



## Request for Proposals (RFP)

### *Event Rentals and Related Services BHCEPT27*

### Invitation and purpose

Bunker Hill Community College (BHCC) invites proposals from qualified firms to furnish event rental equipment and related planning, delivery, installation, on-site support, breakdown, and removal for college events. The College seeks reliable service for recurring small events and larger ceremonies, including commencement, convocation, galas, orientations, concerts, and other campus functions. This solicitation seeks best value based on the published technical and price criteria.

The prior scope estimated annual spending just above \$200,000 and described approximately 125 special events annually. These figures are historical planning estimates only; they are neither a commitment nor a guaranteed minimum. The College will authorize each event separately, subject to available funds and an approved purchase order or other authorized ordering method.

### Procurement schedule and communication

| Milestone                           | Date or instruction |
|-------------------------------------|---------------------|
| RFP issued                          | 09/28/2026          |
| Questions and Answers deadline      | 10/23/2026          |
| Proposals deadline                  | 10/30/2026          |
| Anticipated award and service start | 12/01/2026          |

### Proposal Delivery

All proposals must be submitted electronically. Proposers must pre-register using the BHCC registration form made available on the website to submit their proposal. Upon registration, proposers

will receive a secure submission link. Proposal files shall be submitted in PDF format. Late submissions will not be accepted. Questions regarding this solicitation shall be submitted by email to: [purchasedoc@bhcc.edu](mailto:purchasedoc@bhcc.edu). The subject line of each email must include the proposal number BHCEPT27. All questions and answers will be distributed to registered proposers. No proposer shall contact any evaluation committee member or event staff regarding this procurement.

## **Time for Proposal Acceptance**

The contract will be awarded within forty-five (45) days after proposal opening. BHCC reserves the right to extend the evaluation period for up to forty-five (45) additional days.

## **Changes and Addenda**

Any changes to this RFP shall be issued through written addenda. Proposers are responsible for monitoring all posted addenda and incorporating such changes into their proposals.

## **Right to Cancel or Reject Proposals**

BHCC reserves the right to:

- Reject any or all proposals
- Waive informalities
- Request clarifications
- Conduct interviews, multimedia presentations, or demonstrations
- Verify information provided
- Contact references
- Award to one or more proposers
- Make no award if determined to be in the College's best interest

## **Contract Requirements**

The [Massachusetts Standard Contract Form and all applicable Commonwealth Terms and Conditions](#) are mandatory and non-negotiable. Vendor terms and conditions shall not supersede Commonwealth requirements. Any conflicting vendor provisions shall be deemed void unless specifically approved by BHCC in writing. The selected vendor must execute the Massachusetts Standard Contract Form and applicable Commonwealth Terms and Conditions, together with any required documents, before work begins. Vendor quotes, order confirmations, website terms, or rental

forms do not supersede those documents. Only attachments that do not conflict with the Commonwealth documents may be incorporated.

## **Contract Term**

The anticipated initial term is three years, with any renewal options at the College's sole discretion. The College may award one contract or multiple contracts if deemed practical and supported by the evaluation. The College may request an event-specific written quote under the awarded contract if multiple service providers are qualified. No work may begin until the College issues its written authorization. An event order will state items, quantities, site, delivery and pickup windows, layout, labor, and an all-inclusive maximum price. Changes require the College's written authorization before performance.

## **Scope of Services**

### **Equipment and event support**

- Supply clean, safe, functional tables, chairs, linens, pipe and drape, staging and accessible access components, flooring, tabletop and catering wares, furnishings, and related event equipment as ordered.
- Provide tenting, canopies, tie downs, fencing, barricades, portable sanitation, lighting, sound, generators, or comparable infrastructure when offered and authorized for an event. Identify services delivered directly and through subcontractors.
- Participate in site walks and layout planning when appropriate. Confirm site access, loading, floor protection, event schedule, quantities, and any operational constraints with the College before finalizing each quote.
- Deliver within the agreed window; install to the College approved layout; maintain or staff equipment when ordered; and remove all items by the agreed pickup deadline. Provide a designated event contact and escalation method for time sensitive issues.

### **Safety and performance**

- Identify equipment specifications, structural and electrical needs, weather contingencies, and site conditions for tenting or complex installations. Obtain and include applicable permits, inspections, and required qualified personnel as expressly assigned in the event order.

- Provide accessible routes and stage access as applicable; propose compliant solutions for the specific site and event rather than assuming that historical dimensions establish compliance.
- Inspect equipment before use, remedy missing or defective items promptly, and report any incident or site damage to the College contact as soon as practicable.
- Describe standard lead times, rush capacity, cancellation and rescheduling process, substitution controls, and response times for event day problems. No substitution or added charge without prior written approval.

## **Quotations, invoices, and records**

Each quote must itemize rental quantities and duration, unit prices, discounts, setup and breakdown labor, delivery and pickup, fuel or mileage, rush or firm time delivery, permits, optional waiver, taxes if applicable, and every other fee. State whether each charge is included, separately priced, or not applicable. Invoices must identify the event, dates, approved order or purchase order number, actual quantities, contracted rates, approved changes, and an itemized reconciliation to the quote. The College may dispute unsupported charges.

## **Proposal contents and minimum responsiveness**

Submit one technical proposal and one separately identified price proposal. To be responsive, a proposer must submit by the deadline; identify its legal entity and authorized signatory; affirm the ability to perform the core rental, delivery, setup, and removal scope; provide completed pricing schedules and event scenarios; disclose all proposed charges and exceptions; and acknowledge the required Commonwealth contract documents. BHCC will determine responsiveness before scoring. Material exceptions to mandatory terms may render a proposal nonresponsive.

Technical proposal: company profile and service area; relevant institutional or similarly complex event experience; inventory and capacity; staffing and subcontractors; lead times and emergency response; site planning and safety approach; sample event quote and invoice; at least three recent client references with contact information and authorized signature; and proof or description of insurance available upon award. Clearly identify any scope the firm cannot provide.

## **Pricing proposal and comparison schedule**

Enter fixed unit rates for the initial term. State the rental unit and included rental period for each line. Use equivalent products and describe differences. Enter N/A for services not offered; do not leave a required field blank. Rates and fee rules will govern event quotes, subject to the contract.

Historical examples below describe purchasing patterns and do not prescribe a brand, exact quantity, or volume commitment.

| Category                 | Price response required                                                                                  |
|--------------------------|----------------------------------------------------------------------------------------------------------|
| Chairs                   | Folding and garden or comparable chairs; each; setup and breakdown per chair                             |
| Tables                   | 60 inch round; 6 foot and 8 foot banquet; pedestal and specialty tables; each; setup per table           |
| Linens                   | Common round and rectangular sizes; each; cleaning and replacement policy                                |
| Pipe and drape           | Per linear foot, height range, installation and removal                                                  |
| Stage and flooring       | Per square foot or defined package; stairs, railings, accessible ramp, floor covering                    |
| Tents and infrastructure | Tent/canopy packages and accessories; installation, permits, engineering, monitoring where applicable    |
| Delivery and labor       | Standard round trip delivery/pickup, mileage/fuel, minimums, after hours, firm time, labor hourly rates  |
| Other charges            | Rush orders, cancellation, damage/loss, optional waiver, cleaning, overtime, subcontractor markup, taxes |

Price three all-inclusive illustrative scenarios using the rates above, clearly showing each line and the total: A: small campus gathering with 75 chairs, five tables and five linens; B: indoor ceremony with 250 chairs, 41 tables, linens, setup and breakdown; C: large convocation with 340 chairs, approximately 86 tables, linens and a 12 by 12 foot stage. Assume one event day and one standard delivery and pickup unless stated otherwise. Identify any necessary assumptions. The College may use representative scenarios and published rates to compare total cost; actual orders will vary.

## Required Uniform Price Proposal Format

Proposers must submit their price proposal using the Uniform Price Proposal table provided in this RFP. For each applicable service or item, enter the category, unit of measure, and price in the designated columns. Proposers may add rows as needed but must not substitute another pricing format. Any discount, minimum charge, fee, or other condition affecting the price must be stated clearly in the table or in a note directly below the applicable row. BHCC may seek clarification of an apparent omission or inconsistency, but a proposal whose pricing cannot be evaluated on a uniform basis may be deemed nonresponsive.

| Category of Service or Item | Unit of Measure | Price |
|-----------------------------|-----------------|-------|
|                             |                 |       |
|                             |                 |       |
|                             |                 |       |
|                             |                 |       |
|                             |                 |       |

## Evaluation and award

Following the pass or fail responsiveness review, BHCC will score responsive proposals using the following 100 point criteria. The College may verify references and seek written clarifications consistent with fair treatment of all proposers. Award, if any, will be made to the responsive, responsible proposer offering the best value under these criteria, subject to required approvals.

## Criteria

| Criterion                                                          | Points |
|--------------------------------------------------------------------|--------|
| Comparable experience, references, and capacity                    | 20     |
| Operational approach, staffing, logistics, and event support       | 25     |
| Equipment quality, safety, accessibility, and contingency planning | 20     |
| Price completeness, scenario totals, and overall cost              | 25     |
| Reporting, invoicing controls, and account management              | 10     |
| Total                                                              | 100    |

## Score

| Score | Rating                |
|-------|-----------------------|
| 0     | Below Minimum         |
| 1     | Not Advantageous      |
| 2     | Somewhat Advantageous |
| 3     | Fairly Advantageous   |
| 4     | Advantageous          |
| 5     | Highly Advantageous   |

## Insurance Requirements

Minimum insurance limits and Workers' Compensation coverage are required in accordance with Massachusetts law. Certificates of Insurance shall be submitted prior to contract execution.

| Coverage                     | Minimum Limit                                                                 |
|------------------------------|-------------------------------------------------------------------------------|
| Commercial General Liability | \$1,000,000 per occurrence; \$2,000,000 aggregate                             |
| Automobile Liability         | \$1,000,000 combined single limit                                             |
| Professional Liability       | \$1,000,000 per claim                                                         |
| Cyber Liability              | \$1,000,000 per claim, if handling institutional data or livestream platforms |

## College Conditions

BHCC may cancel or amend this solicitation, reject proposals as permitted, seek clarifications, and make an award only after required approvals. Proposers bear their own proposal costs. BHCC shall not be responsible for proposal preparation costs. All proposal materials become the property of BHCC. The award resulting from this RFP shall be for BHCC only. Massachusetts public higher education institutions may separately utilize the resulting procurement from this process at their own discretion through independent agreements.

The [Massachusetts Standard Contract Form and all associated Terms and Conditions](#) are essential to this solicitation. The College will not accept or consider any alternative terms or conditions from proposers. The selected proposer must sign the Massachusetts Standard Contract Form and all relevant Terms and Conditions exactly as provided, without modification, to enter into a contract. Any additional terms proposed by a vendor are void and unenforceable unless specifically included as a written attachment approved by the College and confirmed not to conflict with existing terms.

## Basic College Information

Bunker Hill Community College (BHCC) is an open access, multi-campus, urban institution and the largest community college in Massachusetts, enrolling more than 16,000 students annually. Established in 1973 and commemorating 50 years of excellence, BHCC spans two campuses

in [Charlestown](#) and [Chelsea](#), complemented by [instructional centers](#) across Greater Boston. Our diverse learning options include day, afternoon, evening, weekend, hybrid, and online courses. For more information, visit: <https://www.bhcc.edu>