

BID/PROPOSAL

COMMODITY: TENT AND RELATED EVENT RENTALS DATE: 8/10/2022

FORMAL BID NO. _____ PUBLIC BID NO. 101208

BIDS ARE TO BE RECEIVED IN URI PURCHASING DEPARTMENT BY: DATE: 9/8/2022 TIME: 1:00 PM
Eastern Time

BUYER: SHANYKA SORIANO/if SURETY REQUIRED: YES: _____ NO: X

PRE-BID/PROPOSAL CONFERENCE: DATE: _____ TIME: _____

MANDATORY: YES: _____ NO: _____

LOCATION: _____

Questions concerning this solicitation must be received by: DATE: 8/29/2022 TIME: 12:00PM

Questions are to be submitted in a *Microsoft Word* document to: URIPurchasing@uri.edu

Please reference the Bid Number on all correspondence. Questions received, if any, will be posted on the internet as an addendum to the bid. It is the responsibility of all interested parties to download this information.

For Bid Solicitation Information visit: <http://web.uri.edu/purchasing/bid-information/>

STATEMENT REGARDING COVID-19

Effective immediately, we are suspending all in-person public bid openings until further notice.

Public Bid responses will be publicly read via Webex video conferencing. To participate in the bid opening, please visit the following site at the scheduled bid opening date and time:

* URL: <https://univofri.webex.com/meet/uripurchasing>

No offer will be considered that is not accompanied by the attached University of Rhode Island Bidder Certification Form/Contract Offer completed and signed by the offeror.

COMPANY NAME: _____

STREET AND NUMBER: _____

CITY, STATE & ZIP CODE: _____

Print Name and Title

Telephone Number/Facsimile Number

Signature

Date

E-mail address

THIS BID WILL NOT BE HONORED UNLESS SIGNED

The University of Rhode Island is an equal opportunity employer committed to the principles of affirmative action.

University of Rhode Island Bidder Certification Form

ALL OFFERS ARE SUBJECT TO THE REQUIREMENTS, PROVISIONS AND PROCEDURES CONTAINED IN THIS CERTIFICATION FORM. Offerors are expected to read, sign and comply with all requirements. Failure to do so may be grounds for disqualification of the offer contained herein.

Rules for Submitting Offers

This Certification Form must be attached in its entirety to the front of the offer and shall be considered an integral part of each offer made by a vendor to enter into a contract with the University of Rhode Island. As such, submittal of the entire Bidder Certification Form, signed by a duly authorized representative of the offeror attesting that he/she (1) has read and agrees to comply with the requirements set forth herein and (2) to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award.

To assure that offers are considered on time, each offer must be submitted with the specific Bid/RFP/LOI number, date and time of opening marked in the upper left hand corner of the envelope. Each bid/offer must be submitted in separate sealed envelopes.

A complete signed (in ink) offer package must be delivered to the University of Rhode Island Purchasing Office by the time and date specified for the opening of responses in a sealed envelope.

Bid responses must be submitted on the URI bid solicitation forms provided, indicating brand and part numbers of items offered, as appropriate. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested WITH THE OFFER. Bidders must be able to submit samples if requested.

Documents misdirected to other State or University locations or which are not present in the University of Rhode Island Purchasing Office at the time of opening for whatever cause will be deemed to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the University of Rhode Island Purchasing Office. Postmarks shall not be considered proof of timely submission.

RIVIP SOLICITATIONS. To assure maximum access opportunities for users, public bid solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Except when access to the Web Site has been severely curtailed and it is determined by the Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

PRICING. Offers are irrevocable for sixty (60) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the University Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. The University of Rhode Island is exempt from Federal excise taxes and State Sales and Use Taxes. Such taxes shall not be included in the bid price.

PRICES QUOTED ARE FOB DESTINATION.

DELIVERY and PRODUCT QUALITY. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at the vendor's expense.

PREVAILING WAGE, OSHA SAFETY TRAINING and APPRENTICESHIP REQUIREMENTS. Bidders must comply with the provisions of the Rhode Island labor laws, including R.I. Gen. Laws §§ 37-13-1 et seq. and occupational safety laws, including R.I. Gen. Laws §§ 28-20-1 et seq. These laws mandate for public works construction projects the payment of prevailing wage rates, the implementation and maintenance of occupational safety standards, and for projects with a minimum value of \$1 Million, the employment of apprentices. The successful Bidder must submit certifications of compliance with these laws from each of its subcontractors prior to their commencement of any work. Prevailing wage rates, apprenticeship requirements, and other workforce and safety regulations are accessible at www.dlt.ri.gov.

PUBLIC RECORDS. Offerors are advised that all materials submitted to the University for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General Laws, and will be released for inspection immediately upon request once an award has been made. Offerors are encouraged to attend public bid/RFP openings to obtain information; however, bid/RFP response summaries may be reviewed after award(s) have been made by visiting the Rhode Island Vendor Information Program (RIVIP) at www.purchasing.ri.gov > Solicitation Opportunities > Other Solicitation Opportunities. Telephone requests for results will not be honored. Written requests for results will only be honored if the information is not available on the RIVIP.

Award will be made to the responsive and responsible offeror quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the University's sole option.

BID SURETY. Where bid surety is required, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Bids submitted without a required bid surety will not be considered.

SPECIFICATIONS. Unless specified “no substitute”, product offerings equivalent in quality and performance will be considered (at the sole option of the University) on the condition that the offer is accompanied by detailed product specifications. Offers which fail to include alternate specifications may be deemed nonresponsive.

VENDOR AUTHORIZATION TO PROCEED. When a purchase order, change order, contract/agreement or contract/agreement amendment is issued by the University of Rhode Island, no claim for payment for services rendered or goods delivered contrary to or in excess of the contract terms and scope shall be considered valid unless the vendor has obtained a written change order or contract amendment issued by the University of Rhode Island Purchasing Office PRIOR to delivery.

Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of an order OR pricing agreement made in writing by the University of Rhode Island Purchasing Office, shall be considered a binding contract.

REGULATIONS, GENERAL TERMS AND CONDITIONS GOVERNING STATE AND THE UNIVERSITY OF RHODE ISLAND CONTRACTS. This solicitation and any contract or purchase order arising from it are issued in accordance with the specific requirements described herein, and the State’s Purchasing Laws and Regulations and other applicable State Laws and Regulations, including the Board of Governors for Higher Education Regulations and General Terms and Conditions of Purchase. The Regulations and General Terms and Conditions are incorporated into all University of Rhode Island contracts and can be viewed at: <https://web.uri.edu/purchasing/files/BOGREG.pdf> and www.ridop.ri.gov .

EQUAL EMPLOYMENT OPPORTUNITY. Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 or more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1 of the Rhode Island General Laws also apply.

PERFORMANCE BONDS. Where indicated, successful bidder must furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island. Performance bonds must be submitted within 21 calendar days of the issuance of a tentative notice of award.

DEFAULT and NON-COMPLIANCE Default and/or non-compliance with the requirements and any other aspects of the award may result in withholding of payment(s), contract termination, debarment, suspension, or any other remedy necessary that is in the best interest of the state/University of Rhode Island.

COMPLIANCE Vendor must comply with all applicable federal, state and local laws, regulations and ordinances.

SPRINKLER IMPAIRMENT AND HOT WORK. The Contractor agrees to comply with the practices of the State’s Insurance carrier for sprinkler impairment and hot work. Prior to performing any work, the Contractor shall obtain the necessary information for compliance from the Risk Management Office at the Department of Administration or the Risk Management Office at the University of Rhode Island.

Each bid proposal for a *public works project* must include a “public copy” to be available for public inspection upon the opening of bids. **Bid Proposals that do not include a copy for public inspection will be deemed nonresponsive.**

For further information on how to comply with this statutory requirement, see R.I. Gen. Laws §§ 37-2-18(b) and (j). Also see State of Rhode Island Procurement Regulation 5.11 at <https://www.ridop.ri.gov/rules-regulations/>

SECTION 2 - DISCLOSURES

ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATIONS

Offerors must respond to every disclosure statement. A person authorized to enter into contracts must sign the offer and attest to the accuracy of all statements.

Indicate Yes (Y) or No (N):

___1 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been subject to suspension or debarment by any federal, state, or municipal government agency, or the subject of criminal prosecution, or convicted of a criminal offense with the previous five (5) years. If Yes, then provide details below.

___2 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has had any contracts with a federal, state or municipal government agency terminated for any reason within the previous five (5) years. If Yes, then provide details below.

___3 State whether your company or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been fined more than \$5000 for violation(s) of Rhode Island environmental laws by the Rhode Island Department of Environmental Management within the previous five (5) years. If Yes, then provide details below.

___4 State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder is serving or has served within the past two calendar years as either an appointed or elected official of any state governmental authority or quasi-public corporation, including without limitation, any entity created as a legislative body or public or state agency by the general assembly or constitution of this state. If Yes, then provide details below.

IF YOU HAVE ANSWERED “YES” TO QUESTIONS #1 – 4 PROVIDE DETAILS/EXPLANATION IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

SECTION 3 - OWNERSHIP DISCLOSURE

Vendors must provide all relevant information. Bid proposals submitted without a complete response may be deemed nonresponsive.

If the company is publicly held, the vendor may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the vendor; otherwise, complete ownership disclosure is required. List each officer, director, manager, stockholder, member, partner, or other owner or principle of the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder. For each individual, provide his or her name, business address, principal occupation, position with the Vendor, and the percentage of ownership, if any, he or she holds in the Vendor, and each intermediate parent company and the ultimate parent company of the Vendor.

SECTION 4 - CERTIFICATIONS

Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

THE VENDOR CERTIFIES THAT:

___1 I/we certify that I/we will immediately disclose, in writing, to the University Purchasing Agent any potential conflict of interest which may occur during the course of the engagement authorized pursuant to this contract.

___2 I/we acknowledge that, in accordance with (1) Chapter §37-2-54(c) of the Rhode Island General Laws "no purchase or contract shall be binding on the state or any agency thereof unless approved by the Department [of Administration] or made under general regulations which the Chief Purchasing Officer may prescribe," and (2) RIGL section §37-2-7(16) which identifies the URI Board of Trustees as a public agency and gives binding contractual authority to the University Purchasing Agent, including change orders and other types of contracts and under State Purchasing Regulation 8.2.B any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the University of Rhode Island may be disregarded and shall not be binding on the University of Rhode Island.

___3 I/we certify that I or my/our firm possesses all licenses required by Federal and State laws and regulations as they pertain to the requirements of the solicitation and offer made herein and shall maintain such required license(s) during the entire course of the contract resulting from the offer contained herein and, should my/our license lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

___4 I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from the offer contained herein and, should my/our insurance lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

___5 I/we certify that I/we understand that falsification of any information herein or failure to notify the University of Rhode Island Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for fraud.

___6 I/we acknowledge that the provisions and procedures set forth in this form apply to any contract arising from this offer.

___7 I/we acknowledge that I/we understand the State's Purchasing Laws (§37-2 of the General Laws of Rhode Island) and Purchasing Regulations and General Terms and Conditions available at the Rhode Island Division of Purchases Website (<https://www.ridop.ri.gov/rules-regulations/>) and the Board of Governors Regulations on the URI Purchasing Website (<https://web.uri.edu/purchasing/files/BOGREG.pdf>) apply as the governing conditions for any contract or purchase order I/we may receive from the University of Rhode Island, including the offer contained herein.

___8 I/we certify that the bidder: (i) is not identified on the General Treasurer's list, created pursuant to R.I. Gen. Laws § 37-2.5-3, as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.

___9 If the product is subject to Department of Commerce Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR), please provide the Export Control Classification Number (ECCN) or the US Munitions List (USML) Category: _____

___10 I/we certify that the above information is correct and complete.

IF YOU ARE UNABLE TO CERTIFY YES TO QUESTIONS #1 – 8 and 10 OF THE FOREGOING, PROVIDE DETAILS/EXPLANATION IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

Signature below commits vendor to the attached offer and certifies (1) that the offer has taken into account all solicitation amendments where applicable, (2) that the above statements and information are accurate and that vendor understands and has complied with the requirements set forth herein.

Vendor/Company Name; _____

Vendor's Signature: _____ Bid Number: _____ Date: _____
(Person Authorized to enter into contracts; signature must be in ink) (if applicable)

Print Name and Title of Company official signing offer

COMMODITY: TENT AND RELATED EVENT RENTALS
OPENING DATE & TIME: 9/8/2022 1:00 PM

SHIP TO: UNIVERSITY OF RHODE ISLAND
ALUMNI RELATIONS
73 UPPER COLLEGE RD
KINGSTON, RI 02881

BIDDER (NAME OF FIRM)

BIDDER (NAME OF FIRM)

BID NO: 101208

BID NO: 101208

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
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INSTRUCTIONS:

IF BIDDING ON ANY ITEM, THE ENTIRE BID MUST BE RETURNED. THE PRICE COLUMN ON THE RIGHT WILL BE DETACHED TO CREATE A BID TABULATION SPREAD SHEET FOR THE "OFFICIAL BID ANALYSIS", THEREFORE:

- A. VENDOR NAME MUST APPEAR IN BOTH COLUMNS ON "EVERY" PAGE UNDER THE WORDS "BIDDER"
- B. PRICE COLUMNS MUST CONTAIN "EXACTLY" THE SAME INFORMATION.
- C. ANY SUPPLEMENTARY INFORMATION MUST BE REPEATED IN "BOTH" COLUMNS.
- D. TO ASSURE THAT OFFERS ARE CONSIDERED ON TIME, EACH OFFER MUST BE SUBMITTED WITH SPECIFIC BID/RFP NUMBER (PROVIDED ABOVE), DATE AND TIME OF OPENING MARKED IN THE UPPER LEFT HAND CORNER OF ENVELOPE. EACH BID/OFFER MUST BE SUBMITTED IN SEPARATE SEALED ENVELOPES:

MAIL TO: UNIVERSITY OF RHODE ISLAND P.O. BOX 1773 PURCHASING DEPARTMENT KINGSTON, RI 02881	COURIER: UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT DINING SERVICES DISTRIBUTION CENTER 10 TOOTELL ROAD KINGSTON, RI 02881-2010
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DOCUMENTS MISDIRECTED TO OTHER STATE LOCATIONS OR WHICH ARE NOT PRESENT IN THE UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT AT THE TIME OF OPENING FOR WHATEVER CAUSE WILL BE DEEMED TO BE LATE AND WILL NOT BE CONSIDERED. FOR THE PURPOSE OF THIS REQUIREMENT, THE OFFICIAL TIME AND DATE SHALL BE THAT OF THE TIME CLOCK IN THE UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT. POSTMARKS SHALL NOT BE CONSIDERED PROOF OF TIMELY SUBMISSION.

FAILURE TO COMPLETE FORM AS INSTRUCTED MAY BE GROUNDS FOR "DISQUALIFICATION".

GROUP PURCHASING ORGANIZATIONS (GPO):

THE UNIVERSITY OF RHODE ISLAND IS A MEMBER OF THE FOLLOWING:

- 1) Educational & Institutional Cooperative Purchasing (E&I)
- 2) Provista

DO NOT ATTACH QUOTES. QUOTATIONS SUBMITTED WITH BID RESPONSES WILL NOT BE CONSIDERED. ALL BID RESPONSES ARE IN ACCORDANCE WITH THE ATTACHED BID SPECIFICATIONS AND THE BOARD OF GOVERNORS FOR HIGHER EDUCATION PROCUREMENT REGULATIONS:

<https://web.uri.edu/purchasing/files/BOGREG.pdf>

COMMODITY: TENT AND RELATED EVENT RENTALS
 OPENING DATE & TIME: 9/8/2022 1:00 PM

SHIP TO: UNIVERSITY OF RHODE ISLAND
 ALUMNI RELATIONS
 73 UPPER COLLEGE RD
 KINGSTON, RI 02881

BIDDER (NAME OF FIRM)

BIDDER (NAME OF FIRM)

BID NO: 101208

BID NO: 101208

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
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TENT AND RELATED EVENT RENTALS

On October 15, 2022, the University of Rhode Island Rhodyville event will take place on the Kingston campus during Alumni & Family Weekend. Multiple tents, chairs, tables, stage and linens are required for multiple locations on the campus. An all inclusive price must include delivery, tent set-up, and post event removal and pickup

Site #1

1	Rhodyville during Alumni & Family Weekend on Saturday, October 15, 2022	1	Total	\$ _____	\$ _____	\$ _____	\$ _____	1
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Install location - URI Kingston Campus: corner of West Alumni Ave/Tootell Rd on the lawn and the adjacent parking lot
 Delivery and set-up - must be complete by Friday, October 14 by 12:00 p.m.
 Removal and pick-up - Sunday, October 16, 2022 (subject to change)

Total number of rental items required for this site location as follows:

- 1 - Rhodyville Tent: 40'x 100' Navi-Trac Frame Tent, 3 clear sidewalls, cement blocks - no staking, cement block covers, fire safety package
- 1 - ACN Tent: 20'x 40' Fiesta Frame Tent, 3 clear sidewalls, cement blocks, - no staking, white cement block covers, fire safety package
- 1 - COB Tent: 20'x 30' Fiesta Frame Tent, 3 clear sidewalls, cement blocks - no staking, white cement block covers, fire safety package
- 1 - Kids Tent: 20'x 30' Fiesta Frame Tent, 3 clear sidewalls, cement blocks- no staking, white cement block covers, fire safety package
- 5 - Tent: 10'x10' Fiesta Frame Tent, cement blocks- no staking, white cement block covers, fire safety packages
- 9 - 60" Round Tables
- 38 - 6' Rectangle Tables
- 104 - Black Folding Chairs
- 18 - Cocktail/High Top Tables

Site #2

2	Athletic Alumni Reunion on Saturday, October 15, 2022	1	Total	\$ _____	\$ _____	\$ _____	\$ _____	2
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Install Location - URI Kingston Campus: Outside Keeney/ Tootell on the lawn
 Delivery and set-up - must be completed by Friday, October 14 by 12:00 p.m.
 Removal and pick-up - Sunday, October 16, 2022 (subject to change)

Total number of rental items required for this site location as follows:

- 1 - Tent: 40' x100' Navi-Trac Frame Tents, clear sidewalls, cement blocks- no staking, white cement block covers, fire safety packages,
- 1 - Elevated 12' x 16' x 8" stage with Biljax decking for 40' x 100' tent
- 1 - Catering Tent 10' x10'
- 14 - 60" Round Tables
- 130 - White wooden garden chairs
- 12 - Cocktail/High Top Tables
- 14 - Navy Blue 120" round linens
- 12 - White 120" round linens
- 8 - 6' rectangle tables

COMMODITY: TENT AND RELATED EVENT RENTALS
OPENING DATE & TIME: 9/8/2022 1:00 PM

SHIP TO: UNIVERSITY OF RHODE ISLAND
ALUMNI RELATIONS
73 UPPER COLLEGE RD
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BIDDER (NAME OF FIRM)

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ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
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**All rentals must comply with the attached 7/21 University of Rhode island /RI State Fire Safety Code Tent Application Guidelines

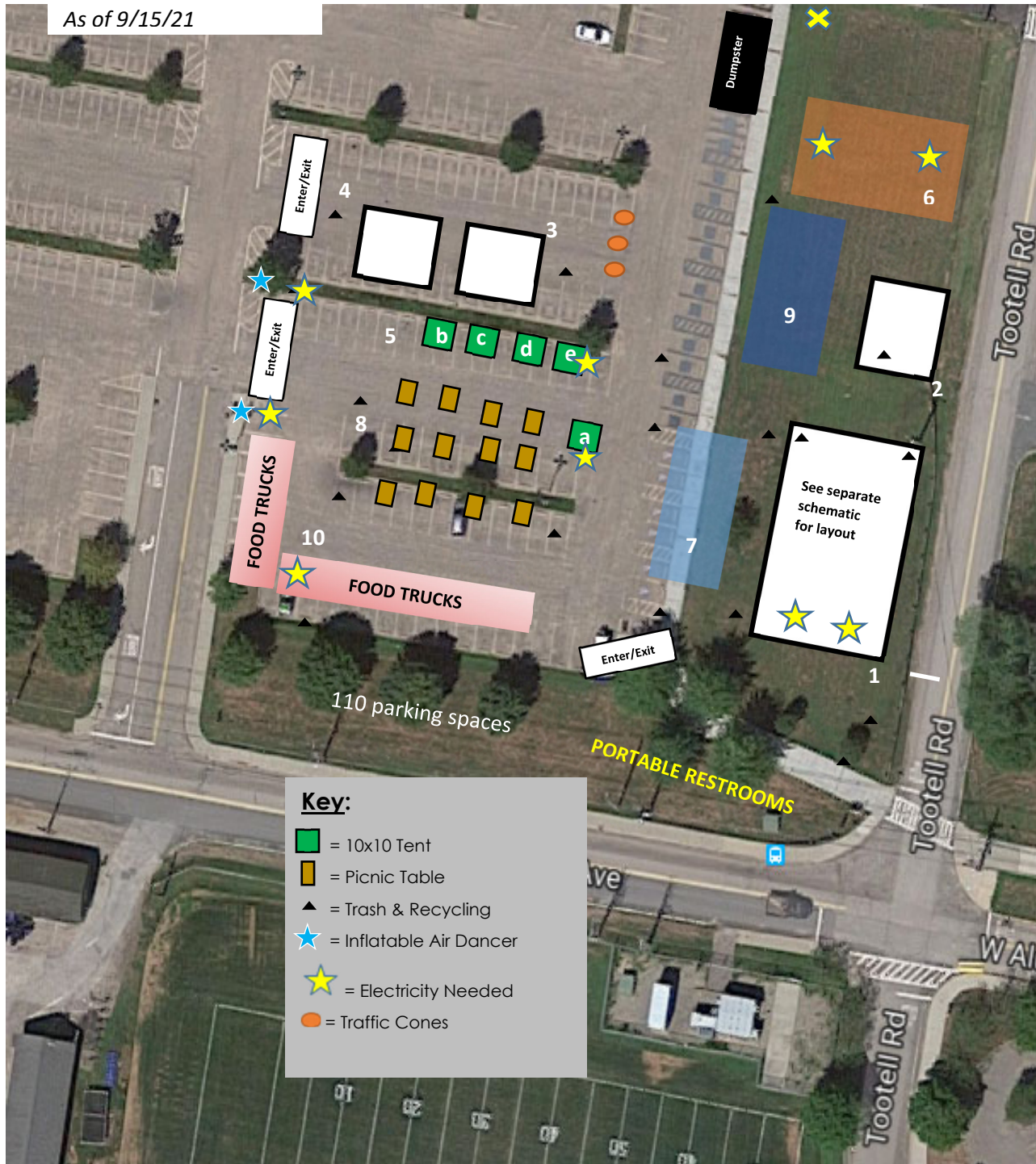
**Where applicable by Rhode Island State Building Code requirements , Awarded vendor(s) will be responsible to obtain the necessary permits . Access to apply for permits may be found at the following site : <https://rhodeisland.viewpointcloud.com/>

INSURANCE

IN ACCORDANCE WITH THE BOARD OF GOVERNORS (BOG) FOR HIGHER EDUCATION GENERAL CONDITIONS OF PURCHASE, INSURANCE CERTIFICATES ARE REQUIRED FOR WORKERS COMPENSATION, GENERAL LIABILITY, PROPERTY DAMAGE AND AUTO INSURANCE. UPON NOTICE OF TENTATIVE AWARD, THE SUCCESSFUL BIDDER(S) WILL BE REQUIRED TO SUBMIT THE ABOVE NAMING THE UNIVERSITY OF RHODE ISLAND, THE URI BOARD OF TRUSTEES, AND THE STATE OF RHODE ISLAND AS ADDITIONAL INSURED, BY A FIRM AUTHORIZED TO DO BUSINESS IN THE STATE OF RHODE ISLAND.

Layout from 2021 Event for reference only (subject to change)

As of 9/15/21



Rhodyville Layout 2021

- 1- Rhodyville Tent 50x90**
 - Beverage Station – 6’ tables (2)
 - Picnic Tables (12)
 - Spirit Station – URIFAE/SAA 6’ tables (3)
 - Women’s Leadership Council – 6’ tables (1), ELEC
 - Rhody Now – 6’ tables (1)
 - Master Gardeners – 6’ table (1)
 - Launch Lab – 6’ table (1)
 - Alpha Chi Omega – 6’ table (1)
 - Young Alumni Council – 6’ table (1)
 - College of Business – 6’ table (1), ELEC
- 2- Kids Tent 20x30**
 - Kid activities (2) – 6’ tables (2)
 - Chemistry, Physics, Chinese Flagship Program
 - Round tables (3); chairs (24)
- 3- ACN Tent 20x20**
 - High tops (4), Low Tops (2), Chairs (4)
 - 6’ tables (2)
 - Games
- 4- College of Nursing Tent (Two 10x10 Tents put together)**
 - High tops (4), Low Tops (2), Chairs (4)
 - 6’ tables (2)
- 5- 10x10 tents**
 - a. URI TENT: DJ/Announcements – 6’ tables (1), chairs (2), ELEC
 - b. Face Painters – 6’ table (2), chairs (4)
 - c. Balloon Artists – 6’ tables (2), chairs (2)
 - d. Flu Clinic - 6’ tables (2), chairs (8)
 - e. Photobooth - 6’ tables (1), ELEC
- 6- Inflatable Activities**
 - Castle 6 in 1 Bounce house, ELEC
 - Obstacle Course, ELEC
- 7- Lawn Games**
 - a. Cornhole
 - b. Connect 4
 - c. Jenga
 - d. Spike ball
- 8- Picnic Tables (12)**
- 9- Performance Area**
- 10- Food Trucks:** Kay’s Ice Cream, Burgundian Waffles, Incred-a-bowl, JA Patty, Haven Bros

THE
UNIVERSITY

DEPARTMENT OF
PUBLIC SAFETY

THINK BIG  WE DO 

FIRE / LIFE SAFETY

177 Plains Road, Kingston, RI 02881 USA f: 401.789.5126 uri.edu/publicsafety

Emergency phone: 401.874.2121

OF RHODE ISLAND

DEPARTMENT OF
PUBLIC SAFETY7/21



University of Rhode Island/RI State Fire Safety Code

TENT APPLICATION GUIDELINES

ALL TENTS REQUIRING A LICENSE/ PERMIT ARE REQUIRED TO
BE INSPECTED PRIOR TO USE

General Requirements

1. No tent exceeding three hundred fifty square feet (350 sq. ft.) in area shall be erected, maintained, operated, or used in any city or town in this state except under a license from the licensing authorities of the city or town. The license shall not be issued for a period exceeding thirty (30) days and shall be revocable for cause. Application shall be made on proper form and, when deemed necessary by the licensing authorities, shall include plans drawn to scale, showing exits, aisles, and seating arrangements and details of the structural support of tent, seats, and platforms, etc. (RIGL 23-28.19-1).
2. A certificate or other evidence of acceptance shall be provided to prove flame propagation performance (RILSC 11.11.2.2 & RIFC 25.2.2).
3. Tents shall be erected to cover not more than 75% of the premises (RILSC 11.11.1.3).
4. The AHJ shall survey, each tent for which a permit has been granted, after it is erected, and if it is to be used as a place of assembly, before it is occupied. The AHJ shall require installation of such fire appliances as are deemed necessary and designate their location. (RIGL 23-28.19.14).
5. Adjacent tents shall be spaced to provide an area to be used as means of emergency egress (RILSC 11.11.3.2).
6. The placement of tents relative to other structures shall be at the discretion of the AHJ (RILSC 11.11.3.5).
7. Portable extinguishers and similar appliances shall be properly distributed and readily accessible. All fire appliances shall be kept in working condition and shall be inspected prior to the occupancy of the tent. It shall be the duty of the owner or manager of each tent to maintain these appliances. (RILSC 11.11.5).

Exit Signs & Emergency Lighting

8. Exits shall be marked by an approved sign that is readily visible from any direction (RILSC 7.10.1.2.1). If open structure, no EXIT sign is required (RILSC 11.2.2.10).
9. Tents exceeding 1200 SF shall have emergency lighting (RILSC 12.2.9.2). If open structure, no emergency lighting required (RILSC 11.2.2.9).
10. The finished ground level enclosed by any tent, and the finished ground level for a reasonable distance, but for not less than 10 feet outside of such a tent, shall be cleared of all flammable or combustible material or vegetation that is not used for necessary support equipment. The clearing work shall be accomplished to the satisfaction of the AHJ prior to the erection of such a tent. The premises shall be kept free from such flammable or combustible materials during the period for which the premises are used by the public (RIFC 25.2.4.1 & RILSC 11.11.4).
11. Generators and other internal combustion power sources shall be separated from tents by a minimum of 5 feet and shall be protected from contact by fencing, enclosure, or other approved means (RIFC 25.1.12.1).
12. All electrical installations must be approved by URI electricians or other licensed electrical contractor.

Smoking

13. NO SMOKING signs shall be prominently displayed at all entrances and at other locations within any tent used as a place of assembly, so that they may be clearly visible to all occupants. (RILSC 11.11.4.2).

Heating and Cooking

14. Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with **NFPA 96** unless all or part of the installation is exempted by the AHJ. If cooking is permitted, a “K” class fire extinguisher is required (RIFC 50.4.12).
15. Containers for liquified petroleum gases shall be installed not less than 60 inches from any tent and shall be in accordance with NFPA 58 (RILSC 11.11.6.1.3).
16. Only labeled heaters shall be permitted for use inside the tent and shall be connected to electricity by electric cable that is suitable for outside use and is of sufficient size to handle the electric load (RILSC 11.11.6.2).