



# **REQUEST FOR PROPOSAL**

## **Tent Setup and Takedown Services**

The Rainy River Future Development Corporation (RRFDC) is a Community Futures Development Corporation (CFDC) funded by Industry Canada/FedNor. RRFDC is seeking the services of an independent contractor, contractors or organizations to handle the setup and take down of our special events tents for the Fort Frances Canadian Bass Tournament and the Rainy River Walleye Tournament. The RRFDC owns the tent and makes it available to the tournaments to stimulate economic activity in the district.

### **General Requirements:**

The contractor is required to provide the labour needed to set up and take down the tent. This involves working with the event organizers to layout the tent, stitch up the tent sections, attach side poles and ropes then erect the main tent poles. Finally, the quarter poles will need to be set up.

The contractor must coordinate, and work with tent site consultant, tournament organizers and volunteers. Dates for setup and take down, equipment etc. are to be determined.

All costs labour for the project. (Minimum of 10 adults required)

A record of recent activities with references.

Proof of liability insurance.

Must follow Ontario safety regulations.

Set up equipment: forklift and scissor lift (may be supplied by the event organizers)

For the purposes of budgeting and cash flow for RRFDC and the event organizers, invoicing will be required within 30 days following the takedown of the tent, after each event.

Anyone interested in this Request for Proposal is invited to pick up a package of material titled "Tent Setup and Takedown Services" which outlines more information and details on the services required. These may be picked up at the RRFDC office; by phoning (807) 274-3276 or by sending us an email requesting a package to [reception@rrfdc.on.ca](mailto:reception@rrfdc.on.ca).

**Submissions are to be in the RRFDC office no later than  
Friday December 20, 2024, at 4:00 pm.**

Rainy River Future Development Corporation  
601 Mowat Ave  
Fort Frances, Ontario  
P9A 1Z2