



**Project Title:** Event Tents RFP 2025

**Solicitation Number:** 2025-01-017

**Issue Date:** June 18, 2025

Candace Bingham, CSDP  
Director of Procurement and Supplier Engagement  
Saint Louis Zoo  
One Government Drive  
St. Louis, MO 63110  
[cbingham@stlzoo.org](mailto:cbingham@stlzoo.org)

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## INVITATION TO BIDDERS

### PROJECT TITLE

Event Tents RFP 2025

### SCOPE OF WORK

The purpose of this Request for Proposal (RFP) is to establish a contractual agreement for the provision of three (3) seasonal event tents, including all necessary installation, routine maintenance, and removal services. The contract will be for an initial term of two (2) years, with an option to extend for an additional two (2) years upon mutual agreement of both parties.

#### **Vendor Responsibilities:**

The selected vendor shall furnish all labor, tools, equipment, and materials required to provide complete services for the event tents as specified below. All work shall be performed during standard business hours on regular working days, unless otherwise approved in writing. In the event that service issues arise between scheduled inspections, the vendor shall dispatch a qualified technician upon notification to perform any necessary adjustments or repairs promptly.

#### Tent Specifications and Service Requirements:

- Operating Season:
  - May through October (seasonal installation and removal)
- Tents and Associated Features:
  - One (1) 50' x 100' clear span tent with gable ends and a 10' x 100' patio extension with gutter system
    - Three (3) double glass doors
    - Exit signage
    - Fire extinguishers- as required
    - Cathedral window side walls
  - One (1) 20' x 20' frame tent
    - Fire extinguisher- as required
    - Two (2) industrial fans (corner mounted)
    - One (1) overhead light
  - One (1) 10' x 15' frame tent
    - Fire extinguisher – if required
    - One (1) overhead light

The vendor shall be responsible for the complete installation prior to the start of the operating season, ongoing maintenance to ensure safe and functional use throughout the season, and full removal and site restoration at the end of the operating season.

### **SELECTION CRITERIA**

1. Scope of Work (25 points)
2. Pricing (30 points)
3. Previous experience on similar types of work (20 points)
4. Ability to start and timeline (20 points)
5. References (5 points)

### **NIGP CODES**

98172- Tents, Tarpaulins, and Supplies

### **BID DOCUMENTS**

Bid Documents will be available **on June 18, 2025** at: <https://stlzoo.org/vendoropportunities>

### **PROPOSAL QUESTIONS**

All questions must be received by **end of day CST on July 2, 2025** for issuing of addenda. All questions shall be submitted in writing to [www.bidnetdirect.com](http://www.bidnetdirect.com). Questions and answers will be shared with all responders. The source of questions will remain anonymous. Addenda will be placed on the Zoo website ([www.stlzoo.org/vendoropportunities](http://www.stlzoo.org/vendoropportunities)) and BidNet Direct: (<https://www.bidnetdirect.com/missouri/stlouiszoo>) as they become available. Any oral responses shall be unofficial and not binding on the Zoo.

### **BID DATE**

Proposals will be accepted on or before **11:00 a.m. CST on July 9, 2025**. Bids shall be submitted electronically at <https://www.bidnetdirect.com/missouri/stlouiszoo>.

**To ensure ease of submission, consider uploading well ahead of the deadline time. Late submissions will not be accepted.**

Any submitted proposal shall remain valid and subject to acceptance for ninety (90) days after the proposal due date.

### **ZOO CONTACTS**

Questions concerning this solicitation shall be submitted via email to Candace Bingham, CSDP, Director of Procurement and Supplier Engagement at [cbingham@stlzoo.org](mailto:cbingham@stlzoo.org).

# REQUEST FOR BID

The Saint Louis Zoo is seeking competitive proposals from qualified bidders as outlined on the Invitation to bidders, this Request for Proposal, and the Scope of Work contained in these bid documents.

## I. THE BIDDING PROCESS

### A. Bid form and submittal of proposal

1. Quotations should be submitted on bid form provided. Altered or erased prices will not be accepted.
2. Proposals will be accepted on or before **11:00 a.m. CST on July 9, 2025**. Only electronic submissions will be accepted. Only electronic submissions will be accepted. Please submit the Proposal in a pdf format to [www.bidnetdirect.com//stlouiszoo](http://www.bidnetdirect.com//stlouiszoo).
3. No bid received after the specified time will be considered.
4. Any bid may be withdrawn prior to the specified time for opening bids or any authorized postponement thereof.
5. Bids having an acceptance time limit of less than 30 days may be rejected.
6. Mailed, faxed, emailed, or phoned in bids will **not** be accepted.
7. Sunshine Law. "Bidder" acknowledges that Zoo has represented to bidder that Zoo may be subject to the provisions of Missouri's Sunshine Laws (Mo. Rev. Stat. Sects. 610.010-.225) (the "Sunshine Law"), which statute creates a presumptive rule of public availability of all records held by public governmental bodies, such as the Zoo, unless an exemption from disclosure is available under the Sunshine Law (this includes all bidding materials that are not exempt from disclosure under the Sunshine Law).

### B. Bid proposal components and attachments

1. Cost(s)
  - a. Performance and payment bonds are not required.
  - b. The laws of the state of Missouri provide that the Saint Louis Zoo pay no state sales or use tax, or federal excise taxes, and these taxes should be excluded from your bid price. Documentation will be provided for vendor's use in making tax-exempt purchases for this project. (Refer to Appendix B).

### C. Responsibilities of the bidder for accuracy of bid proposal

1. Bidders may not use omissions or errors in the bid documents or other contract documents to their advantage. The owner reserves the right to issue new instructions correcting any such errors or omissions, which new instructions shall be treated as if originally included.

2. The bid documents contain the available information about the work and the conditions pertaining thereto. Information obtained from any officer, agent, or employee of the Saint Louis Zoo, or from any other person, will not relieve the vendor's responsibility to assume all risks and obligations pertaining to the work, and to fulfill the conditions of the contract. Bidders are required to satisfy themselves as to the accuracy of the estimated quantities in the bid documents, and must thoroughly examine the site and review the bid documents, including addenda, if any, before submitting a bid.
3. No bidder may assert after bids have been opened that there was a misunderstanding concerning the bid documents, the conditions under which the work must be performed, or the quantities of work involved.

D. Direct questions about this Request for Bid to: **Candace Bingham**.

## **II. SELECTION OF SUCCESSFUL BIDDER AND CONTRACT AWARD**

- A. The Saint Louis Zoo enjoys the support of the community through the Metropolitan Zoological Park & Museum District. For this reason, the Zoo makes every effort to return that support by contracting with qualified businesses within the District (comprised of St. Louis and St. Louis County) whenever possible.
- B. The time specified for awarding a contract and for commencing work may be extended or shortened by mutual agreement between the Zoo and the successful bidder.
- C. The Zoo reserves the right to waive any informalities or minor defects in the bid or bidding procedures; to reject any or all bids; to rebid the project at a later date if bids are rejected; and to accept the bid that, in the judgment of the Zoo, will serve the best interests of the Zoo, whether or not said Bid is the low bid.
- D. Before awarding any contract, the Saint Louis Zoo reserves the right to require the successful bidder to file proof of his ability to properly finance, manage, staff and execute the project. The Zoo reserves the right to reject any bid if the evidence submitted by, or other investigation of, the bidder fails to satisfy the Zoo that the bidder has the proper qualifications, experience, equipment, manpower, or financial and managerial capability to carry out the obligations of the agreement or to perform the work contemplated.
- E. Before award of contract successful bidder may be required to furnish:
  1. Cost breakdown and unit prices
  2. Proposed schedule
  3. Information regarding material subvendors upon request
  4. Bonds and insurance certificates

END OF PROJECT MANUAL

**APPENDIX A**  
**SAINT LOUIS ZOO**  
**STIPULATED SUM BID FORM**

Event Tents RFP 2025  
#2025-01-017

Date: \_\_\_\_\_

Proposal of \_\_\_\_\_

Hereinafter called "Bidder,"

[ ] a corporation organized and existing under the laws of the state of \_\_\_\_\_

[ ] a partnership, or [ ] an individual doing business as \_\_\_\_\_

TO: Candace Bingham, CSDP  
Director of Procurement and Supplier Engagement  
Saint Louis Zoo  
One Government Drive  
St. Louis, MO 63110

The bidder, in compliance with the Invitation to bid for the project, and having carefully examined the bid documents, dated which documents are made a part hereof, as well as all conditions surrounding and affecting the work, agrees to furnish all labor, materials, and supplies necessary to perform all the work in accordance with said documents and within the time and at the prices stated below.

Furnish all labor, tools, and equipment required to perform all work as defined in the bid documents for the sum of

\_\_\_\_\_  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

**I. BID DOCUMENTS**

Bidder acknowledges review of the following documents:

A. Specifications

B. Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

## **II. MISCELLANEOUS BID REQUIREMENT**

- A. The undersigned understands this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time and date for receiving bids.
- B. The undersigned understands the owner reserves the right to reject any or all bids or subcontractors.
- C. The undersigned further agrees to indemnify and hold harmless the owner and engineer from and against all losses, judgments of every nature and description made, brought, or recovered against the owner by reason of any act or omission of the undersigned, his agents, subcontractors/subvendors, or employees in the execution of the work or in guarding the same.
- D. The undersigned hereby declares that this Stipulated Sum Bid is based solely upon the materials and equipment described in the bidding documents (including addenda), and that no substitutions are contemplated.
- E. The bidder declares they had an opportunity to examine all conditions surrounding the work and have examined the bid documents therefor, and they have carefully prepared their bid upon the basis thereof and they have carefully examined and checked this bid and the materials, equipment and labor required thereunder, the cost thereof, and their figures therefor, and hereby states the amount or amounts set forth in this bid is/are correct and no mistake or error has occurred in this bid.
- F. Upon receipt of written notice of the acceptance of this bid, the bidder will execute a formal contract attached within fifteen (15) calendar days and deliver to the owner a surety bond or bonds as required by the bid documents (if deemed required).
- G. The Zoo Public Relations must provide written approval for any/all promotional materials in advance of publishing – this includes, but is not limited to: social media posts, web copy and images, etc.

## **IV. CONTACT INFORMATION (preferred point of contact)**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



**By signing the bidder hereby states to perform all work indicated in the bid documents and necessary to bring the project to completion.**

#### **IF A CORPORATION**

_____ Name of Corporation	_____ Signature of Officer
_____ Incorporated under the laws of the state of	_____ Name and Title of Officer (print)
_____ Licensed to do business in Missouri? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Date
_____ (Seal if Bid is by corporation)	_____ Address for Communications:

#### **IF A PARTNERSHIP**

_____ Name of Partnership	_____ Address for Communications of ALL Partners:
_____ Signature of Authorized Partner	_____ Date

#### **IF AN INDIVIDUAL**

_____ Name of Firm (if any)	_____ Address for Communications:
_____ Signature of Individual	_____ Date

#### **IF BIDDING AS A JOINT VENTURE**

_____ List All Parties:
_____ Address for Communications:

#### **SIGNATURE FOR THE SAINT LOUIS ZOO**

_____ Saint Louis Zoo	_____ Signature of Officer
_____ Address for Communications: 1 Government Dr. Saint Louis, MO 63110	_____ Name and Title (print)
	_____ Date

