



Dinwiddie County Community Development

14010 Boydton Plank Road

Dinwiddie, Virginia 23841

Phone: 804-469-4500

MEMORANDUM

TO: Board of Supervisors

FROM: Stacey English, Marketing & Economic Development Manager

DATE: February 21, 2023

SUBJECT: Contract Award, Tent Rentals

Background

The County has been under contract with Topside Rentals, Inc. for tent rentals for the County Fair and other events since 2020. The current contract expired January 19, 2023.

Actions

We released a RFQ for tent rentals on January 10, 2023. One vendor, Topside Rentals, Inc., responded to the RFQ on January 26, 2023 with a quote of \$14,947. The County found this quote to be reasonable. Further details on this procurement can be found on the County website at www.dinwiddieva.us, under the Purchasing tab.

This new contract has more renewals than previous contracts, bringing the total to over \$50,000 for the life of the contract and thus requiring Board approval.

Recommendation

We recommend approval of the following resolution.

BE IT RESOLVED, that the Board of Supervisors of Dinwiddie County, Virginia does hereby authorize and direct the County Administrator to execute the attached contract with Topside Rentals, Inc. for tent rentals, with any changes, substantive or otherwise, as may be approved by the County Administrator.