

DART Statement of Work

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Statement of Work

September 9, 2026

Human Resources

2026 DART Family Festival (event equipment rental)

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Project Title

2026 DART Family Festival – Event Rental Services

The purpose of this Statement of Work (SOW) is to qualify a responsible and responsive company to provide event rental equipment, delivery, installation, setup, breakdown and related support services for the 2026 DART Family Festival.

Objective

The objective is to provide the equipment and infrastructure necessary to support a safe, comfortable and functional outdoor event environment for DART employees and their families during the 2026 DART Family Festival. The selected Contractor shall provide appropriate event rental equipment and services to support guest seating, shade, cooling, catering operations, participating vendors/partners and other event-day needs. DART anticipates approximately 200–300 attendees based on current planning estimates; however, attendance may increase based on employee registration.

Scope & Requirements

The Contractor shall provide event rental equipment and related services for the 2026 DART Family Festival scheduled for:

Date: Saturday, October 24, 2026

Event Time: 11:00 a.m.–3:00 p.m.

Location: For Oak Cliff Community Campus

Address: 907 E. Ledbetter Drive, Dallas, TX 75216

The event will be held primarily outdoors.

The Contractor shall furnish all labor, supervision, equipment, transportation, installation, setup, breakdown and removal necessary to accomplish the required services.

The anticipated rental scope includes, but is not limited to, the following:

Guest Seating and Shade

- Approximately 240 white folding chairs
- Approximately 30 round guest tables, preferably 60-inch round tables or another configuration recommended by the Contractor to efficiently accommodate approximately 240 guests
- Outdoor umbrellas or comparable shade coverage for guest seating
- Appropriate umbrella bases or anchoring systems
- Basic table coverings/linens, preferably black, for guest tables

Cooling and Power

- Outdoor cooling and/or misting equipment appropriate for an outdoor event with approximately 200–300 attendees

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- Contractor shall recommend the appropriate type and quantity of cooling equipment based on the site and anticipated attendance
- Generators or other temporary power equipment sufficient to operate Contractor-provided cooling equipment
- Outdoor-rated extension cords and related power accessories required for Contractor-provided equipment
- Any water hoses, splitters or other water-service accessories required for cooling equipment shall be identified in the proposal, including whether such items will be provided by the Contractor or DART

Catering/Vendor Tent

- Two tents approximately 20' x 30' to support catering/food-service and vendor operations
 - No sidewalls required unless recommended for safety or operational reasons
 - No decorative lighting required
- Tent anchoring method shall be recommended by the Contractor based on site conditions, safety requirements and cost-effectiveness

Partner Tenting

DART anticipates one participating partner.

The partner is expected to utilize approximately one 6-foot rectangular table and two chairs. DART Facilities will provide vendor/partner tables and chairs; therefore, this scope is for tent coverage only.

The Contractor shall recommend the most practical and cost-effective tent configuration, which may include:

- One individual enclosed 10' x 10' tent
- Another configuration recommended by the Contractor based on site conditions, available space, tree coverage, safety requirements and cost

DART may request pricing for more than one configuration for evaluation purposes.

Tent Anchoring, Permits and Safety Requirements

The Contractor shall recommend the most appropriate and cost-effective tent anchoring method based on site conditions, safety requirements and applicable regulations. Acceptable methods may include concrete blocks/ballast, staking or another approved anchoring system.

If staking or any other method requiring ground penetration is proposed, the Contractor shall be responsible for coordinating all required utility-location, marking, clearance and related pre-installation requirements before installation begins.

The Contractor shall not drive stakes, anchors or other equipment into the ground until all applicable underground utility identification and site-clearance requirements have been completed.

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The Contractor shall identify in its proposal:

- Proposed tent anchoring method
- Any required underground utility-location or marking services
- Whether any site information or coordination is required from DART or the venue
- Any associated fees or lead-time requirements
- Any alternate anchoring method available if staking cannot be safely completed

The Contractor shall be responsible for complying with all applicable safety, permitting and installation requirements associated with the proposed anchoring method.

The Contractor shall identify and include all safety equipment and regulatory requirements associated with the proposed tenting, as applicable, including:

- Concrete ballast/blocks and protective covers
- Fire extinguishers
- Exit and/or emergency lighting
- No-smoking or other required signage
- Extension cords or power required for safety equipment
- Tent safety packages
- Fire, tent or event permits
- Required inspections
- Applicable City of Dallas or other jurisdictional fees

The Contractor shall be responsible for obtaining and coordinating all permits and inspections required for the Contractor-provided equipment and installation, unless otherwise directed by DART. Any associated fees shall be clearly identified in the proposal.

Delivery, Installation and Removal

DART's current event-day facility access is 6:00 a.m.–5:00 p.m.

Unless otherwise approved by DART and the venue:

- Contractor arrival and installation may begin at approximately 6:00 a.m.
- All equipment shall be installed, positioned and fully operational no later than 10:00 a.m.
- The event begins at 11:00 a.m.
- Breakdown may begin following the conclusion of the event at 3:00 p.m.
- Equipment shall be removed from the site by 5:00 p.m.

If the scope requires installation the day before the event, extended setup time, or removal after 5:00 p.m., the Contractor shall identify the required schedule and any associated costs in its proposal.

Any alternate installation or removal schedule is subject to DART and venue approval.

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Site Conditions

The Contractor shall evaluate site conditions that may affect delivery, equipment placement or installation, including:

- Tree coverage and overhead clearance
- Tent footprints and required clearance
- Delivery truck access
- Distance from delivery vehicles to equipment placement locations
- Ground conditions
- Water access
- Temporary power requirements
- Pedestrian circulation
- Emergency access
- Equipment safety zones

DART may coordinate a site walkthrough with the Contractor prior to finalizing equipment placement.

The Contractor shall notify DART of any conditions that could affect pricing, installation, safety or event operations before final award whenever reasonably possible.

Key Tasks

The Contractor shall:

1. Coordinate with DART to confirm final rental quantities, equipment selections and site requirements.
2. Review the event site and identify equipment-placement, access, power, water, safety and installation requirements.
3. Provide all approved rental equipment in clean, safe and serviceable condition.
4. Deliver equipment within the approved delivery window.
5. Install and set up all equipment according to the approved site layout.
6. Ensure tents, umbrellas, cooling equipment, generators and related equipment are properly secured and safely installed.
7. Provide all required labor for setup and breakdown included within the awarded scope.
8. Coordinate and obtain applicable permits and inspections when included within the awarded scope.
9. Complete setup sufficiently in advance of the event to allow DART to conduct final safety and operational checks.
10. Remove all Contractor-provided equipment within the approved breakdown and removal window.
11. Promptly notify DART of any equipment substitutions, availability issues or conditions affecting successful performance.

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Roles & Owners

DART Project Manager: Stefon Chandler *Director, Talent Acquisition & Outreach*

DART Primary Event Point of Contact: LaQuita Washington *HR Strategy Analyst*

The DART Project Manager and/or designated DART Point of Contact will provide direction regarding final equipment selections, quantities, site layout, scheduling and approvals.

The Contractor shall identify one primary representative responsible for pre-event coordination and one onsite representative responsible for installation and event-day rental operations.

Deliverables

Rental Equipment

- Approved quantities and types of tables, chairs, umbrellas, linens, cooling equipment, generators, tents and associated accessories
- All equipment shall be clean, functional and appropriate for outdoor event use

Tent Installation

- Catering tent
- Vendor/partner tent coverage
- Required anchoring system
- Applicable safety equipment
- Applicable permits and inspections

Power and Cooling

- Cooling equipment in sufficient quantity to support the approved event scope
- Temporary power and accessories required for Contractor-provided cooling equipment
- Equipment shall be installed and operated in accordance with manufacturer and safety requirements

Setup and Breakdown

- Delivery and installation within the approved schedule
- Placement according to the approved event layout
- Breakdown and removal following the event
- Site shall be left free of Contractor equipment and related debris

Coordination

- Advance disclosure of power, water, access, clearance, permit and installation requirements
- Timely communication regarding equipment availability or proposed substitutions

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Timeline

The Contractor shall provide event rental services in support of the 2026 DART Family Festival on Saturday, October 24, 2026, at the For Oak Cliff Community Campus, 907 E. Ledbetter Drive, Dallas, Texas 75216.

The event will take place from 11:00 a.m.–3:00 p.m.

Current facility access is anticipated from 6:00 a.m.–5:00 p.m.

Unless otherwise approved, event rental setup shall be completed no later than 10:00 a.m.

If prior-day installation or an extended removal period is required, the Contractor shall identify the required access window in advance.

Final equipment quantities and placement will be coordinated with DART prior to the event.

Contract & Performance Measurement

The Contractor shall comply with all applicable federal, state and local laws, regulations, policies, permits, licensing and insurance requirements associated with the rental, transportation, installation and use of the equipment provided.

Contractor performance will be evaluated based on, but not limited to:

- Timely delivery and installation
- Compliance with approved equipment quantities and specifications
- Equipment condition and cleanliness
- Safe installation and anchoring
- Appropriate tent and equipment permitting
- Adequate cooling and power support
- Professional staffing
- Responsiveness to DART
- Adherence to the approved site layout
- Adherence to event schedule
- Timely breakdown and removal
- Successful restoration of the rental areas following removal

Any deficiencies identified before or during the event shall be addressed promptly by the Contractor.

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Additional Terms and Conditions Specific to this SOW

The Contractor shall provide an itemized proposal identifying all costs associated with the required event rental services.

Pricing shall clearly identify, as applicable:

- Tables
- Chairs
- Umbrellas/shade equipment
- Table coverings/linens
- Cooling equipment
- Generators
- Extension cords and related power accessories
- Water-related accessories
- Catering tent
- Vendor/partner tenting
- Concrete blocks/ballast
- Tent safety equipment
- Permits and inspection fees
- Setup and breakdown labor
- Delivery and pickup
- Fuel surcharges
- Portage/carry fees
- Damage waiver
- Administrative charges
- Any other applicable fees or charges

The Contractor shall identify any required deposit, reservation fee or advance-payment requirement. Any payment arrangement must comply with DART's procurement and payment requirements and is subject to DART approval.

The Contractor shall disclose its cancellation, quantity-reduction, equipment-substitution and order-change policies prior to award.

Any additional charges not included in the awarded proposal must receive prior written approval from DART before being incurred.

Any material equipment substitution must receive prior approval from DART.

DART reserves the right to adjust final quantities and configurations prior to the Contractor's established change deadline.

Any agreements, terms, conditions or Contractor documents associated with the services are subject to DART review and approval.