

**Schedule I
Scope of Services**

OPPORTUNITY:	Marathon Event Equipment Rentals
RFP NUMBER	PM2022-005
ANTICIPATED CONTRACT TERM	July 1, 2022 – June 30, 2023. Initial base contract will be one year with the potential of up to three (3) annual renewals.

This request for proposal (RFP) is to identify qualified organizations to provide rental equipment for the 2022 Philadelphia Marathon Weekend.

Applicants will find in the Scope of Services the specifications for services to be rendered. Applicant evaluation criteria will include relevant experience, abilities, and competitive cost.

A. RFP Schedule:

RFP Posted	July 12, 2022
Applicant Questions Due	July 25, 2022
Answers Posted on LINK by	July 28, 2022
Proposals Due	August 1, 2022

All questions concerning this RFP must be submitted in writing via email with "PM 2022 RFP – Questions" in the subject line to marathon.contracts@phila.gov, with a cc: to mayorsfund@phila.gov by the date listed above and may not be considered if not received by then. The Marathon will provide written responses to the submitted questions no later than July 28, 2022. These responses will be posted at [LINK](#) with original questions noted. Oral responses by any employee or agent of the Fund or the Marathon are not binding and shall not in any way be considered a commitment by the marathon.

Proposals must be received no later than 5:00 PM E.S.T. on date listed above. Proposals must be submitted with all required components and documentation to marathon.contracts@phila.gov with a cc: to mayorsfund@phila.gov

B. Rental Schedule

Philadelphia Marathon Weekend seeks a vendor or vendors to provide event equipment rental services, inclusive of delivery, setup, and breakdown. Onsite attendants are required on event days for maintenance and troubleshooting.

Anticipated event schedule and equipment needs are outlined below:

- Event Date(s): Saturday, November 19, 2022 & Sunday, November 20, 2022
- Setup/Build Start Date: Monday, November 14, 2022
- Breakdown Start Date: Sunday, November 20, 2022 (Immediately following event conclusion)
- Breakdown End Date: Monday, November 21, 2022 (Eakins Oval must be clear by 6:00AM)

C. Rental Equipment and Services Needed:

The Mayor's Fund for Philadelphia and Philadelphia Marathon seek to acquire the following rental items, listed by rental category. Applicants may submit bids for individual rental categories. Proposals should include itemized quotes for all equipment listed above. Vendor is responsible for providing all required transportation, vehicles and operating equipment necessary for successful completion of the project. Event details, including numbers of needed items and/or equipment, may change during the event planning process. The awardees will be required to attend mandatory planning meetings at various sites throughout the city.

I. Tents

- (3) 40'x100' Frame Tents (White)
- (1) 40'x80' Frame Tent (White)
- (4) 40'x40' Frame Tents (White)
- (4) 20'x40' Frame Tents (White)
- (28) 20'x20' Tents (White)
- (2) 10'x30' Frame Tents (White)
- (1) 16'x16' Frame Tent
- (20) 10'x10' Tents (White)
- (3) 6'x10' Marquee Tents (White)
- (1) 10'x20' Metal Roof Tent (Cook Tent)
- (1) 10'x10' Metal Roof Tent (Cook Tent)

Most tents must be weighted using water or concrete ballast (vinyl ballast covers required). Access to water to be provided by site manager. Staking may be permitted in some areas but is largely limited due to irrigation systems.

Fire extinguishers will be required for tents as stipulated in the Philadelphia Code. Vendor will be responsible for obtaining all required permits.

Sidewalls will be required for all tents. A combination of solid white and cathedral (windowed) sidewalls will be required.

Number of needed tents may change in advance of the event date. Capacity for rental of additional tents should be demonstrated.

II. Lighting

Lighting package required for all tents on site, inclusive of extension cords, lighting elements and fixtures. Electrical power to be provided by site manager.

III. Heating

Heating package required for most tents on site, sufficient to adequately heat tent based on size and outdoor ambient temperature. Exact number of heated tents is TBD. Vendor responsible for providing propane. Electrical power to be provided by site manager.

IV. Flooring

Laydown outdoor flooring (over turf/grass) for tent interiors, runner walk-off area, VIP area and operations compound. Combination of synthetic turf and/or carpeting for all interior surfaces may be required. Outdoor surfaces should be rated to support heavy vehicles and forklifts. Leveling of all surfaces will be required.

Projected flooring dimensions are as follows:

- Operations Compound (Main) – 132'x124'
- Operations Compound (Path) – 8'x80'
- Operations Compound (Storage) -40'x40'
- Medical – 40'x108'
- Runner Walk-Off – 80'x100' with (2) 80' Plywood Ramps
- VIP Main Flooring – 40'x80'
- VIP #2 Flooring – 40'x40'
- VIP #3 Flooring – 40'x40'
- Vendor #1 – 12'x12'
- Catering #1 – 10'x30'
- Catering #2 – 20'x20'
- Excess Flooring (Various) – 2000 Square Feet
- Excess Plywood (Various) – 3200 Square Feet

V. Tables

- (450) Wood Banquet Tables (8'x30")
- (300) Wood Banquet Tables (6'x30")
- (80) Wood Round Tables (60")
- (30) Cocktail Round Tables (36")

VI. Chairs

- (800) Stackable Folding Chairs (White)
- (200) Chiavari Chairs (Color TBD) with Chair Pads

VII. Pipe and Drape

- (32) 15" Base Plates
- (32) Variable Length Upright Braces
- (16) Variable Length Cross Braces
- Solid White Vinyl Drape (Linear Feet TBD)

VIII. Staging

- (1) 12'x24' Platform Stage with Railings, Steps and Cover
- (1) 12'x16' Platform Stage with Railings, Steps and Cover
- (1) 8'x8' Platform Stage with Railings and Steps