td>$500.00</td>
</tr>
<tr>
<td>15</td>
<td>Set-up</td>
<td></td>
<td></td>
<td>$600.00</td>
</tr>
<tr>
<td>16</td>
<td>Delivery and Pick up</td>
<td></td>
<td></td>
<td>$900.00</td>
</tr>
</tbody>
</table>
**Additional Fees**

*If your company does not offer any of these products, please put a $0 in the total cost*

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<th>Description</th>
<th>Quantity</th>
<th>Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 30' x 30' White, High Peak Canopy, with no sidewalls</td>
<td></td>
<td>$720.00</td>
<td>$720.00</td>
</tr>
<tr>
<td>2 48” Round Tables with hole for umbrella</td>
<td></td>
<td>$10.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>3 White Vinyl Umbrellas</td>
<td></td>
<td>$30.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>4 108” Round Table Covers with hole in center for umbrella</td>
<td></td>
<td>$20.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>5 White Samsonite Chairs</td>
<td></td>
<td>$1.20</td>
<td>$120.00</td>
</tr>
<tr>
<td>6 Covered Bases/ Blocks</td>
<td></td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>7 Set-up</td>
<td></td>
<td></td>
<td>$200.00</td>
</tr>
<tr>
<td>8 Delivery and Pick up</td>
<td></td>
<td></td>
<td>$200.00</td>
</tr>
<tr>
<td>9 Additional Fees</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Grand Total Written in Words**

(In case of discrepancy between words and figures, the written amount in words shall prevail.)

Eighteen thousand one hundred eleven one dollars.

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**Event: Halloween Family Fest**

**Date:** Saturday, October 21, 2023

**Event Time:** 1:00 p.m. – 5:00 p.m.

**Location:** Inglewood City Hall, South Mall, One Manchester Boulevard, Inglewood, CA 90301

**Set-up:** Vendors will be allowed to set up the day before the event

**Takedown:** Saturday, October 21 at 6:00 p.m.

*Canopies must be anchored with covered bases/blocks, no stakes*

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<th>Total Cost</th>
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<tbody>
<tr>
<td>1</td>
<td>30’ x 30’ White, High Peak Canopy, with no sidewalls</td>
<td></td>
<td>$720.00</td>
<td>$720.00</td>
</tr>
<tr>
<td>2</td>
<td>48” Round Tables with hole for umbrella</td>
<td></td>
<td>$10.00</td>
<td>$100.00</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>7</td>
<td>Set-up</td>
<td></td>
<td></td>
<td>$200.00</td>
</tr>
<tr>
<td>8</td>
<td>Delivery and Pick up</td>
<td></td>
<td></td>
<td>$200.00</td>
</tr>
<tr>
<td>9</td>
<td>Additional Fees</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

*If your company does not offer any of these products, please put a $0 in the total cost*

<table>
<thead>
<tr>
<th>Description</th>
<th>Tax (10%)</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$182.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2182.00</td>
</tr>
</tbody>
</table>

**Grand Total Written in Words**

(In case of discrepancy between words and figures, the written amount in words shall prevail.)

two thousand one hundred eighty two dollars.
<table>
<thead>
<tr>
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<th>Quantity</th>
<th>Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10' x 10' White, High Peak Canopy for food booths</td>
<td>4</td>
<td>$160.00</td>
<td>$640.00</td>
</tr>
<tr>
<td></td>
<td>• 4 sidewalls with front mesh food window</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>48&quot; Round Tables with hole for umbrella</td>
<td>10</td>
<td>$10.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>3</td>
<td>White Vinyl Umbrellas for 48” round tables</td>
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<td>$20.00</td>
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<tr>
<td>5</td>
<td>Table Linen for 6’ tables – color TBD</td>
<td>20</td>
<td>$20.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>6</td>
<td>Covered Bases/ Blocks</td>
<td></td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Set up</td>
<td></td>
<td></td>
<td>$100.00</td>
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<tr>
<td>8</td>
<td>Same Day Delivery and Pick up</td>
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<td></td>
<td>$100.00</td>
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<tr>
<td>9</td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Tax (10%)</th>
<th>$172.00</th>
</tr>
</thead>
</table>

Grand Total $2092.00

Grand Total Written In Words
(In case of discrepancy between words and figures, the written amount in words shall prevail.)
two thousand ninety two dollars
**Event:** Dr. Martin Luther King Festival  
**Date:** Saturday, January 13, 2024  
**Event Time:** 11:00 a.m. – 6:00 p.m.  
**Location:** Downtown Inglewood – 100 N. Market Street, Inglewood, CA 90301  
**Set-up:** Vendors will be allowed to set up the day before the event.  
**Takedown:** Saturday, January 13, at 6:00 p.m.  
*Canopies must be anchored with covered bases/blocks, no stakes.*

<table>
<thead>
<tr>
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<th>Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10’ x 10’ White, High Peak Canopy, no sidewalls</td>
<td>60</td>
<td>$105.00</td>
<td>$6300.00</td>
</tr>
<tr>
<td>2</td>
<td>10’ x 10’ White, High Peak Canopy for food booths</td>
<td>6</td>
<td>$160.00</td>
<td>$960.00</td>
</tr>
<tr>
<td></td>
<td>• 4 sidewalls with front mesh food window</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>20’ x 20’ White, High Peak canopy, with 4 sidewalls</td>
<td>1</td>
<td>$420.00</td>
<td>$420.00</td>
</tr>
<tr>
<td>4</td>
<td>20’ x 40’ White, High Peak Canopy, with 4 sidewalls</td>
<td>2</td>
<td>$740.00</td>
<td>$1480.00</td>
</tr>
<tr>
<td>5</td>
<td>40’ x 40’ A Frame Canopy with extended legs for audience shade</td>
<td>1</td>
<td>$1500.00</td>
<td>$1500.00</td>
</tr>
<tr>
<td>6</td>
<td>20’ x 20’ dance floor</td>
<td>1</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>7</td>
<td>48” Round Tables with hole for umbrella</td>
<td>15</td>
<td>$10.00</td>
<td>$150.00</td>
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<td>8</td>
<td>White Vinyl Umbrellas for 48” round tables</td>
<td>15</td>
<td>$30.00</td>
<td>$450.00</td>
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<td>9</td>
<td>108” Round Table Covers with a hole in the center for an umbrella – color TBD</td>
<td>15</td>
<td>$20.00</td>
<td>$300.00</td>
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<tr>
<td>10</td>
<td>30” Cocktail Tables</td>
<td>8</td>
<td>$10.00</td>
<td>$80.00</td>
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<tr>
<td>11</td>
<td>30” Cocktail Table linen – color TBD</td>
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</tr>
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<td>6’ tables</td>
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<td>14</td>
<td>White Samsonite Chairs</td>
<td>600</td>
<td>$120.00</td>
<td>$720.00</td>
</tr>
<tr>
<td>15</td>
<td>Covered Bases/ Blocks</td>
<td></td>
<td></td>
<td>$600.00</td>
</tr>
<tr>
<td>16</td>
<td>Set-up</td>
<td></td>
<td></td>
<td>$1800.00</td>
</tr>
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<td>17</td>
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<td></td>
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</tbody>
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<thead>
<tr>
<th></th>
<th>Tax (10%)</th>
<th>Grand Total</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>$1493.00</td>
<td>$19123.00</td>
</tr>
</tbody>
</table>

Nineteen thousand one hundred twenty three dollars.
Grand Total Written in Words
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Event: Memorial Day Service  
Date: Monday, May 27, 2024  
Event Time: 11:00 a.m.  
Location: Inglewood City Hall—South Mall—One Manchester Boulevard, Inglewood, CA 90301  
Set-up: Monday, May 27—must be set up by 9:00 a.m.  
Takedown: Monday, May 27 at 2:00 p.m.  
*Canopies must be anchored with covered bases/blocks, no stakes*

<table>
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</tr>
<tr>
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<td>15</td>
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<tr>
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<td>15</td>
<td>$20.00</td>
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*If your company does not offer any of these products, please put a 0 in the total cost*

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<tbody>
<tr>
<td>Grand Total</td>
<td>$1811.00</td>
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Grand Total Written in Words

(18,111)

In case of discrepancy between words and figures, the written amount in words shall prevail.

eighteen thousand one hundred eleven one dollars.

RFB-0161 Re-issue Equipment Rental for Citywide Special Events
The undersigned understands that the City of Inglewood reserves the right to accept or reject any or all bids submitted; to re-advertise at its discretion.

RAMIREZ PRODUCTIONS & EVENT RENTALS INC

Firm's Legal Name
13861 NEWHOPHE ST

Street Address of Firm
SANTA ANA CA 92843  7143760086 ramirezproductions81@gmail.com

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip code</th>
<th>Phone number</th>
<th>Email</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>owner</td>
<td>04/13/23</td>
</tr>
</tbody>
</table>

Authorized Signature
PAUL PERALTA RAMIREZ

Title

Date

Type or Print Above Name
61-1952917

Tax identification Number

If Contractor (must provide license number)

RFB-0161 Re-Issue Equipment Rental for Citywide Special Events
The City of Inglewood, California hereby extends an invitation to submit a bid in accordance with this document, to provide labor and or materials for the designated purchase. **Furthermore the City makes no representation that any agreement will be awarded to any firm responding to this request.** There is no expressed or implied obligation for the City to reimburse responding firms for any expense incurred in preparing a bid in response to this request. All information submitted to the City of Inglewood shall become property of the City and will be returned to the Bidder at the City's option.

4.1. Prices
The bid shall state the total cost for the service as specified in this document. Prices are firm and fixed for the duration of this agreement.

4.2. Payment Terms
Standard payment shall be made by City check.

4.3. Inglewood Business Tax Certificate
The Contractor agrees to at all times during the performance of the agreement, to obtain and maintain an Inglewood City Business Tax Certificate. The purchase of said Certificate must be made prior to the purchase of product or rendering services and a copy said Certificate must be forwarded to the Purchasing and Contract Services Division.

4.4. Sales Tax
The City of Inglewood is subject to the payment of sales tax. All Contractors will be required to include in your bid the City of Inglewood sales tax rate of 10%. If a Contractor fails to include the City's sales tax rate in their bid, the City will add the 10% amount to the bid for evaluation purposes.

4.5. Insurance Requirements
Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

**MINIMUM SCOPE AND LIMIT OF INSURANCE**
Coverage shall be at least as broad as:

A. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
B. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if the Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than $2,000,000 per accident for bodily injury and property damage.

C. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability insurance with limit of no less than $1,000,000 per accident for bodily injury or disease.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

**Other Insurance Provisions**
The insurance policies are to contain, or be endorsed to contain, the following provisions:

**Additional Insured Status**
The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

**Primary Coverage**
For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

**Notice of Cancellation**
Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the City.

**Waiver of Subrogation**
Contractor hereby grants to the City a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City by virtue of the payment of any loss under such
insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

**Self-Insured Retentions**

Self-Insured retentions must be declared to and approved by the City. The City may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the City.

**Acceptability of Insurers**

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

**Claims Made Policies**

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

**Verification of Coverage**

Contractor shall furnish the City with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

**Subcontractors**

RFB-0161 Re-Issue Equipment Rental for Citywide Special Events
Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that the City is an additional insured on insurance required from subcontractors.

**Special Risks or Circumstances**

The City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

4.6. Indemnification

The Contractor shall hold harmless, defend and indemnify City and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Contractor performance of work hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which has been caused by the sole negligence or willful conduct of the City.

4.7. "Or Equal Clause"

Whenever a material, article, or piece of equipment is identified in the specifications or on the plans by reference to manufacturers' or vendors' names, trade names, catalogue numbers, etc., it is intended merely to establish a standard; and any materials, article, or equipment of other manufacturers and vendors which will perform adequately in the duties imposed by the general design will be considered equally acceptable provided the material, article, or equipment so proposed is, in the opinion of the City of equal substance and function. Said materials, articles or equipment shall not be purchased or installed by the Contractor without the City's written approval.

4.8. Non-Discrimination

**California State Labor Code 51735: Discrimination in Employment Because of Race, Color, etc.** No discrimination shall be made in the employment of persons working on behalf of or as an agent for the City of Inglewood because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other legally protected class except as provided in Section 12940 of the Government Code, and every vendor for the City of Inglewood violating this section is subject to all the penalties imposed for a violation of this chapter.

4.9. Disadvantaged Business Participation

It is the policy of the City to provide minorities, women, and local businesses with the opportunity to compete for and participate in City contracts whenever possible. The firm awarded a contract through this RFB process will be required to demonstrate its best efforts to enhance employment opportunities for minorities, women, and local businesses for subcontract opportunities.

RFB-0161 Re-Issue Equipment Rental for Citywide Special Events
4.10. Execution of Agreement
The Contractor to whom award is made shall furnish all goods/services in accordance with the provisions hereof and within the time stated in the bid. If the Contractor to whom an award is made fails or refuses to enter into the contract as herein provided or to conform to any of the stipulated requirements in connection therewith, an award may be made to the Contractor whose bid is next most acceptable to the City. Such Contractor shall fulfill every stipulation embraced herein as if he/she were the party to whom the first award was made. A corporation to which an award is made will be required, before the contract is finally executed, to furnish evidence of its corporate existence, of its rights to do business in California.

4.11. Termination of Agreement
The City may terminate the contract at its own discretion or when conditions encountered make it impossible or impracticable to proceed, or when the City is prevented from proceeding with the contract by law, or by official action of a public authority.

4.12. Right to Withhold Payment
It is the right of the City to withhold payment when:

1. Defective materials are not remedied under the provisions of specifications;
2. There are claims or liens filed or reasonable evidence indicating probable filings of claims or liens against the Contractor.

Whenever the City withholds any monies otherwise due to the Contractor, the City shall, in accordance herewith, provide the Contractor with written notice of the amount withheld and the reasons, therefore. When the Contractor removes the grounds for such withholding, the City will pay the amount withheld to the Contractor within 35 calendar days.

4.13. Manufactured
The City shall only accept bids for products that are manufactured for use in the USA. Firms or companies shall not submit bids for substandard, "gray market" versions of the items called for in the Bid or items that are manufactured for oversea use. All product labels and instructions shall be printed in English. If firms or companies awarded this contract fails to meet these requirements, the City reserves the right to terminate the Agreement and award the contract to the next lowest Bidder.

4.14. Warranty
All workmanship, parts, and materials furnished for all of the work shall be unconditionally warranted against failures or defects for a period of one (1) year from the date of acceptance by the Project Manager.

4.15. No Binding Contract
This RFB process shall in no way create a binding contract, agreement or offer of any kind between the City and proposer. If the City selects a contractor as a result of this process, legal
rights and obligations shall only arise upon the execution of an agreement by all parties thereto, and such legal rights and obligations of each party shall only be those rights and obligations specifically set forth in the agreement and any other documents specifically referred to therein.

4.16. Choice of Law and Venue
This agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Los Angeles, Superior Court, Southwest District, located at 825 Maple Avenue, Torrance, California 90503-5058. In the event of litigation in the United States District Court, venue shall lie exclusively in the Central District of California, in Los Angeles, California.

4.17. Right to Alter
The City reserves the right to alter or postpone this procurement and selection process in any way for its convenience at any time. It may also choose to waive any defects in any submittal, issue a new RFB, hire any Contractor it deems appropriate, or reject all submittals at its sole and absolute discretion.

4.18. Addendums
In the event that it becomes necessary to clarify or revise this RFB, such clarification or revision will be by Addendum. Any Addendum will become part of this RFB and part of any contract awarded as a result of this RFB.

All addenda will be issued on the City of Inglewood "bid opportunities (PlanetBids)" web page. Click on the professional auditing services listed on the cover page of this document.

To access addenda use the following web page address:

https://www.planetbids.com/portal/portal.cfm?CompanyID=45619

There are no designated dates for release of addenda. Therefore, Interested Contractor's should check the Purchasing "Bid Opportunities (PlanetBids)" webpage on a daily basis. Contractor's with no access to the internet should call the Purchasing and Contract Services Division to inquire about any issued addendums. It is the Contractor's responsibility to either check the city website or call the Purchasing and Contract Services Division to obtain any addendums.

The City encourages Contractor's to send a signed copy of each addendum with your bid. If no signed addendum is returned with your bid, the City will assume that all pricing submitted includes any and all costs associated with any addendums issued.

Answers to questions that do not require an addendum will also be posted on the City's PlanetBids portal.

4.19. Agreement Term
This agreement is for two years
References

Please provide references for similar type of work.

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<td>Edith Guerra, PARKS &amp; RECREATION MANAGER</td>
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<tr>
<td>Phone Number and E-mail:</td>
<td>562 860 3361, <a href="mailto:eguerra@cityofartesia.us">eguerra@cityofartesia.us</a></td>
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<td>Gia N, Service Coordinator</td>
</tr>
<tr>
<td>Phone Number and E-mail:</td>
<td>702 445 3597, <a href="mailto:gnguyen@gowengineering.com">gnguyen@gowengineering.com</a></td>
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<td>Phone Number and E-mail:</td>
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RFB-0151 Re-Issue Equipment Rental for Citywide Special Events
Declaration of Bidder

I declare, under penalty of perjury under the laws of the State of California, that I am an authorized agent or officer of the organization submitting this bid and in such capacity I am empowered to submit this bid on behalf of (organization):

RAMIREZ PRODUCTIONS & EVENT RENTALS

I also verify that all information submitted and contained herein is true and correct to the best of my knowledge and belief.

BY:

Signature: [signature]
Printed Name: PAUL PERALTA RAMIREZ
Position/Title: CEO
Date of Execution: 04/13/2023
Extension of Contract to Other Public Agencies

The prices, terms, and conditions of this bid may be extended to other governmental agencies at the mutual agreement of both the City and awarded vendor. All requirements of the specifications, purchase orders, invoices, and payments with other agencies would be directly with the successful contractor. The City of Inglewood does not warrant any additional use of the contract by such agencies. The Bidder’s response as requested below will in no way affect the City of Inglewood’s consideration of this bid.

Please indicate if this bid will be extended to other public agencies, and the length of time it will remain in effect from the opening date of this bid.

Yes  X  No  Length of time  12 M  Days/Months
Non-Collusion Declaration

The undersigned hereby declares and says:

I am the CEO of Ramirez Productions & Event Rentals, the party making the foregoing bid. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

(Full description of contract):

As the CEO of Ramirez Productions I hereby agree to all rules and regulations in accordance to the

Of Inglewood in which the contract states. I will provide the following equipment necessary for the special

events throughout the year such as canopies, chairs, umbrellas, stage platform and any other equipment

mentioned within the contract. I will ensure to follow the time schedule provided for each event as well as all the

guidelines and expectations for all events set up. I will also abide to the policies and conditions mentioned in the

in the general provision section.

"I declare under penalty of perjury under the laws of the State of California that the foregoing is
true and correct and that this declaration is executed on 04/13/2023 [date],
at Garden Grove [City], CA [state].

Signature of Officer or Authorized Agent

RFB-0161 Re-Issue Equipment Rental for Citywide Special Events
No Bid Form

TO ALL BIDDERS:

IF YOU DO NOT INTEND TO SUBMIT A BID FOR THIS PROJECT, PLEASE INDICATE BELOW AND RETURN IMMEDIATELY TO THE PURCHASING AND CONTRACTS SERVICES DIVISION OF THE CITY OF INGLEWOOD.

Check One

Here

THE FIRM BELOW CANNOT PROVIDE THE GOODS/SERVICES AS SPECIFIED, PLEASE CHANGE THE CLASSIFICATION OF OUR FIRM TO THE FOLLOWING:

__________________________

THE FIRM BELOW CANNOT SUBMIT A BID AT THIS TIME BECAUSE OF THE FOLLOWING:

__________________________

THE FIRM BELOW IS NOT INTERESTED IN BEING ON THE CITY OF INGLEWOOD VENDOR LIST, PLEASE REMOVE OUR NAME.

RFB Number: ____________________________

Name of Firm: ____________________________

Address: ____________________________

Phone Number: ____________________________

Name of Individual: ____________________________

Signature and Date: ____________________________

RFB-0161 Re-Issue Equipment Rental for Citywide Special Events
Bidder Checklist

BEFORE SUBMITTING YOUR BID, HAVE YOU PROPERLY COMPLETED THE FOLLOW

Please Check Here

1. SUBMITTAL REQUIREMENTS:
   a. Have you completed and submitted all of the items listed in this RFB? X

2. BID:
   a. Have you responded to the proposed scope of work? X
   b. Is the bid properly signed and dated? X
   c. If the bid is being submitted by a corporation, is the corporate seal affixed to the bid? X
   d. Have you submitted all requirements per this Request for Bid? X

3. CONTRACT COMPLIANCE:
   a. Have you completed and signed the Declaration of the Bidder? X
   b. Have you completed the Extension of Contract to other Public Agencies? X
   c. Have you completed and signed the Non-Collusion Declaration? X
   d. Have you examined and understand the requirements and forms to be furnished on the project? X

4. BUSINESS TAX CERTIFICATE:
ATTACHMENT NO. 4
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Agent Oliver
1110 Town & Country Ste 264
Orange CA 92868

INSURED
RAMIREZ PRODUCTIONS & EVENT RENTALS
13861 NEWHOPE ST
GARDEN GROVE CA 92843

CONTACT NAME: Mike Oliver

PHONE: (714) 471-5527
FAX: (714) 258-9999
E-MAIL: agent@mikeyoliver.com
INSURER(S) AFFORDING COVERAGE:
CRUMM & FORSTER 16722
USLI 25897
EMPLOYERS LIABILTY INSURANCE 10346

COVERAGE:

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<th>POLICY EXP (MM/DD/YYYY)</th>
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<td>02/28/2023</td>
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<td>OWNED AUTOS ONLY</td>
<td>SCHEDULED AUTOS</td>
<td>N</td>
<td>STC002346123</td>
<td>02/28/2023</td>
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<td>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</td>
<td>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?</td>
<td>Y</td>
<td>N</td>
<td>WC 109617 00</td>
<td>02/28/2023</td>
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER
CITY OF INGLEWOOD
ONE MANCHESTER BLVD
PO BOX 6500
INGLEWOOD CA 90301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

POLICY CHANGES

Policy Change Number

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<thead>
<tr>
<th>POLICY NUMBER</th>
<th>POLICY CHANGES EFFECTIVE</th>
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<tbody>
<tr>
<td>BAS-18707-1</td>
<td>05/09/2023</td>
<td>Crum &amp; Forster Specialty Insurance Company</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAMED INSURED</th>
<th>AUTHORIZED REPRESENTATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAMIREZ PRODUCTIONS &amp; EVENT RENTALS</td>
<td>Steve Cleveland</td>
</tr>
</tbody>
</table>

COVERAGE PARTS AFFECTED

CHANGES

IT IS HEREBY AGREED AND UNDERSTOOD THAT THE FOLLOWING CHANGES HAVE BEEN MADE TO THE ABOVE REFERENCED POLICY:

Added Additional Insured(s) through Endorsement Quote:

<table>
<thead>
<tr>
<th>Form Applicable</th>
<th>Other AI Details</th>
<th>WOS Selected?</th>
<th>With Primary or Non-Contributory Wording</th>
</tr>
</thead>
<tbody>
<tr>
<td>CG2012-0798</td>
<td>AI Name: CITY OF INGLEWOOD Address: ONE MANCHESTER BLVD Inglewood, CA 90301</td>
<td>No</td>
<td>It is further agreed that this insurance shall be primary and non-contributory but only in the event of a named insured's sole negligence.</td>
</tr>
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</table>

AP/RP for Additional Insured for this endorsement:

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Other AI Details</th>
<th>AP/RP for this endorsement</th>
</tr>
</thead>
<tbody>
<tr>
<td>CG2012-0798 State Or Political Subdivisions Permits</td>
<td>-Primary and Non-Contributory Wording</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

All charges for Additional Insured coverages are considered fully earned.

<table>
<thead>
<tr>
<th>Difference - Not Subject to Pro-Rata Factor</th>
<th>Difference - Subject to Pro-Rata Factor</th>
<th>Prorate Factor</th>
<th>Endorsement Premium</th>
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</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>0.948</td>
<td>$0.00</td>
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<table>
<thead>
<tr>
<th>Taxes &amp; Fees</th>
<th>Fees/Tax Name</th>
<th>Taxes and Fees for this Endorsement</th>
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<tbody>
<tr>
<td>State Tax</td>
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<td>$0.00</td>
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<tr>
<td>Policy Fee</td>
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<tr>
<td>Stamping Fee</td>
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<td>$0.00</td>
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<tr>
<td>Other Fees/Taxes</td>
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<tr>
<td>Other Fees/Taxes</td>
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<td>$0.00</td>
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<tr>
<td>Other Fees/Taxes</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Premium plus taxes and fees</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>
ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME

Authorized Representative
Signature
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – STATE OR POLITICAL SUBDIVISIONS – PERMITS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<table>
<thead>
<tr>
<th>State Or Political Subdivision:</th>
<th>CITY OF INGLEWOOD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ONE MANCHESTER BLVD</td>
</tr>
<tr>
<td></td>
<td>Inglewood, CA 90301</td>
</tr>
</tbody>
</table>

It is further agreed that this insurance shall be primary and non-contributory but only in the event of a named insured's sole negligence

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

Section II – Who Is An Insured is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.

2. This insurance does not apply to:
   a. "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
   b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".
# Certificate of Liability Insurance

**Producer:** Sarah Devereaux-Barrientos  
State Farm  
24682 Cervena  
Santa Ana  
CA 92707

**Insured:** Ramírez Production  
& Events & Rental Corp  
13861 Newhope St  
Garden Grove  
CA 92843

**Certificate Number:**

<table>
<thead>
<tr>
<th>COVERAGE</th>
<th>TYPE OF INSURANCE</th>
<th>MILD. SUB.</th>
<th>W/O</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF. (MM/DD/YYYY)</th>
<th>POLICY EXP. (MM/DD/YYYY)</th>
<th>LIMITS</th>
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<td>Claims-Made</td>
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<td></td>
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<td>General Aggregate Limit Applies Per:</td>
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<td>Sched. Autos Only</td>
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</table>

**Certification:**

**City of Inglewood**

**Cancellation:**

**Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.**

**Authorized Representative:**

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