



Central Services
Administrative Center
111 East North Street
Eureka, MO 63025-1229
636.733.2032
636.733.8851 Fax
wichowskiterra@rsdmo.org

Terra Wichowski
Purchasing Buyer

August 27, 2018

RE: Request for Quote - Academic Pep Assembly

Dear Potential Bidder,

The Rockwood School District Purchasing Department is soliciting bids from qualified individuals, firms or organizations to provide audio, video and lighting production services as described in this Request for Quote for the Academic Pep (Renaissance) assembly at Lafayette High School located at 17050 Clayton Road, Wildwood, Missouri 63011.

PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

In order to be considered, proposers must submit two (2) hardcopies of the proposal and one electronic copy. Proposals shall be signed and printed or typewritten, submitted sealed with the envelope plainly marked with the title and RFQ No. **RFQ0818LHSRENAISSANCE**. Proposals shall be delivered to:

Purchasing Buyer
Rockwood School District
RFQ0818LHSRENAISSANCE
111 East North Street
Eureka, MO 63025

INTRODUCTION:

The District is a nationally recognized, diverse community of learners. Currently the District serves nearly 21,000 students, made up of four high schools, six middle schools, and nineteen elementary schools, a talented and gifted campus, and a school for at-risk high school students. The District employs over 3,000 people, and covers 150 square miles in much of western St. Louis and northern Jefferson counties.

GENERAL TERMS AND CONDITIONS:

AWARD

Award(s) will be made to the responsive and responsible Proposer(s) whose proposal(s) is deemed to be most the most advantageous to the District, taking into account overall content of the proposal, cost, overall proposal, experience and qualifications, and quality of Proposer's products. The District reserves the right to split the award or to make multiple awards, and to make award on a part or portion of a proposal.

PROPOSALS FINAL

All proposals shall be deemed final, conclusive and irrevocable, and no proposal shall be subject to correction or amendment for any error or miscalculation.

RIGHT TO REJECT

The District reserves the right to accept any proposal, to reject any and all proposals, and to waive any irregularities or informalities in any proposals. Conditional proposals will not be accepted.

PRICE

Proposers are cautioned that the Products must be furnished at the prices, costs and/or rates submitted and proposed unless otherwise stated.

TAXES

Proposers shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, or STATE RETAIL SALES TAX in their cost proposal, as these taxes do not apply to the District.

EXCEPTIONS

If a Bidder takes exception to any part of these specifications as written, or as amended by any addenda subsequently issued, or the Agreement, they must do so in writing. Said exceptions must be submitted with the proposal. Failure to do so will be construed as acceptance of all items of the specification and the Agreement.

INSURANCE REQUIREMENTS

Proposer will be required to issue a certificate of insurance naming Rockwood School District as additionally insured. Insurance limits must include \$ 1M per occurrence for Comprehensive General Liability Insurance (personal and property damage), Worker's Compensation (as required by law), Employer's Liability, Automotive Liability, and Professional Errors and Omissions.

FEDERAL WORK AUTHORIZATION PROGRAM

As an independent contractor of the District, Consultants will provide documentation and a sworn affidavit that all employees of Consultants are not considered unauthorized aliens as defined by Federal law and are enrolled in and actively participate in a federal work authorization program (FWAP) used to verify citizenship information of newly hired employees under the Immigration Reform and Control Act of 1986. Consultants must also sign and provide to the District an affidavit (attached) indicating they do not knowingly employ any unauthorized aliens under this agreement.

PURCHASE ORDER

Vendor must be capable of accepting a purchase order from Rockwood School District.

SPECIFICATIONS:

SCOPE OF EVENT

The Lafayette High School Academic Pep Assembly is a multifaceted production inclusive of awards ceremonies, theatrical skits, videos, music and dance performances. The gymnasium is transformed into a full performance venue and hosts the entire student body including community dignitaries and parents. Award presentations take place in the center of the gym and on a main stage on one end of the gym. Slideshows and video presentations are projected on 2 screens on either side of the gymnasium. The student group performances are highlighted with coordinated lighting and sound. Student performances include a rock band, jazz band, a cappella vocal group, cheerleaders, dance team and a percussion ensemble.

LAFAYETTE HIGH SCHOOL (LHS) WILL PROVIDE:

- Power 1@200 amp 3 phase power supply (located approx. 250' from stage area)
- Personal Lift (drivable scissors lift)
- Student Labor to assist with unloading truck, load in, load out, and truck loading
- All necessary staging
- All video content (provided on USB memory stick)
- All slide show content (PowerPoint and computer)

AUDIO VIDEO LIGHTING (AVL) COMPANY TO PROVIDE THE FOLLOWING EQUIPMENT AND SERVICES:

AVL Company to supply complete working audio, lighting, and video system inclusive of all necessary components, rigging, cable, hardware, and spares as appropriate.

Lafayette High School strongly prefers all services be single sourced to avoid complications with the integration of the various systems. Equipment and staff are to be provided by a single vendor. If any

equipment or services are to be sub-hired or sub-contracted, please identify these components and identify the supplier.

EQUIPMENT NEEDS

Attached is a list of equipment needs for the Academic Pep Assembly (Exhibit B). Alternate equipment substitutions will not be considered if function or quality does not equal or exceed requested equipment list. Any substitutions must be approved by LHS prior to acceptance of proposal. Please identify any equipment substitutions you are proposing.

LABOR NEEDS

AVL vendor to provide all necessary labor required to rig, setup, program, and operate all equipment in the timeline provided. Technicians will be responsible for ensuring all equipment operates correctly and will program and run the equipment during the rehearsals and performance.

At a minimum vendor must provide:

- 1 - Lighting Technician/Designer
- 1 - Sound Technician
- 1 - Video Technician

AVL Company must provide qualified experienced riggers for installation of chain motors and hanging of all flown sound equipment, lighting trusses, video screens, and projectors.

TRANSPORTATION, HOUSING AND MEALS

All costs for transportation, housing, and meals will be the responsibility of the contracted AVL Company.

REFERENCES

Please include a reference list including examples of similar events.

SCHEDULE OF EVENTS

Sunday, March 10, 2019 – Load In Day

9am – Load-in (Student Stagehands arrive)

4pm-6pm – 1st rehearsal for preview of dance events and theatrical productions

Sound system to be operational for this rehearsal.

Monday, March 11, 2019 – Rehearsal Day

8am – Venue available for lighting programming and sound system tuning

3:15pm-8pm – Tech Rehearsal (Full run of show with lights, sound and video)

8pm to complete – Venue available for lighting programming

Tuesday, March 12, 2019 – Show day

8am-1pm – Dress rehearsal

1:30pm-3:05pm – Academic Pep Assembly

3:17-5:30(approx.) – Load-out

GENERAL CONDITIONS:

- All quotes should include the name, title, mailing address, telephone number, fax number, and email address of the contact person submitting the quote.
- Bids shall include a completed and signed copy of the attached E-Verify Affidavit
- Bids shall be submitted in a sealed envelope to:
 - Rockwood School District
 - Terra Wichowski, Purchasing Buyer
 - 111 E. North St.
 - Eureka, MO 63025
- Bids shall be received by the District by **2:00 PM CST on September 17, 2018.**

- Quotes shall be valid for 90 days.
- Vendor must be capable of accepting a purchase order from the District.
- The District is exempt from sales tax.

Thank you for your interest in working with Rockwood School District. Feel free to contact me with any questions.

Sincerely,

Terra Wichowski

Terra Wichowski
Purchasing Buyer

FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”) ADDENDUM

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a. agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b. affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c. affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d. affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e. agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f. agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g. agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By:

(Signature)

Printed Name and Title:

For and on behalf of:

(Company Name)

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _____, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
2. I am employed by _____ (hereinafter "Company") and have authority to issue this affidavit on its behalf.
3. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services Company is providing to, or will provide to, the District.
5. FURTHER AFFIANT SAYETH NOT.

By: _____ (individual signature)

For _____ (company name)

Title: _____

Subscribed and sworn to before me on this _____ day of _____, 20_____.

NOTARY PUBLIC

My commission expires:

Lafayette High School Academic Pep Assembly Equipment List

****Equipment list contains suggestions from previous years. Equipment substitutions should be of equal or higher quality and approved by LHS prior to event.**

Audio

- 1 Main PA Speaker system to include 4 flown arrays (Subs over Tops)
 - 12 JBL Vertec Mid/High 4889
 - 8 JBL Vertec Sub 4880
 - 4 JBL Vertec Amp Rack
 - 4 Crown Amplifier (IT-9000 HD) (Version 5 Presets)
 - 1 Link Amp I/O
 - 1 Network Switch (16 Port)
 - 1 Rack Power Distro (2@120V, 2@208V)
 - 4 JBL Array Frame (VT4889-SF)
- 1 Monitor Speaker System to Include:
 - 4 Monitor Wedge with 15" and 2" Drivers
 - 1 Monitor Amp Rack 4 Mix (36x12)
 - 2 BSS Mini-Drive (FDS-334)
 - 4 Crown Amplifier (MA-36x12)
 - 1 Mic 4 Pair 015' 3 Pin XLR
 - 1 Package NL4 Cable as needed
- 1 Digidesign SC48 Console
 - 1 Monitor - LCD 17"
- 1 Feeder 2/0 50' (3 Phase)
- 2 Feeder 2/0 100' (3 Phase)
- 2 Mic 6 Pair Subsnake 015' 3 Pin XLR
- 1 Mic 12 Pair Subsnake 075' 3 Pin XLR
- 1 Stage and amplifier power cable package
 - 2 L5-20 Quad 15'
 - 3 L5-20 Quad 35' - 40'
 - 2 Spider - Bento Box
 - 2 L5-20 015' (10awg 3c)
 - 7 L21-30 015' (10awg)
 - 2 L21-30 025' (10awg)
 - 1 L21-30 075' (10awg)
 - 1 Lot spare Edison cable as needed.
- 1 54 Channel Audio Snake Package
 - 1 Ramtech 54 Channel Ramlatch Breakout
 - 1 Ramtech Ramlatch to Ramlatch 52 Channel 250'
 - 1 Split Ramtech 54 Channel 2-Way
- 1 Audio Power Distro
- 1 Microphone stand kit as needed
- 1 Package of Microphone cable as needed

Lafayette High School Academic Pep Assembly Equipment List

- 1 Microphone Kit
 - 1 AKG Microphone (D112)
 - 8 BSS Audio Direct Box (AR-133)
 - 2 Latin Percussion Stand (LP Claw)
 - 5 Sennheiser Microphone (e604)
 - 2 Sennheiser Microphone (e609)
 - 1 Sennheiser Microphone (MD-421)
 - 2 Shure Microphone (Beta 52A)
 - 1 Shure Microphone (Beta 56A)
 - 2 Shure Microphone (Beta 57A)
 - 2 Shure Microphone (Beta 58A)
 - 12 Shure Microphone (SM-57)
 - 10 Shure Microphone (SM-58)
 - 6 Shure Microphone (SM-81)
 - 1 Shure Microphone (SM-91)
 - 4 Shure Microphone (SM-98)
 - 4 Whirlwind Direct Box (IMP 2)
 - 2 Radial Engineering JPC Stereo PC DI Box
- 1 Wireless Rack 8 Channel
 - 8 ULX Handheld Transmitters w/SM58 Capsules
 - 8 ULX Beltpack Transmitters w/WL93t Microphones
 - 1 Antenna Combiner
 - 2 Paddle Antennas
- 1 House Drive Rack
 - 1 CD Player
 - 1 EnGenius Access Point (EOC1605)
 - 1 Furman PL-Plus
 - 1 Link 12ch Drive Whip
 - 1 Link Drive I/O
 - 1 Link power/ups I/O
 - 1 Network Switch (16 Port)
 - 1 UPS (Powercom KIN-1000)
 - 1 DBX Processor (Drive Rack 4800)
- 1 Driveline 300' Link
- 2 JBL VRX932LAP
 - 2 Ultimate Stands
- 1 HP Tablet PC (Revolve 810) (System Processing PC)

Rigging

- 14 Chain Motor - 60' - 3 Phase - 1 Ton
- 1 Fly Cable package as needed
- 3 Motor Controller - Motion Labs 3 Phase 8-way

Lafayette High School Academic Pep Assembly Equipment List

- 2 Motion Labs 8-way Pendant
- 2 Motion Labs Pendant Extension 50'
- 1 Package of Rigging Steel, deck chain, shackles, & burlap as needed.
- 6 Pickle (Motor Pendant)

Lighting

- 3 Truss 18" - 10' (Black Utility)
- 14 Truss 1'x1' (LD) - 10' (Tomcat Utility)
- 4 ETC Source Four PARNEL Black
- 1 Distro 208v MLD(12 Ch. 24 Cir)-w/camloc passthroughs
- 1 Dimmer - Leprecon 48 x 2.4K (VX-2400)
- 8 4 Lamp Mole Fixture
- 1 GrandMA 2 Light - Control Console
- 2 ETC Source Four Body 750 Black
 - 1 ETC Source Four 10° Lens
 - 2 ETC Source Four 19° Lens
 - 2 Gobo Holders (B Size)
- 6 High End Studio Spot 575
- 10 High End Studio Color 575
- 16 Martin Mac 700 Profile
- 2 Lycian SA400 Spotlight
- 1 Workbox – Lighting
 - 1 Package of Spansets and Shackles as needed for truss rigging
 - 1 Package of adaptors as needed
- 12 Elation LED Par (Opti QA Par)
- 1 Hazer - DF50 w/Fan
- 4 Jumper 2/0 10' (3 Phase)
- 1 Jumper 4/0 5' (3 Phase)
- 1 Package of Data Cable as needed
- 1 Package of Power Cable as needed
- 1 Package of Misc. Spare Edison cable as needed
- 2 Stage Pin 100' (14awg)
- 2 Stage Pin 150' (14awg)
- 1 Package of Socca cable with breakouts as needed
- 1 Clear Com System
 - 5 Headset
 - 5 Beltpack
 - 1 UPS (Powercom Kin-1000)
 - 1 Com Power Supply (Production Intercom PS-2)
 - 2 Com 100' 3 pin XLR
 - 1 Package Com Cable as needed

Lafayette High School Academic Pep Assembly Equipment List

Video

- 2 Coupler Double Fixed 90
- 2 VGA 003' M-M
- 2 HDMI Cable 001.5'
- 1 HDMI Cable 003'
- 2 Cat 6 250' (Ethercon)
- 2 Pipe Black 1-1/2" - 02'
- 1 Monitor - LCD 23" Widescreen
- 2 Case Panasonic Projector (PT-DZ870UK)
- 2 Projector 8,500 Lumen (PT-DZ870UK)
 - 1 Peerless Precision Gear Projector Mount (PRG-1)
 - 1 Peerless Universal Spider Adapter Plate (PAP-UNV)
 - 1 Projector Lens (Panasonic ET-D75LE20 1.7-2.4:1)
 - 1 Projector Lens (Panasonic ET-DLE085 0.8-1:1)
 - 1 Projector Remote (PT-DZ870)
- 2 Screen 15' x 9'10" Fastfold (Front or Rear)
- 1 Screen Rigging Kit
- 1 Atlona HDBaseT HDMI Distribution Amp
- 1 Video Adaptor Kit HD
- 1 Video Switcher- Roland V-800HD
- 1 Apple Mac Mini 2.6Ghz i5
 - 1 QLab Software (Used for audio and video show playback)
- 1 Package of Power Cable as needed

Misc. Equipment

- 12 Cable Ramp (Yellow Jacket) 3'
- 3 Chair - Rolling Chair
- 2 Table - 3'x6' Plastic Folding
- 1 Ramp 02' Dock Plate

Notes

- Audio and Video monitors would be preferred for our upper level (shelf seating) if possible.
- Attached equipment list represents the major components of the systems.
- AVL provider to verify all required components required for a complete system are present.
- Cable qty's and types as listed are approximate suggestions. AVL provider to ensure sufficient cable is provided with system.
- AVL provider to determine spares as needed (Lamps, units, etc...)