
UNIVERSITY CONTRACT AWARD

DATE ISSUED: August 15, 2023

COMMODITY: Event Rentals

CONTRACT#: UC-24-TL110422-E

FOR THE UNIVERSITY OF CONNECTICUT- ALL CAMPUSES, UCHC, AND CCPG MEMBERS

Payment Terms: See Below

TERMS OF CONTRACT:

- A. The University of Connecticut will issue purchase orders as required for the purchase of event rentals. A quote must be issued to the UConn representative referencing the Contract # and reflecting the discount (if applicable). Pricing must comply with the price sheet attached. Quotes will not require a signature and individual events will not require a signed agreement. No commitment to services/rentals will be made until the supplier is in receipt of an approved purchase order from the University.
- B. The term of this contract shall be from August 15, 2023, to June 30, 2026, with options to renew for four (4) additional one (1) year terms upon the agreement of the parties.

1 st Extension	7/1/2026 to 6/30/2027	
2 nd Extension	7/1/2027 to 6/30/2028	
3 rd Extension	7/1/2028 to 6/30/2029	
4 th Extension	7/1/2029 to 6/30/2030	Final

NAMES AND ADDRESSES OF AWARDEE:

Wingsite Displays, Inc.
1060 Silas Deane Highway
Wethersfield, CT 06109
Contact: Stephen Perez
Phone: 860-257-3300
Cell: 860-202-4276
Email: sperez@wingsitedisplays.com

Payment Terms: 2% 15, Net 45

Pricing:

1. Pricing remains fixed for one year from date of award. Price increases after the first year, and for the duration of this contract will only be allowed when the price increase is based on documented changes in the vendors laid in cost of product or other discounts allowed and, may be adjusted up or down in an amount not to exceed the Consumer Price Index (CPI), appropriate for the commodity, as published by the United States Department of Labor.

2. The University will expect any increases to be consistent with those applied to other customers of comparable size and nature.
3. The University Purchasing Department must be notified of the increase a minimum of thirty (30) days prior to the effective date and, the vendor provides the University any and all documentation it may require supporting the proposed price increases.
4. There will be no fuel surcharges applied to the cost.

Deposits: The University will not pay deposits.

Loss Policy: Rentals are the responsibility of the renting party until returned to or picked up by Wingsite Displays. Rental items are tracked through our on-line portal, "Inventory" tab and by receipt of signature of renter or renter's agent at time of delivery on our bill of lading, packing list or transmittal form.

Losses not reported in writing to the University within seven (7) days of pick-up will not be reimbursable.

Condition of Rental Items: The condition of rental items are tracked through our on-line portal, "Inventory" tab and by notations of WDI our bill of lading, packing list or transmittal form at time of delivery or pickup at the event location.

Replacement Cost Process: Replacement cost equals the actual cost of the item with a 20% replacement fee applied.

Change Orders: Changes to a project are accepted at any time, noting that changes may affect delivery time or cost. Any changes should be communicated to

Credits: Where full credit is due, credits are issued within (10) days. The amount of the credit due could be affected by any progress that may have occurred prior to the change to or cancellation of a particular project. Credits owed to the University will be issued against the purchase order for the specific event.

Cancellation Policy: Cancellation is 100% assuming no work has progressed or material purchased prior to the cancellation. Each quote would include a lead time so cancellation within that lead time could result in a partial charge.

Booking and Scheduling: Upon receipt of a purchase order from the University, the deadline or event date is entered into our internal master calendar. Backing up from that date, a time-line is created by the account manager for both internal production needs/milestones and for the purchaser for needed information and deliverables such as print-ready artwork.

Same Day or Next Day Requirements: Wingsite Displays, Inc. has the ability to respond immediately to same-day or next-day deliveries using our own trucks and personnel for local deliveries (within 100 miles). We have a network of reliable carriers, both over-the-road and air, to handle deliveries in this same time-frame that may be beyond WDI's delivery area.

Termination: Wingsite Displays, Inc. may terminate the Contract upon thirty (30) days written notice to the Purchasing Contacts listed below.

Detailed Price List attached:

Additional information/pricing based on awarded proposal response:

Group 2.3: Event Services and Rentals Categories	
2.3.1 Category 1: Audio Visual Services/Rentals for Events	Yes
2.3.2 Please provide inventory and pricing	Please see supplier attachments - 2.1.6.: 40" Smart TV - \$182 42" Smart TV - \$205 55" Smart TV - \$300 60" Smart TV - \$540 - The above pricing is per event and includes wall mount. Delivery and installation are separate and variable depending on rental location. A floor stand is available for rent for \$125.
2.3.3 Category 2: Audio Visual Technicians	Yes
2.3.4 Please provide roles and rates	\$100.00/hour straight time, \$110.00/hour overtime, \$140.00/hour double-time.
2.3.5 Category 3: Chair Rental	Yes
2.3.6 Please provide inventory and pricing	Please see supplier attachments, Furniture - 2.1.6. Tall stools - \$95 each Chairs - \$75 Conference room chairs - \$150 Pricing is per event, delivery and installation is additional and dependent on event location.
2.3.7 Category 4: Climate Control	No
2.3.8 Please provide inventory and pricing	
2.3.9 Category 5: Disposable Items (plastic cups, eating utensils, napkins, paper plates etc)	No
2.3.10 Please provide pricing	
2.3.11 Category 6: Event Accessories, Drapes, Pipes	No
2.3.12 Please provide pricing	
2.3.13 Category 7: Flooring	Yes
2.3.14 Please provide inventory and pricing	Please see supplier attachments, Furniture - 2.1.6. Pricing is: 10x20 26 oz Carpet - \$875 20x20 26 oz Carpet - \$1200 10x20 padding - \$150 20x20 padding - \$225 Pricing is per event, delivery and installation is additional and dependent on event location.
2.3.15 Category 8: Food Service Equipment	No
2.3.16 Please provide the inventory and pricing	

2.3.17 Category 9: Food Service Smallware - silverware, china, glassware, etc	No
2.3.18 Please provide inventory and pricing	
2.3.19 Category 10: Food Services Misc. Equipment Items	No
2.3.20 Please provide inventory and pricing	
2.3.21 Category 11: Linen Services & Supplies	No
2.3.22 Please provide inventory and pricing	
2.3.23 Category 12: Plant / Floral / Decorations inclusive of UConn landmark and design elements	No
2.3.24 Please provide inventory and pricing	
2.3.25 Category 13: Portable Lighting	No
2.3.26 Please provide inventory and pricing	
2.3.27 Category 14: Portable Stage	No
2.3.28 Please provide inventory and pricing	
2.3.29 Category 15: Table Rentals	Yes
2.3.30 Please provide inventory and pricing	Please see supplier attachments, Furniture - 2.1.6. - High top table - \$125 Low table - \$125 Pricing is per event.
2.3.31 Category 16: Tent / Canopy Rentals	No
2.3.32 Please provide inventory and pricing	
2.3.33 Category 17: Booth design services	Yes
2.3.34 Please provide roles and rates	Exhibit Display Design - \$100/hour Graphic Design - \$100/hour
2.3.35 Category 18: Trade Show Exhibition Services	Yes

2.3.36 Please provide roles and rates	<p>Wingsite Displays, Inc. pricing and account procedures are structured to ensure cost effective management of your exhibit/display program. We offer what you need to manage and predict your costs and operate your exhibit program efficiently. Our rates are based on Industry Standards as described in the most recent year's Exhibitor Magazine Economic Survey. Our rates are a minimum of 15% less than current industry averages, across the board. Production All new exhibit design, construction, repair, refurbishing or preparation of existing materials is quoted for your approval and drawings developed if needed. Production hourly Cabinet Maker rate is \$90.00 for straight time, \$100.00 for overtime and \$130.00 for double time. Warehouse Services: \$85.00 /hour. Graphic Design is \$100.00/hour. Exhibit Display Design/Management is \$100.00/hour. Handling of exhibit properties in and out of storage at WDI is charged at \$12.50/cwt for each way Our handling in procedure includes the visual inspection of all pieces. If damage is noted the pieces will be opened and the contents inspected. You will be notified of any damages and we will assist you in filing damage claims. On-site supervision is charged at \$100/hour ST; \$110/hour OT; \$140.00/hour DT plus expenses. Charges will be pro-rated when supervision is shared between customers. Services Capital outlays to vendors for show services and freight, will be assessed a markup of 20%. All charges will be itemized on your final invoice and copies of the original invoices attached. Storage Storage of your exhibit components is available, if you choose, in our on-site climate controlled warehouse. Storage charges are invoiced quarterly, 30 days prior to the beginning of each quarter. Storage is based on the actual cubic footage occupied by your material. Our storage rate is .30/a month/per cubic foot for all items, whether crated, loose, carpets or padding. Loose rack storage by volume used.</p>
2.3.37 Category 19: Trade Show Exhibition Support	Yes

2.3.38 Please provide roles and rates	<p>Wingsite Displays, Inc. pricing and account procedures are structured to ensure cost effective management of your exhibit/display program. We offer what you need to manage and predict your costs and operate your exhibit program efficiently. Our rates are based on Industry Standards as described in the most recent year's Exhibitor Magazine Economic Survey. Our rates are a minimum of 15% less than current industry averages, across the board. Production All new exhibit design, construction, repair, refurbishing or preparation of existing materials is quoted for your approval and drawings developed if needed. Production hourly Cabinet Maker rate is \$90.00 for straight time, \$100.00 for overtime and \$130.00 for double time. Warehouse Services: \$85.00 /hour. Graphic Design is \$100.00/hour. Exhibit Display Design/Management is \$100.00/hour. Handling of exhibit properties in and out of storage at WDI is charged at \$12.50/cwt for each way Our handling in procedure includes the visual inspection of all pieces. If damage is noted the pieces will be opened and the contents inspected. You will be notified of any damages and we will assist you in filing damage claims. On-site supervision is charged at \$100/hour ST; \$110/hour OT; \$140.00/hour DT plus expenses. Charges will be pro-rated when supervision is shared between customers. Services Capital outlays to vendors for show services and freight, will be assessed a markup of 20%. All charges will be itemized on your final invoice and copies of the original invoices attached. Storage Storage of your exhibit components is available, if you choose, in our on-site climate controlled warehouse. Storage charges are invoiced quarterly, 30 days prior to the beginning of each quarter. Storage is based on the actual cubic footage occupied by your material. Our storage rate is .30/a month/per cubic foot for all items, whether crated, loose, carpets or padding. Loose rack storage by volume used.</p>
2.3.39 Category 20: Walkways	No
2.3.40 Please provide inventory and pricing	
2.3.41 Category 21: Soft Furniture, Room Dividers, Charging Stations	Yes
2.3.42 Please provide inventory and pricing	<p>Please see supplier attachments - 2.1.6. RENTAL ACCESSORIES Floor standing literature stand - \$50 Bag rack - \$35 Wastebasket - \$15 RENTAL BOOTH COMPONENTS Knock Down cabinets - \$225 (logo overlay is additional)</p>

The State of Connecticut Terms and Conditions located at this link will govern all purchases against this contract.
They are located at this link: [Terms-and-Conditions](#)

Purchasing Contacts:

Kristin Allen

Category Manager

Email: kristin.allen@uconn.edu

Terri Lessard

Purchasing Agent

Terri.lessard@uconn.edu