

City of Gaithersburg Request for Quote Horse-Drawn Wagon Rides

GENERAL INFORMATION AND SCOPE OF SERVICES

INTRODUCTION

The City is soliciting quotes for horse-drawn wagon rides and all necessary personnel and related equipment (“Services”) (Exhibit A) for the City’s Oktoberfest event, scheduled annually on the second Sunday in October from 12pm to 5pm (“Event”).

GOAL

The goal of this Solicitation is to award the Contract to one (1) Contractor, who shall be responsible for furnishing all of the equipment, labor, and services necessary to provide the Services for the Event.

CONTRACT INFORMATION AND PRICE ADJUSTMENTS

A. **Contract Type**

The Contract shall be a not to exceed-price contract for a specified period.

B. **Contract Term**

The Contract shall be a one (1) year contract. Two (2) annual renewal terms may be offered at the sole discretion of the City.

SCOPE OF SERVICES

A. **Services**

The Contractor shall provide the following Services:

Horse-drawn wagon rides, using three (3) teams of two horses each and flatbed wagons to carry 20-30 passengers each, along the routes established by the City for the City’s annual Oktoberfest event. Wagons will be delivered, hauled, and driven by the Contractor and its team.

Contractor will be directed in advance of the Event by appropriate City staff to a location near the Event where horses and wagons will be unloaded and hitched, and vehicles may be stored. Contractor must arrive by no later than 10:30 a.m. on the second Sunday in October to park, prepare the wagons, and arrive at the Event passenger pickup point by no later than 11:45 a.m.

Wagon rides shall depart from the pickup point beginning at noon or the earliest time at which there are passengers boarded, and shall run continuously until 5:00p.m. The last wagon ride begins at 4:30p.m.

SUBMITTAL OF QUOTE

Please fill out and email Exhibit A and a copy of your cancellation policy to Jenna Ashman at jenna.ashman@gaitthersburgmd.gov by no later than **Friday, February 1, 2019**.

**EXHIBIT A
CITY OF GAITHERSBURG OKTOBERFEST
WAGON RIDES PRICE QUOTE**

Item	Quantity	Total Cost
3 flatbed wagons as described above, to include all tack and other equipment; 3 teams of 2 horses each		
3 wagon drivers for duration of the event		
Other personnel provided		
Delivery Fee		
Fuel Surcharge		
Booking Fee		
Other (list)		
TOTAL		

The above list constitutes estimates for one (1) year contract. The City reserves the right to award a single-year or multi-year contract based on Contractor pricing and other factors. Any changes to the above commodities, quantities, or scope of services proposed will be approved by both the City and the contractor.