

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Tent Purchase Bid Results

DATE: February 26, 2021



SUMMARY:

The two tents used by the Parks department for various events are wearing out and need to be replaced. Additionally, Arrowhead would like to purchase three tents to allow for a longer outdoor dining season, larger gatherings and hosting multiple events simultaneously.

The tents for the Parks department are white vinyl framed without sidewalls with dimensions of 20 ft x 40 ft and 20 ft x 60 ft.

There are also the following alternate bids for the Parks department:

- White vinyl pole style tents with and without sidewalls. Sizes 20 ft x 40 ft and 20 ft x 60 ft.
- White vinyl pole style tents with sidewalls, but with and without “cathedral” style windows. Sizes 20 ft x 40 ft and 20 ft x 60 ft.

The tents for Arrowhead are white vinyl framed with sidewalls and “cathedral” style windows. The sizes are: two 30 ft x 30 ft tents and one 20 ft x 30 ft tent.

There is also an alternate bid for Arrowhead to furnish barrels to attach to the three tents.

Please see attached pictures of the different style tents on page 3.

Bid docs and specifications were sent out to the bidders on February 16, 2021 and the bids were opened on February 26, 2021. The results were as follows:

Base Bid

Contractor	Arrowhead (2) 30 x 30 framed tents	Arrowhead 20 x 30 framed tent	Parks 20 x 40 framed tent	Parks 20 x 60 framed tent	Grand Total
Big Tent Events	\$25,918	\$6,140	\$8,119	\$10,247	\$50,424
Tent Craft	\$27,320	\$7,412	\$8,492	\$11,280	\$54,504

Alternate Bid #1 (Arrowhead)

Contractor	Barrels for Arrowhead (2) 30 x 30 tents	Barrels for Arrowhead 20 x 30 tent	Grand Total
Big Tent Events	\$4,400	\$1,540	\$5,940
Tent Craft	\$5,736	\$2,390	\$8,126

Alternate Bid #2 (Parks department)

Contractor	20 x 40 <i>pole</i> tent	20 x 60 <i>pole</i> tent	Sidewalls <i>without</i> windows 20 x 40 tent	Sidewalls with windows 20 x 40 tent	Sidewalls <i>without</i> windows 20 x 60 tent	Sidewalls with windows 20 x 60 tent
Big Tent Events	\$3,878	\$5,742	\$1,866	\$2,514	\$2,438	\$3,302
Tent Craft	<i>No bid</i>	<i>No bid</i>	<i>No bid</i>	<i>No bid</i>	<i>No bid</i>	<i>No bid</i>

Bid results were reviewed and staff's experience with Big Tent Events in the past has been favorable.

PREVIOUS COMMITTEE/BOARD ACTION:

Renting tents for Arrowhead was approved at the September 16, 2020 board meeting.

REVENUE OR FUNDING IMPLICATIONS:

Parks Account: 10-101-000-53-5314	Budget: \$20,000
Arrowhead Account: 60-612-000-57-5706	Budget: \$38,000 to be allocated

Arrowhead's rental for two tents last Fall cost of \$10,626 for two months. Purchasing tents instead of renting them for both locations would save money over time and increase our ability to hold more events.

STAKEHOLDER PROCESS:

Tent needs and specifications were discussed with Arrowhead and Parks staff.

LEGAL REVIEW:

N/A

ATTACHMENTS:

Page 3 - pictures of the different style tents.

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's accept the base bid of \$50,424 and alternate bid #1 (Barrels for Arrowhead) for \$5,940 from Big Tent Events for a total of \$56,364.

Different Tent Styles and Options

Pole Style Tent (Not recommended)



Frame Style Tent (Recommended for Parks)



Tent with Sidewalls and “Cathedral” Style Windows (Recommend for Arrowhead)

