

REQUEST FOR BID – DRAFT LIST

Equipment and services needed to support the Founders Day Festival 2027

Portable Toilets – Rental & Services

Type	Qty	Delivery/Pickup	Notes
Standard units	units	- Thursday by pm - Mon. after event AM preferred (no later than 5pm)	62 units in 2026
ADA units	units	“	7 units in 2026
Handwash Stations	units	“	13 units in 2026
Servicing, per unit (Daily)			Bids must include delivery, pick-up, and all sanitation services associated with each unit throughout the event.
	Total units TBD		Total units for 2027 should include carnival area at DSISD + all units in the cook-off area

Utility Carts – Equipment Rental

Type	Qty	Delivery/Pickup	Notes
2-seater	4 carts (minimum qty)	- Thursday by pm - Mon. after event AM preferred (no later than 5pm)	Electric or gas acceptable. Electric vehicles must be delivered with charged battery in good working condition.
4-seater	6 carts (minimum qty)	“	
	10-15 total		

Light Towers – Equipment Rental

Type	Qty	Delivery/Pickup	Notes
Directional safety lighting with self-contained power source.	8 towers (min. qty)	- Thursday by 5 pm - Mon. after event AM preferred (no later than 5pm)	Electric or gas generator acceptable. Electric/LED or quiet generators preferred near stage locations

	8-12 total		
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Temporary Fencing – Equipment Rental

Type	Qty	Delivery/Pickup	Notes
6ft high hurricane fencing	200 units of 12ft length fencing ~2400 linear ft. total	- Thursday by 5 pm - Mon. after event AM preferred (no later than 5pm)	Bid must include delivery, assembly, and pick-up. Bid must include any clamps feet or weights necessary for set up. Must align with approved Traffic Control Plan
wind screen	<i>optional add-on for select areas</i>	“	<i>optional</i>
*Bike racks	<i>*for parade</i>		<i>*possibly not needed until 2028 550 units ordered in 2025</i>

Water Truck – Equipment Rental *per Riley*

Type	Qty	Delivery/Pickup	Notes
	1 truck	- Thursday by 12 pm - Mon. after event AM preferred (no later than 5pm)	<i>To assist with filling orange road barricades and tent weight barrels</i>

Stage, Lighting, Sound – Rental & Services

Type	Qty	Delivery/Pickup	Notes
SL 100 Stage (24'x20')	1 stage (MAIN STAGE)	- Set up begins Thursday at 5 pm - Teardown begins Sunday at 5pm	Bid must include: delivery, set-up, and breakdown stage lighting, sound set up
Lighting (MAIN STAGE)			
MAIN STAGE Sound Engineer/Sound Tech		Performance Schedule: - FRIDAY pm- pm - SATURDAY am – pm - SUNDAY 12pm-3pm	
SECOND STAGE Sound		Performance Schedule:	<i>Secondary stage provided and constructed by DSRP staff.</i>

Tech		- FRIDAY ____pm-____pm - SATURDAY ____am – ____pm - SUNDAY 12pm-3pm	<i>Bid for sound equipment & support only.</i>
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Road Closure – Rental & Services

Type	Qty	Delivery/Pickup	Notes
Message Board	1 board 3 days of operation	- Thursday by ____ 5 ____ pm - Mon. after event AM preferred (no later than 5pm)	<i>Location: Sportsplex Drive</i> Message programming Delivery, set up and return
“No Parking” signs for RR12	~3000 ft x2 for each side of the road	- Wed by ____ 5 ____ pm (48hrs in advance) - Mon. after event AM preferred (no later than 5pm)	Signs, posts, sandbag weights both sides of RR12 between Mercer St. and Old Fitzhugh Rd. in accordance with the City’s approved Traffic Control Plan
Barricades, Signs, Traffic Management			Deliver, set up and pick up all signs, sign stands, barricades, and other traffic control devices needed to execute the approved TCP Bid should include all labor, delivery, and equipment rental totals
*Bike rack set up	<i>*for parade</i>		<i>*possibly not needed until 2028 optional alternative to volunteer or committee set up</i>

Tents, Tables, Chairs – Rental & Services

Type	Qty	Delivery/Pickup	Notes
100’ x 30’ Entertainment Lot Tenting & Tables	(2) <i>10’ height clearance</i>	- Thursday at ____ pm - Sun. after event (breakdown begins at 5pm)	City Hall Parking lot Social Grounds Parking Lot <i>size & qty based on 2026 order</i>
20’ x 40’ VIP area	(1)	- Thursday at ____ pm - Sun. after event	in front of City Hall <i>likely the same as 2026</i>

20' x 30' Carnival Lunch tent	(1)	- Thursday at ____ pm - Sun. after event	DSISD parking lot
10' x 20' Smoking Tent (possibly also: Cooling Tent)	Qty TBD	- Thursday at ____ pm - Sun. after event	Specific tent sizes and quantities for 2027 TBD
Folding chairs	400-500 Qty TBD	- Thursday at ____ pm - Sun. after event	Multiple locations
Tables - 6' rectangle - round cocktail - wooden picnic	Qty TBD	- Thursday at ____ pm - Sun. after event	seeking quotes for various style options with bid
Decorative string lighting	Optional add-on		Entertainment tents, TBD
10' x 10' *Cabana Tents	Qty TBD	- Thursday at ____ pm - Sun. after event	Final tent order determined by cabanas sold. no later than 1 week prior to event set up

Shuttle Bus – Services

Type	Date	Shuttle Schedule	Notes
Passenger Shuttle	Friday TBD <i>optional</i>	____ pm – ____ pm	No Friday shuttle service in 2026
Passenger Shuttle	Saturday	9:30am – 12AM (midnight)	Peak use times: 10am-7pm
Passenger Shuttle	Sunday	9am – 5:30pm	ask Rotary Club

Street-sweeping – Services

Type	Qty	Schedule	Notes
Parade Route*	1 <i>optional</i>	Friday after midnight (?)	Unnecessary if no parade
Entire festival grounds	1	Sun/Monday AM (overnight) Complete by 7am	Downtown streets + DSISD

Private Security Detail – Personal Services

Type	Qty	Shifts	Notes
Event Security	(10) officers	FRIDAY 10am – 12AM (midnight)	<i>Crowd and traffic management</i>
Event Security	(10) officers	SATURDAY 7am – 12AM (midnight)	<i>Crowd and traffic management</i>
Event Security	(10) officers	SUNDAY 7am – 5pm	<i>Crowd and traffic management adjustments from 2026?</i>

Bartending – Personal Services

Type	Qty	Shifts	Notes