



VENDOR COMMITMENT STATEMENT

Project #: 154-26
Project Name: Stage, Light and Audio
Awarded Vendor Name: XXX

PM _____

Vendor Name, having supplied a quote or bid for the goods or services in response to the above-mentioned Project Name and Number, the Vendor commits to supply the goods or services as further detailed below.

1) GENERAL SCOPE OF THIS WORK/SERVICES

Thorntonfest will celebrate the City's 70th 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 108th 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 108th Avenue and Colorado Boulevard. A map of event location is attached for reference.
- b. Vendor set up shall be completed on June 5th 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.

2) LENGTH OF AWARD

Upon award – December 31, 2026

3) PRICING

See Exhibit B - PDF Excel document attached

4) F.O.B. POINT

Equipment shall be FOB Destination. Vendor shall be responsible to unload for event.

Service Location Address: Carpenter Fields 108th Avenue and Colorado Boulevard, Thornton, CO 80233

Point of Contact:

5) DELIVERY REQUIREMENTS

Delivery unload and installation @ Margaret Carpenter fields beginning June 5, 2026 for event June 6, 2026.

6) WARRANTY

All items shall be warranted for no less than one (1) year from the date of acceptance of goods from the Vendor.

7) INVOICING REQUIREMENTS

Vendor shall provide invoices that include the following details:

- Invoice number;
- Invoice date;
- Itemized charges, including unit of measurement, and specific item/part number;
- Total charge;
- Service date(s) or service period;
- Purchase Order number (may be provided annually to awarded Vendor if a blanket PO); and
- Delivery location (Building name and address).

Vendor shall be capable of providing monthly invoices, if needed.

8) COOPERATIVE PURCHASING

The City of Thornton (Thornton) encourages the proper use of cooperative purchasing and reserves the right to make results of the solicitation and this VCS award available to other governmental agencies seeking like equipment, goods, or services, pursuant to the Thornton Revised Municipal Code Section 26-88.

Other agencies using the solicitation and this commitment statement 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 award in a cooperative or “piggy-back” fashion, agree to defend and hold harmless Thornton from any dispute or action arising from its use.

9) VENDOR PERFORMANCE MANAGEMENT

It is understood that Thornton may administer a vendor performance management program to evaluate performance under this award and identify any problems related to the purchased goods and services.

10) TERM

The current term is from Date of Award to December 31, 2026.

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SAMPLE

AWARDED VENDOR ACKNOWLEDGEMENT:

Vendor Representative Name (Signature)

Vendor Representative Name (Printed)

Title

Date

ATTACHMENT - EXHIBIT B PRICE SHEET

SAMPLE