

Main Office

321 Mill St. N.E.
Vienna, VA 22180-4525
Tel: (703) 938-4807
Fax: (703) 938-1273
E-mail: JCB@brookerental.com

Branch Offices

4831 1st St. North
Arlington, VA 22203

309 Parker Ct. S.E.
Leesburg, VA 20175

Warehouses

323 Mill St. N.E.
325 Mill St. N.E.
327 Mill St. N.E.
Vienna, VA 22180

**We Rent
The Things
You Need!®**

Tents
Party & Banquet
Automotive
Recreation
Chairs
Tables
Plumbing
Hand Tools
Guest & Baby
Lawn & Garden
Home & Office
Moving
Floors
Exercise
Contractor/Builder
Paint & Wallpaper
Convalescence

BROOKE RENTAL center®

SPECIAL EVENT RENTALS

RFP

GMU-1606-20

Purchasing Department

George Mason University

Grace Lymas, Senior Buyer

Erin Rauch, Assistant Director

October 7, 2019



www.brookerental.com



Purchasing Department
 4400 University Drive, Mailstop 3C5
 Fairfax, VA 22030
 Voice: 703.993.2580 | Fax: 703.993.2589
<http://fiscal.gmu.edu/purchasing/>



**REQUEST FOR PROPOSALS
 GMU-1606-20**

ISSUE DATE: September 12, 2019
TITLE: Special Event Rentals
PRIMARY PROCUREMENT OFFICER: Grace Lymas, Senior Buyer, glymas@gmu.edu
SECONDARY PROCUREMENT OFFICER: Erin Rauch, Assistant Director, erauch@gmu.edu

QUESTIONS/INQUIRIES: E-mail all inquiries to both Procurement Officers listed above, no later than 2:00 PM EST on September 19, 2019. All questions must be submitted in writing. Responses to questions will be posted on the [Mason Purchasing Website](#) by 2:00 PM EST on September 25, 2019. Note: Questions must be submitted in WORD format. Also see section III. COMMUNICATION, herein.

PROPOSAL DUE DATE AND TIME: October 7, 2019 @ 12:00 PM EST. Hand deliver or mail proposals directly to the address above. Electronic submissions will not be accepted. A public opening will not be held. Late proposals will not be accepted.

Note: A return envelope is not being provided. It is the responsibility of the Offeror to ensure the proposal is submitted in a sealed envelope, box, container, etc. that clearly identifies the contents as a proposal submission in response to this Request for Proposal. See Section XII Paragraph C herein. If delivering proposals by hand, deliver to the Purchasing Department located in Suite 4200 of Alan and Sally Merten Hall (Merten Hall), Fairfax Campus. [Campus Map](#). Office hours are 8:30AM to 5:00PM.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiations.

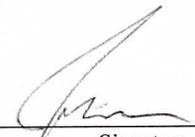
Name and Address of Firm:

Brooke Rental Center, Inc.
 Legal Name: _____

October 7, 2019
 Date: _____

DBA: _____

Address: 321 Mill St. NE
 Vienna, VA 22180-4525

By: 
 Signature

FEI/FIN No. 54-1889988

Name: James C. Brooke

Fax No. 703/938-1273

Title: Owner, Vice President

Email: JCB@brookerental.com

Telephone No. 703/938-4807

SWaM Certified: Yes: No: _____ (See Section VII. SWaM CERTIFICATION for complete details).

SWaM Certification Number: 720632 (see following)

This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules, § 36* or against a Bidder/Offeror because of race, religion, color, sex, national origin, age, disability, or any other prohibited by state law relating to discrimination in employment.

From: Virginia Department of Small Business and Supplier Diversity
<noreply@sbsd.virginia.gov>
Sent: Wednesday, July 24, 2019 3:10 PM
To: jcb@brookerental.com
Cc: Monica.Cousins@sbsd.virginia.gov
Subject: Application Decision Letter-Certification #: 720632 SWaM Certification



COMMONWEALTH of VIRGINIA
Department of Small Business and Supplier Diversity

Company Name: Brooke Rental Center, Inc
Certification Number: 720632
Small Certification Start Date: Jul 24, 2019
Micro Certification Start Date: Jul 24, 2019
SWaM Certification Expiration Date: Jul 24, 2024

Dear Applicant,

We are pleased to inform you that your request for certification has been approved. Your company has been approved for the following designations:

Small, Micro

Your certification is valid for a term of five years from the date of your approval; re-certification is required at the end of that term.

You may log into your account to download a copy of your company's SWaM certificate as well as the SWaM-certified logo to use on marketing materials.

You will see your company listed as a certified vendor in our directory at <https://www.sbsd.virginia.gov/directory/>

It is very important that you keep your contact information up to date. Submit your changes electronically by logging into your account and updating the necessary information.

To do business with the Commonwealth of Virginia, you need to register your company with the eVA system, the state's online procurement system at <https://eva.virginia.gov> . All state solicitations are conducted on this site.

To check Procurement and Business Opportunities with state agencies, local governments, and others, please visit: <https://m.vendor.epron.cgipdc.com/Vendor/public/AllOpportunities>

TO: GMU Purchasing Department

FROM: James C. Brooke

Owner/VP

ATTN: Grace Lymas

DATE: October 7, 2019

Senior Buyer

Enclosed please find our proposal in response to RFP GMU-1606-20.

1. Specific prices requested are attached.
2. All items shown in the Party section of our website (www.brookerental.com) will be available to qualified GMU departments at the prices shown less 20%.
3. Delivery fees are \$35.00 per delivery and pickup fees are also \$35.00. Labor fees not included in our proposal will be \$50.00 per hour.
4. Per Section XV our payment preference is Option 3 Net 30 via Paymode X.
5. Qualifications, experience and references are attached.
6. Per Section V Cooperative procurement by additional users is not authorized.

PROPOSAL

SECTION X STATEMENT OF NEEDS

A. We are able to provide

1. Tents

- i. 20 x 70 frame tents @\$828.00 each
- ii. 10 x 10 frame tents @\$116.00 each
- iii. 30 x 30 frame tents @\$656.00 each
- iv. Solid 20'x8' sidewall panels @\$40.00 each
Window 20'x8' sidewall panels @\$44.00 each
90M BTU Propane fired heater @\$96.00 each
170M BTU Propane fired heater @\$132.00 each
(100# tanks propane available at market price)
- v. GMU to provide on-site access to water if water barrel weights are required

2. Tables

- i. 6 ft. rectangular tables @\$6.40 each
- ii. 6 ft. round tables @ \$8.80 each

3. Chairs

- i. Folding chairs@ \$.95 each

B. Specific Requirements

1. Will provide service on week days and weekends however legal holidays and Sundays may require separate pricing.

2&3. Chairs will be set up and taken down at \$.50 per chair, tables will be set up and taken down at \$1.00 each.

6. Site diagram and equipment layout schemes may be provided if detailed sketches are provided by the user.

8. Jim Brooke will be the contact person for all rental requests jcb@brookerental.com; 703-938-4807.

Experience

Forty three years providing event equipment to institutions, schools and special events.

References

Landon School

1. Contact Name – Cindy Peters
2. Title – Director of Special Events & Parent Programs
3. Phone Number – 301-320-1046
4. Email – cindy_peters@landon.net

George Mason University

1. Contact Name – Julie Gladbach
2. Title – Senior Manager University Events Office of Communications
3. Phone Number – 703-993-8844
4. Email - jgladbac@gmu.edu

FCPS

1. Contact Name – Debbie Lindsey
2. Title – VCA
3. Phone Number – 703-658-3746
4. Email – dalindsey@fcps.edu

Washington Nationals

1. Contact Name – Matthew O'Rourke
2. Title – Manager Ballpark Operations
3. Phone Number – 202-640-7607
4. Email – matthew.orourke@nationals.com

Other customers include:

St. Stephens & St. Agnes; Sidwell Friends; University of Maryland Engineering Department; Trinity University; Patrick Henry College; Loudoun County Public Schools; Washington Latin Charter School; Seed Charter School; multiple Foreign Embassies.

**ATTACHMENT A
VENDOR DATA SHEET
TO BE COMPLETED BY OFFEROR**

1. **QUALIFICATION OF OFFEROR:** The Offeror certifies that they have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

2. **YEARS IN BUSINESS:** Indicate the length of time in business providing this type of service:

Type of Business: Special Event Equipment Rental 42 Years 10 Months

3. **BUSINESS STATUS:**

A. Type of organization (circle one):

Individual
Sole Proprietor

Partnership
Government

Corporation
Other (explain)

B. Category (circle one):

Manufacturer/Producer
Service Establishment
Other (explain)

Mfg.'s Agent
Distributor

Retailer
Wholesaler

Equipment rental

C. Status: If your classification is certified by the Virginia Department of Small Business and Supplier Diversity (DSBSD), provide your certification number 720632. For certification assistance, please visit <http://www.sbsd.virginia.gov/>. (Please check all applicable classifications. Must be certified with **VIRGINIA DSBSD** to qualify)

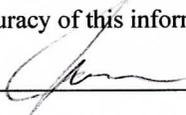
____ (MB) MINORITY OWNED. "Minority-owned business" means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

____ (WB) WOMAN OWNED. "Women-owned business" means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

X (SB) SMALL BUSINESS: "Small business" means a business that is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business.

____ LARGE BUSINESS

I certify the accuracy of this information.

Signed:  Title: Owner, Vice President

Printed Name: James C. Brooke Date: October 7, 2019

ATTACHMENT B
SMALL BUSINESS SUBCONTRACTING PLAN
TO BE COMPLETED BY OFFEROR

It is the goal of the Commonwealth that over 42% of its purchases be made from small businesses. All potential offerors are required to return this document with their response.

Small Business: "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for proposals. This shall also include DSBSD-certified women- owned and minority-owned businesses and businesses with DSBSD service disabled veteran owned status when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at www.SBSD.virginia.gov (Customer Service).

Offeror Name: Brooke Rental Center, Inc.

Preparer Name: James C. Brooke

Date: October 7, 2019

Instructions

- A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form.
- B. If you are not a DSBSD-certified small business, complete Section B of this form.

Section A:

If your firm is certified by the DSBSD provide your certification number and the date of certification.

Certification Number: 720632 Certification Date: July 24, 2019

Section B

Populate the table below to show your firm's plans for utilization of DSBSD-certified small businesses in the performance of this contract for the initial contract period in relation to the offeror's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service disabled veteran-owned status that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that these proposed participation will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation percentages may result in breach of the contract.

Micro/Small Business Name & Address DSBSD Certificate #	Status if Micro/Small Business is also: Women (W), Minority (M), or DSBSD Service Disabled Veteran-Owned	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract (\$ or %)
Totals \$					

Add a separate page for Section B if necessary.