

— TEMECULA VALLEY —

BALLOON & WINE FESTIVAL

- EST. 1983 -
JUNE 3 – 5, 2022
REQUEST FOR PROPOSAL

Contact Person: Kellie Cantrell
Phone: 951-764-1448
Due Date: TBD

GENERAL INFORMATION

The Temecula Valley Balloon & Wine Festival (herein after referred to as Festival) is releasing this RFP with the intention to award contract for a period of the 2022 Festival only.

- Festival Date: June 3 – 5, 2022
- Festival Location: Lake Skinner Recreational Park, 37701 Warren Road, Winchester, CA 92596
- Lake Skinner Gate Hours: 6:00am - 10:00pm
- Installation/Delivery Dates: Review each “Section” for start and completion dates
- Equipment Removal Date: No later than TBD

Penalties may be incurred if not delivered on agreed upon time

PROPOSER RESPONSIBILITY

Read the documents very carefully, as the Festival shall not be responsible for error of omissions on the part of the proposer. Carefully review final submittal, as reviewers will not make interpretations or detect, or correct, error in calculations.

Installation of the most items is done on landscape. It is strongly recommended that heavy equipment (forklifts, large trucks) not be driven on turf and that any items (tents, toilets, fence, stage, generators) be transported on grounds in small quantities by using pickup trucks, carts or by hand. Any and all damage to turf, irrigation equipment, sidewalks or other areas will be billed to the company responsible for such damage.

You must provide the Festival a list of any other events you may be responsible for during the period of May 1 – June 15, 2022.

PROPOSAL

Submit a separate bid for each “Section” you wish to bid upon. Consider the installation dates and equipment requirements within each “Section” before submission. Fill out completely and sign the Proposer Information Form.

Bid price must include:

- Labor
- Fuel Surcharge
- Taxes
- Delivery fees (if any)

Submission of this RFP signifies that all terms, conditions, requirements, protests and procedures have been read and understood. Further, in signing as the authorized representative of the submitting firm, it is expressly agreed by the proposer that failure to provide accurate and truthful information in this proposal shall constitute grounds for rejection.

Submission of bid is not considered a final contract.

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DELIVERY OF PROPOSALS

Proposals must be post marked or delivered no later than date TBD to:

Temecula Valley Balloon & Wine Festival
ATTN: Bid Proposal
43460 Ridge Park Dr., Ste. 240
Temecula, CA 92590

ADDITIONAL INFORMATION

Insurance - Upon bid acceptance and signed contract, please provide the Festival with your information so the Festival can forward a copy of our certificate of insurance naming your company as certificate holder.

RFP Requirements and conditions - If a proposer discovers any ambiguity, conflicts, discrepancy, omission, or other error in the RFP, he/she shall immediately notify the Festival of such error in writing addressed to the contact person listed on the cover page and request modification or clarification of the documents.

Modifications will be made in writing by way of addendum. Clarification will be given by written notice to all parties to whom the Festival had sent RFP and to persons or entities who have requested to be given notice of any modification or notice.

Grounds for Rejection - A proposal shall be rejected if:

- It is received at any time after the exact time and date set for receipt of bids as stated.
- It contains false or misleading statement or references, which do not support attributes or conditions, contended by the proposer. The proposal shall be rejected if, in the opinion of the Festival, such information was intended to mislead the Festival in its evaluation of the proposal and attribute, condition or capability of requirements to this RFP.
- It is unsigned.

Disposition of Proposals - All materials submitted in response of this RFP will become property of the Festival.

Confidentiality of Proposals - The Festival will be holding the contents of all proposals in confidence until issuance of the award. If a protest is filed, the material may be used by the Festival to justify an award or a decision not to award.

Protests - any protest must be filed in writing with the Festival, 43460 Ridge Park Dr., Ste, 240, Temecula, CA 92590, within five (5) working days of the notification. Within five (5) working days after filing the protest, the protesting bidder shall file with the Festival a full and complete written statement specifying the grounds for the protest. Festival officials will evaluate the protest and shall furnish a decision in writing within thirty (30) calendar days.

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PROPOSER INFORMATION

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____ PHONE: _____

PENDING LITIGATION HEARINGS:

ARE ANY CIVIL OR CRIMINAL LITIGATION OR ADMINISTRATIVE HEARING(S) CURRENTLY PENDING AGAINST THE PROPOSER'S ORGANIZATION, OWNERS, OFFICERS OR EMPLOYEES?

IF YES, PLEASE STATE THE CASE NUMBER, AGENCY, OR COURT WHERE PENDING AND STATUS OF LITIGATION OR HEARING: _____

WE RESERVE THE RIGHT TO VERIFY THE INFORMATION PROVIDED ON THIS FORM BY THE PROPOSER DURING THE RFP PROCESS.

I DECLARE UNDER PENALTY OF PERJURY THAT ALL INFORMATION INCLUDED IN THIS RFP IS TRUE AND CORRECT AND THAT I AM AUTHORIZED TO SIGN THIS FORM ON BEHALF OF THE PROPOSER.

SIGNATURE _____ DATE: _____

PRINT NAME _____

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SECTION 1

TABLES, CHAIRS, TENTS and WALLS

TABLES & CHAIRS	Qty	COMMENTS
Table Round 36" Cocktail	15	
Table Banquet 8'	280	
Round Tables 60"	30	
Chairs - Ivory	1760	

TENTS & SIDEWALLS	Qty	COMMENTS
10'X10' - White ***	256	Pagoda Style
20'x20' - White	10	Pagoda Style
20'x30' - White	2	Pagoda Style
20'x40' - White	1	
20'x50' - White	1	
30'x40' - White	2	
30'x70' - White	1	
40'x60' - White	3	
40'x100 - White	1	
Sidewall half 3'x10 - White	115	
Sidewall solid 8'x10 - White	18	
Sidewall solid 8'x20' - White	55	Two (2) with a door opening
Sidewall mesh 8'x10' - White	52	
Sidewall mesh 8'x20 - White	70	One (1) with a door opening
Sidewall mesh 10'x20 - White	1	

EXTRAS	Qty	COMMENTS
Picket Fence 3'x8'	62	
20'x20' canopy white 10' legs	1	
Tent Liner	1	Food & Wine Pairing Tent
Umbrella Market 9' - Natural	10	
Fire Package Ext. & Signs Lighted	3	
Fire Extinguisher 2A 10BC	7	

TENTS:

- Dig a Alert Must have **approval BEFORE** work can start.
- Installation Begins: TBD
- Installation **MUST** be completed by: Wednesday, June 1st and ready for INSPECTION AT 12:00PM.
- Removal: Begins Tuesday, June 6th and **MUST** be completed by Thursday, June 9th
 (ALL ZIPTIES MUST BE REMOVED FROM SITE)

*** Tent Flags on Top (Flag Colors Pink, Blue, Yellow, Red) - Board Member/Chairperson will designate colors.

CANOPIES: **MUST** adhere to State and Federal safety regulations, and be in clean and good condition.

TENT STAKES: **MUST** be covered with safety caps. All stake placement must be approved by Park Maintenance Personnel.

TABLES & CHAIRS INSTALLATION: Beginning Thursday, June 2nd, and to be placed in specific tents throughout the Festival by contractor.

REMOVAL: **MUST** be picked up Tuesday, June 7th

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SECTION 2
 ROLLING STOCK
 (NO CONSTRUCTION VEHICLES)

VEHICLE	Qty	DESCRIPTION
Fuel Cart - Diesel	2	4 Seater converted to 2 with a 100 gal fuel cell with battery and wired into vehicle charging system
UTV - Diesel	18	4 Seater
UTV - Diesel	4	6 Seater
UTV - Diesel	29	2 - 4 Seater with bed
Trailers- 6x6 or 6x10	6	With ball/hitch with extensions
Electric Golf Cart	1	Location Food Court

VEHICLES:

- To be in clean and good working condition
- MUST be gas or diesel powered & ONLY ONE ELECTRIC Cart
- ALL VEHICLES HAVE ROOFS AND WORKING HEADLIGHTS

DELIVERY:

- Eight (8) vehicles delivered on Tuesday, May 31st at 6:00am
- All remaining vehicles and trailers MUST be onsite by 12:00pm on Thursday, June 2nd

USAGE:

- Vehicles will be used June 3rd – 5th
- Eight (8) vehicles will be used commencing Tuesday, May 31st through Friday, June 10th

PICK-UP:

- STARTS - Tuesday, June 7th
- COMPLETED - Friday, June 10th

TVBWF will not be responsible for security of vehicles after 5:00pm on Friday, June 10, 2022.

ON SITE MECHANIC:

A mechanic is required for all hours of the Festival.

One (1) dry campsite can be provided for the mechanic upon request.

NOTE: Please be aware of Lake Skinner Main Gate Opening and Closing hours

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SECTION 3

OTHER EQUIPMENT and SPECIAL NEEDS

(Each item in this section may be bid on separately)

15,000 lb. Boom Forklift with rough terrain tires (May also need extended mast for speakers/main	1
6,000 lb. Boom Forklift with rough terrain tires	2
210LE Front End Loader with Gannon	2
2,000 gallon water truck	2
Diesel Powered Light Towers	90

WATER TRUCKS:

DELIVERY –

- Truck 1 - Wednesday, June 1st at 6:00am
- Truck 2 - Tuesday, May 31st at 6:00am

REMOVAL –

- Truck 1 - Wednesday, June 8th
- Truck 2 - Friday, June 10th

FORKLIFTS:

DELIVERY –

- Monday, May 31st - 15,000 lb. & 6,000 lb.
- Friday, June 3rd - 6,000 lb.

REMOVAL - Friday, June 10th

LIGHT TOWERS:

DELIVERY - Wednesday, May 25th - Wednesday, June 1st (Light Towers will be used June 3rd, 4th, 5th)

- All units must be onsite by 12:00pm Wednesday, June 1st

REMOVAL - No sooner than Tuesday, June 7th beginning at 12:00pm

SITE TECHNICIAN:

Required for all hours of the Festival.

One (1) campsite can be provided for technician upon request.

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SECTION 4
ELECTRICAL & POWER

EQUIPMENT	QUANTITY
30 kW Generator- 208 Volt	3
60 kW Generator- 208 Volt- MQ on Trailer	8
125 kW Generator- 208 Volt	3
200 kW Generator- 208 Volt- Parallelable	2
100 Amp Load Center	16
200 Amp Load Center	7
4 x 100 Amp INDU Panel	2
2 x 200 Amp INDU Panel	2
800 Amp I-line Panel	1
150 kVA Olympic Transformer	2
RV Panels	8
Edison Spider Boxes	30
Tent Lights	100
Quad Box String- GFCI	100
3 Quad Shortie- GFCI	10
10/5 Extension Cable 50'	60
10/5 Extension Cable 100'	60
6/4 Cable Bare End 100'	2
#2- 5 Wire Banded Cable 50'	65
4/0 Bare End Cable 50'	10
4/0 Camlok Cable 25'	25
4/0 Camlok Cable 50'	18
2/5 Camlok Female	3
4/0 Camlok Female	60
FFM Camlok Tee	65
3' Cable Ramp	100
6/4 Twist Lock Hubble Cables	80
Hubble Twist Lock to RV Adapter	20
50 Amp RV to 30 Amp RV Adapter	20
Grounding Kits	32
50 Amp Generator- 120/240 Volt	10
30 Amp Generator- 120 Volt	20

**DELIVERY, PICK-UP, FUEL, LABOR & TAXES TO BE INCLUDED IN BID

INSTALLATION:

Start – Monday, May 16th

- Food Court must be completed by Wednesday, May 25th

Completed – Wednesday, June 1st

REMOVAL: Start – Monday, June 6th; Completed – Thursday, June 9th

SITE TECHNICIAN: Required for all hours of the Festival.

One (1) campsite can be provided for technician upon request.

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SECTION 5
TOILETS and SINKS

DESCRIPTION	Qty
Toilets - Standard	170
Toilets - ADA	17
Toilets - VIP (2 room)	2
Toilets - VIP (4 room)	16
Sink - Two Place	65
240 Gallon Gray Water Holding Tanks	11

ADDITIONAL REQUIREMENTS

2 Attendants	Friday, June 3 rd	4:00pm - 10:00pm (6 hrs.)
6 Attendants	Saturday, June 4 th	9:00am - 10:00pm (13 hrs.)
6 Attendants	Sunday, June 5 th	9:00am - 4:00pm (7hrs.)
2 Service Trucks	Friday, June 3 rd - Sunday, June 5 th	During Attendants hours

Service of toilets and gray water MUST be on a CONTINUOUS basis during attendants' hours per day.

DELIVERY: TBD

REMOVAL: TBD

UNLOCK toilets on Thursday, June 2nd at 8:00am and to remain unlocked for the duration of the Festival.

DUMPING MUST BE DONE OFF SITE

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SECTION 6
FENCING

DESCRIPTION	Qty
6' Temporary Fence	17,300 ft.
4' Temporary Fence	2,700 ft.
6' Windscreen	8,300 ft.
6' x 4' Gates	12 units
6' x 8' Gates	1 unit
6' x 12 Gates	15 units
6' x 24' Gates	30 units
6' x 12' Temporary Panels	210 units
8' Bicycle Barricades	300 units

ADDITIONAL REQUIREMENTS:

- Fence and Poles are to be in good condition
- Windscreen is to be in clean and good condition with no rips - Reduction of windscreen maybe used for advertisement of sponsors. TVBWF Office will indicate on map of sponsor banners/windscreen
- Company signs on fence to be small and placed no more than 1 every 500ft.

INSTALLATION:

Dig a Alert Must have **APPROVAL BEFORE** work can start.

- START FENCING- Wednesday, May 4th
 - FINISH CAMP FENCING- Wednesday, May 11th
 - FINISH PERIMETER FENCING- Wednesday, May 18th
 - GROUNDS START- FESTIVAL PROPER- Monday, May 16th
 - FULL SITE COMPLETED- Tuesday, May 31st by 5:00pm
 - All Shade cloth need to be completed by Thursday June 2nd
- ****Inspection by Festival personal to take place Thursday, June 2nd, at 12:00pm*

REMOVAL:

- STARTS - Monday, June 6th in order:
 1. Parking lot
 2. Campground
 3. Festival Proper
- COMPLETED - Thursday, June 9th
 - All hardware i.e. Hog ties, clips, wires & loose fencing MUST be removed by this date

ANY DAMAGE TO THE COUNTY PARK EQUIPMENT CAUSED BY HARDWARE WILL BE THE RESPONSIBILITY OF THE CONTRACTOR.

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SECTION 7

INTERNET ACCESS

1. Internet Speed up to 1000/1000mbps with redundant Internet Service Provider's
2. 24 hour 3 Day Tech Support (5 Technicians for the event)
3. Provide Primary Dedicated Working WIFI/wired for Back Stage Entrainment, ATM's , and Point of Sale Machines.
4. Provide Secure WIFI to Board Members and Public Safety Personnel (AMR, FIRE, LAW, Security)
5. Provide Limited Services to Vendors and Public - This Service can have a surcharge for use.
6. Provide Limited range, FREE Access to Uber, Lyft, CAB Services at the General Store – Only
7. Mesh access points with capabilities of SSID's and VLANS
8. WIFI Calling capabilities
9. VoIP & FoIP capabilities
10. Fiber, Ethernet, and Telephone Cables, Run's
11. Fiber, Ethernet, and Telephone Patch Cables, Run's

INSTALLATION:

START – Tuesday, May 31st

COMPLETED - Friday, June 3rd at noon

REMOVAL:

START - Monday, June 6th

COMPLETED - Thursday, June 9th

SITE TECHINICAN: Required for all hours of the Festival.

One (1) campsite can be provided for technician upon request.

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SECTION 8
RADIOS

SECURITY:

Digital with all call function	Qty
Handheld radios w/batteries programmed w/6 channels	90
Speaker mics	80
Spare batteries	80
Bank chargers	5
Security Repeater on battery power only	1
Mobile radios w/Mag Mount Antenna's & Direct wire to vehicle battery connect	3
Mobile Radios w/Mag Mount Antenna's	3
Desk Type Microphones	3

FESTIVAL:

Digital with all call function	Qty
Handheld radios programmed w/16 channels	170
Speaker mics	170
Surveillance kits	40
Spare batteries	70
Bank chargers	6
911 Repeater on battery power only	1

PUBLIC SAFETY:

Digital with all call function	Qty
Handheld radios programmed w/16 channels	55
Speaker mics	55
Surveillance kits	55
Police Type Earpieces - Plugin speaker Mics	10
Spare Batteries	50
Bank chargers	2
Public Safety Repeater on battery power only	1

Separate the bid pricing and packaging: SECURITY, FESTIVAL, PUBLIC SAFETY

Must provide a frequency list by channel with bid, see section 8a Radio Channel Allocation.

DELIVER: Tuesday, May 24TH prior to noon and set up repeaters

- Festival at Lake Skinner Campground

PICKUP: Tuesday, May 25th at Noon from drop off point.

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SECTION 8a

RADIO CHANNEL ALLOCATIONS

BOARD MEMBERS	CHANNEL LIST
EMERGENCIES - 911	1
Command Staff	2
Beer & Wine	3
Entertainment	4
Vendors	5
Facilities	6
Operations i.e. Fuel	7
ICU	8
Trash	9
Admissions, Souvenirs	10
Food, Ice	11
Parking	12
Balloons, Volunteers	13
VIP/Media/ PR	14
Talk around PS RPT	15
Public Safety, Repeater	16
Security Repeater 1	17
Security Talk around 1	18
Security Talk around 2	19
TAC 6	20
Command Talk around	21
Command Talk around	22
Command Talk around	23
Command Talk around	24

CHAIRMAN	CHANNEL LIST
EMERGENCIES - 911	1
Command Staff	2
Beer, Wine	3
Entertainment	4
Vendors	5
Facilities	6
Operations i.e. Fuel	7
ICU	8
Trash	9
Admissions, Souvenirs	10
Food, Ice	11
Parking	12
Balloons, Volunteers	13
VIP/Media/ PR	14
Talk around PS RPT	15
Public Safety, Repeater	16

SECURITY COMMUNICATIONS	CHANNEL LIST
EMERGENCIES - 911	1
Command Staff	2
Security Repeater 1	3
Security Talk around 1	4
Security Talk around 2	5
TAC 6	6
Operations i.e. Fuel	7
	8
	9
	10
	11
Parking	12
	13
	14
Talk around PS RPT	15

PUBLIC SAFETY COMMUNICATIONS	CHANNEL LIST
EMERGENCIES - 911	1
Command Staff	2
Security Repeater 1	3
Security Talk around 1	4
Security Talk around 2	5
TAC 1	6
TAC 2	7
TAC 3	8
TAC 4	9
TAC 5	10
TAC 6	11
ICU	12
Parking	13
Admissions, Souvenirs	14
Public Safety TA	15
Public Safety Repeater	16

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SECTION 9
SECURITY - PUBLIC SAFETY

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SECTION 10
SIGNAGE

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SECTION 11
TRAFFIC CONTROL

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SECTION 12
MEDICAL

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SECTION 13
CATERING

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SECTION 14
TRAILERS

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SECTION 15
STORAGE TRANSPORT VEHICLES

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SECTION 16
TRASH

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