

**REQUEST FOR QUOTATION (RFQ)****RFQ No. 154-26  
Stage, Lights and Audio Event Services****SCHEDULE OF EVENTS**

<b>RFQ Issued</b>	<b>03/03/26</b>		
<b>Deadline to Submit Additional Questions</b>	<b>03/13/26</b>	<b>5:00 P.M.</b>	<b>Local Time</b>
<b>Response to Written Questions</b>	<b>03/18/26</b>	<b>5:00 P.M.</b>	<b>Local Time</b>
<b>RFQ Due Date</b>	<b>03/24/26</b>	<b>5:00 P.M.</b>	<b>Local Time</b>

**GENERAL INFORMATION:**

The City of Thornton (Thornton) is requesting Quotations for Procurement of event services including stage, lighting and audio services for Thornton's 70<sup>th</sup> Anniversary event. Thornton is requesting a company to provide stage, lights, and audio services for this one-day event on Saturday, June 6, 2026.

**BUYER CONTACT INFORMATION:**

The Purchasing Analyst's (PA's) contact information from the City's Purchasing Office for this solicitation is as follows:

**PA's Name:** Denise Serna  
**PA's Title:** Purchasing Analyst  
**PA's Email:** [Denise.serna@Thorntonco.gov](mailto:Denise.serna@Thorntonco.gov)

Note: Communications with anyone other than the Purchasing Division during the course of the solicitation may result in rejection of your Quotation. All questions, comments, and submissions regarding this Request for Quotation (RFQ) shall be addressed to the Buyer, not to the end user.

**CURRENT STATE:**

The City of Thornton's 70<sup>th</sup> Anniversary event will take place on June 6, 2026, as a part of Thornton's annual Thorntonfest festival at the Carpenter Recreation fields, located next to the Margaret Carpenter Recreation Center at 1111 East 108<sup>th</sup> Avenue on a 17-acre lot. The 70<sup>th</sup> Anniversary will be an extension of performances to highlight the 70<sup>th</sup> Anniversary celebration.

Thornton festivals are typically comprised of, but not limited to, one (1) or more of the following features:

- Food and beverage vendors;
- Dances/dance exhibitions;
- Custom car/equipment exhibits;
- Information/public service tents;
- Concerts/stage performances;
- Cultural/educational exhibits;
- Craft fairs;
- Rides/amusements;
- First aid/health information tents;
- Sports/recreation exhibitions;
- Event sponsor's exhibits; and/or
- Some events may include: fireworks, ice rink, tree lighting, and villages, cultural and educational exhibits.

The descriptions above are of our standard festivals and general requirements are provided as additional information. The purpose of this solicitation is to identify firms that can meet our general needs as outlined in the Scope of Work and can provide your company's available equipment and capabilities. Thornton welcomes Vendor information that will clarify or amplify a firm's expertise and commitment to assist in the success of this event.

### **SCOPE OF WORK:**

Thorntonfest will celebrate the City's 70<sup>th</sup> Anniversary. The event will take place on Saturday, June 6, 2026, beginning at 10:00 a.m. to 9:15 p.m. The event location is Carpenter Multipurpose fields located at 108<sup>th</sup> Avenue and Colorado Boulevard in Thornton, CO.

### **Event Details:**

#### **1. Stage:**

- Vendor shall provide a 32'x24' stage for our "Anniversary Stage" with stage lights and sound.
- Stage Staff shall work with the Laser Light Show (separate contractor) personnel for their set-up.
- Stage set-up is to take place on Friday, June 5th for use on Saturday, June 6th. Tear down is to take place at the conclusion of the event on June 6th.

**2. Audio:**

- Sound/Audio shall accommodate a crowd of approximately 150 people within 100 feet in front of the stage. This needs to include all labor for set-up, tear down and execution during the event. We will have six (6) different bands/groups to perform on this stage throughout the day. This stage will also be used for the laser lightshow (provided by another contractor), at the conclusion of the event.
- The sound system shall include microphones with the ability to make announcements prior, during, and following the event. Service Provider's sound technician will contact each band leader to discuss sound capabilities, stage plotting, and microphones needed prior to the event.
- The Vendor's stage staff shall work with each band lead on set-up and a short sound check prior to performance as well as monitor sound and lights during the performances.

**3. Equipment:**

a. Stage: One (1) stage per the dimensions provided.

- 32' x 24'; and
- Height adjustable.

b. Lighting: All lighting as provided:

- 24-LED IP 65 Par cans to light the stage (performance times dusk-dark);
- Martin.2 Lighting console; and
- All needed cabling needed for event lighting.

c. Audio:

- Console to manage audio;
- DB Tech line array L212 – 8 each;
- DB Tech Subs S218 – 4 each;
- Monitors – 6 each;
- Mic kit; and
- All cabling needed for on stage and distribution of sound.

**4. Staffing/Labor:**

a. Vendor shall determine the number of staff needed to support the event for set up, during and throughout the event, and tear down after the event.

**5. Event Times/Location:**

- a. The event is located at Carpenter Multipurpose Fields located at 108<sup>th</sup> Avenue & Colorado Boulevard. A map of event location is attached for reference.
- b. Vendor set up shall be completed on June 5<sup>th</sup> in preparation of the event the following day.
- c. Vendor shall tear down and remove equipment immediately following the end of the event.

**General Requirements:**

1. Vendor shall provide all labor, equipment, materials, and supplies required, including delivery, set-up, take-down, and removal of equipment from site.
2. The Vendor shall designate specific support personnel that shall be available on site if problems occur. The Service Provider shall provide the necessary information for daytime and after hours contact names and phone numbers for use during days of set-up, use, and take-down.
3. The Vendor shall be responsible for coordinating all aspects of the availability, scheduling, set-up, operation, maintenance, and take-down of equipment with Thornton's designated Project Manager.
4. Rate charges shall apply only to the contracted workday(s) and of actual use. Set-up and removal days/time(s) shall be considered incidental to the Work and shall not be charged separately.
5. In the event that inclement weather occurs or is imminent, the Service Provider shall work with Thornton's Project Manager regarding special or revised instructions regarding set-up and take-down.
6. In the event that cancellation of an event is required, the Service Provider shall be compensated based on the time for services rendered up to the time of cancellation, plus four (4) additional hours for take-down.
7. All equipment must be in good repair and of a condition that ensures its safe use.
8. All technicians and laborers must be adequately trained and familiar with the equipment to accommodate its proper installation and successful use.
9. The Service Provider shall attend all necessary meetings with Thornton staff and festival performers and vendors in advance of the Work, in order to develop a clear and concise Work plan, equipment list, and personnel requirements in advance of all events.

10. The Service Provider shall begin set up of all equipment in advance of the event to insure that all elements are in place and properly functioning before the event begins.
11. Event details and location may be subject to change. Coordinate with Project Manager.
12. The information below entitled "Thorntonfest" is provided as additional information only.

**Thorntonfest:**

Thornton's contracted Service Provider oversees the Marketplace Stage. This stage generally has 5 performances, all musical groups each lasting forty-five (45) minutes to one (1) hour with a fifteen (15) minute turnaround set-up/strike-down time. The sound system shall have the capability to amplify the performance to reach up to a 1,000- person audience. The sound system shall include microphones with the ability to make announcements prior, during, and following the event. Service Provider's sound technician will contact each band leader to discuss sound capabilities, stage plotting, and microphones needed prior to the event.

- Sound Support for Thorntonfest Main Stage Includes:
  - Medium/Large 3 Way Sound system;
  - Mic/DI Package;
  - Monitors (Up to 6);
  - Stand Package;
  - Audio Console;
  - All Necessary Cabling;
  - Side of Stage Monitors;
  - 1 Sound engineer (Front of House); and
  - 1 Sound engineer (Monitor).

**EXPECTED QUANTITIES:**

The quantities listed within this RFQ are to the best of Thornton's knowledge, and do not obligate the Buyer to procure additional items.

**F.O.B. POINT:**

F.O.B. Destination at event location, unloaded and installed.

Carpenter Recreation Fields  
11151 Colorado Boulevard  
Thornton, CO 80233

The successful Vendor will be required to deliver all items according to the schedule established by Thornton's Project Manager for the event, maintain adequate inventories to cover the event per the Scope of Work, and shall deliver and set up on or before the date of each event as established by the Project Manager and the Scope of Work.

### **AWARD LENGTH:**

The award from this RFQ may be done on a group basis if one provider does not offer all required services or components. Thornton may make a final award based on the financial and operational interests that best suit Thornton.

The award term from this solicitation will start from the **date of award through December 31, 2026.**

No further extensions or renewals shall pass this date for service from the awarded Vendor, unless otherwise previously authorized in writing by the Thornton Purchasing Division.

Awarded Vendor shall sign a Vendor Commitment Statement which entails the Scope of Work and timeline for this Project.

### **PRICING AND INSTRUCTIONS:**

All prices shall be firm and fixed until an award has been made by Thornton. If extended unit pricing does not match total bid price, then unit pricing shall govern final evaluation amount. No changes to price shall be acceptable without first written authorization by the Contract and Purchasing Division.

The Pricing Form has been provided under separate cover as a Microsoft Excel spreadsheet and is titled "154-26 RFQ Appendix No. 2 Pricing Form". Proposing Vendors must complete the Pricing Form as part of their proposal submission. Submission of only a Vendor quote without signing and submitting this RFQ may be found unacceptable by Thornton.

### **COOPERATIVE PURCHASING:**

Thornton encourages the proper use of cooperative purchasing and reserves the right to make results of this solicitation available to other governmental agencies seeking like equipment, goods, or services. Other agencies using this solicitation must do so according to regulations established by their individual organizations and accept sole responsibility for its use. The terms and conditions of any resulting transaction shall be exclusively between the buyer and the seller. Buyers and sellers using this solicitation in a cooperative or "piggy-back" fashion, agree to defend and hold harmless Thornton from any dispute or action arising from its use.

**INVOICING REQUIREMENTS:**

Thornton's Accounts Payable Division is the only division within Thornton that issues payments to Vendors who have submitted invoices. Thornton only issues payments from invoices and will not issue payments to Vendors based on quotes.

The Vendor should be capable of providing invoices that include the following details:

- Invoice number;
- Invoice date;
- Itemized charges, including unit of measurement;
- Total charge;
- Service date(s) or service period;
- PO number (will be provided to awarded Vendor); and
- Service location (Building name and address).

Vendor shall also provide monthly statement billing (as required).

Thornton's standard payment terms are net thirty (30) Calendar Days after receipt of an invoice. All invoices submitted shall be emailed to [AP.Invoices@ThorntonCO.gov](mailto:AP.Invoices@ThorntonCO.gov). In lieu of email, physical copies may be submitted to City of Thornton – Accounts Payable, 9500 Civic Center Drive, Thornton, CO 80229-4326. Invoices sent to anyone other than Accounts Payable are not considered to be properly submitted and will not be paid until they are properly submitted.

**VENDOR PERFORMANCE MANAGEMENT:**

Thornton may administer a Vendor Performance Management program as part of this solicitation and resulting VCS. The purpose of this program is to create a method for documenting and advising Thornton of exceptional performance or any problems related to the purchased goods and services.

**STANDARD PROPOSAL CONSIDERATIONS:**

Thornton maintains a standard set of RFQ considerations and terms and conditions for RFQs that are non-federally funded and are not through a cooperative awarded process. These considerations are static between each RFQ process. It is the sole responsibility of the proposing Vendor to have read all RFQ considerations. A copy of these standard RFQ considerations has been uploaded with this RFQ document under separate cover.

**VENDOR QUESTIONS:**

Vendor Questions will be collected by the Buyer and answered via an addendum that shall be sent to all participating Vendors according to the Schedule of Events listed above.

**PROPOSAL SUBMISSION:**

Quotations are to be submitted no later than the time and date listed within the Schedule of Events listed above. Quotations shall be submitted either via BidNet®, direct email to the Buyer, or through physical submission to the address listed above on the first page.

**BASIS OF AWARD:**

Award shall be made to the responsive, responsible, Bidder meeting the specifications and having the lowest possible cost consistent with the quality and service needed for effective use. The following is a list of the criteria that may be used in determining the Award:

- Responsiveness to the terms and conditions of the RFQ;
- Responsibility of the Bidder;
- Adherence to specifications and/or Scope of Work and/or Services;
- Delivery and/or completion time;
- Guarantees and warranties;
- Prices quoted;
- Local vendor consideration; and/or
- Overall cost effectiveness and greatest benefit as deemed in the best interest of Thornton.

Thornton-based businesses may be granted consideration in evaluation of price quotes if they meet the following criteria:

- The business maintains an office, manufacturing, training, retail, or repair facility within Thornton city limits;
- The business has a current Thornton business license;
- The business is current on all Thornton obligations; and
- The Bidder requests the consideration on the Bid Proposal Form and supplies the necessary documentation.

All nonmonetary bid criteria being equal, Thornton business' price quotes will be discounted for the purpose of evaluating the quotes when compared to non-Thornton-based businesses by the lesser of five percent (5%) of the price quote or ten thousand dollars (\$10,000).

**The remainder of this page has been left blank intentionally**

**ACCEPTANCE OF CONDITIONS AND ADDENDA ACKNOWLEDGEMENT FORM**

Vendor indicates acceptance of the following conditions:

1. City of Thornton Charter Section 7.4 prohibits Thornton from issuing a Purchase Order to firms which employ certain family members of employees unless the Thornton Council determines it is in Thornton's best interest. For the purposes of this Charter Section, a domestic partner shall be considered equivalent to a family member. The Vendor attests to the following:

No City Council Member, member of a board or commission, Municipal Judge, City Manager, City Attorney, or employee of the City of Thornton, or any such person's family member, domestic partner, or person assuming a relationship being the substantial equivalent of the above, has an existing or pending, direct or indirect, financial, pecuniary or personal interest in the proposing firm or this Invitation for Bid, except as follows: (list, if any) \_\_\_\_\_

2. The undersigned Vendor, having examined the Bid Documents, and having full knowledge of the product requested and described herein, hereby proposes that it will fulfill the obligations contained herein in accordance with all terms, conditions, and specifications set forth; and that it will furnish all required products and pay all incidental costs all in strict conformity with these Bid Documents, for the stated prices as payment in full.

3. I acknowledge receipt of any and all published addenda:

Yes  No

4. My firm is claiming the Thornton Based Business Local Vendor Consideration:

Yes  No

Proposing Vendor Company Name: \_\_\_\_\_

Vendor Representative (Printed): \_\_\_\_\_

Vendor Representative (Signature): \_\_\_\_\_

Vendor Representative Title: \_\_\_\_\_

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

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

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

**ATTACHMENT 1****EVENT LOCATION MAP OF CARPENTER PARK FIELD****Park Location is west of Colorado Boulevard / Between 110<sup>th</sup> and 112<sup>th</sup> Avenues**

Google Maps



Imagery ©2026 Airbus, Maxar Technologies, Map data ©2026 Google 200 ft