



January 18, 2023

**23.03 Stage Curtains Replacement RFP 2023
Release of Addendum**

Addendum 1

- A1 No requests for clarification were received by the deadline of 4:00pm on January 17, 2023.**
- A2 Bidders are notified of a change to the specification section of the RFP document. The word "each" has been stricken from six places of the "Intermediate Setting Curtains" section of three building locations: McGregor, Delta Kelly, and Brooklands Elementary Schools. The revised document is attached to this addendum.**



Request for Proposal

Date: January 10, 2023 Project: **Stage Curtain Replacement 2023:**
Rochester Adams and Rochester High
Schools, Brooklands, Baldwin, Delta
Kelly, Hamlin, Hampton, and McGregor
Elementary Schools

Project Number: 23.03

Response Due Date and Time: January 24, 2023 at 2:00 p.m. Local Time
Submit Response to: All proposals, required forms, and pricing shall be
submitted electronically on BidNet Direct
(<https://www.bidnetdirect.com>)

Submit Questions to: Requests for clarification shall be submitted
through BidNet Direct and all responses will be
released as addendum within the online posting.

Description of Procurement: Stage Curtain Replacement 2023

Estimated Project Timeline:

Notice of Advertisement in Local Newspaper: January 12, 2023
Release of RFP: January 10, 2023
Site Walk-through and Pre-Bid Meeting: None
Online Requests for Clarification Deadline: January 17, 2023
Release of Addenda with RFC Answers: January 19, 2023
Bid Due Date: January 24, 2023 at 2:00 p.m. Local Time
Bid Opening and Public Reading: January 24, 2023 at 2:00 p.m. Local Time located
at 52585 Dequindre Road, Rochester, MI 48307

Post-Bid Evaluation: Conducted the week of January 30, 2023.

Anticipated Board of Education Bid Award: February 13, 2023

Project Completion Date: August 11, 2023

→Notice: *The right to modify the project timeline is held by Rochester Community Schools in absolute discretion.*

Objective:

Rochester Community Schools, known herein as "Owner", seeks proposals from qualified firms to establish a contract for the preplacement of stage curtains located at the following schools: Adams High School, Rochester High School, Brooklands Elementary School, Baldwin Elementary School, Delta Kelly Elementary School, Hamlin Elementary School, Hampton Elementary School and McGregor Elementary School.

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Information to Bidders

Overview

Rochester Community Schools, known herein as “Owner”, seeks proposals from qualified for the replacement of stage curtains at the following buildings:

- **Adams High School:** 3200 W. Tienken, Rochester Hills, MI 48306
- **Rochester High School:** 1361 Walton Blvd. Rochester Hills, MI 48307
- **Brooklands Elementary School:** 490 E. Auburn Road, Rochester Hills, MI 48309
- **Baldwin Elementary School:** 4325 Bannister Road, Rochester Hills, MI 48306
- **Delta Kelly Elementary School:** 3880 Adams Road, Oakland Twp., MI 48363
- **Hamlin Elementary School:** 270 W. Hamlin Road, Rochester Hills, MI 48307
- **Hampton Elementary School:** 530 Hampton Circle, Rochester Hills, MI 48307
- **McGregor Elementary School:** 1101 W. First Street, Rochester Hills, MI 48307

Project Purpose and Expectations

The existing stage curtains are past their useful life and need to be replaced with new fire rated curtains.

Timeline

The expected timeline is as follows:

Estimated Project Timeline:

Notice of Advertisement in Local Newspaper:	January 4, 2023
Release of RFP:	January 10, 2023
Site Walk-through and Pre-Bid Meeting:	None
Online Requests for Clarification Deadline:	January 17, 2023
Release of Addenda with RFC Answers:	January 19, 2023
Bid Due Date:	January 24, 2023 at 2:00 p.m. Local Time
Bid Opening and Public Reading:	January 24, 2023 at 2:00 p.m. Local Time located at 52585 Dequindre Road, Rochester, MI 48307
Post-Bid Evaluation:	Conducted the week of January 30, 2023.
Anticipated Board of Education Bid Award:	February 13, 2023
Project Completion Date:	August 11, 2023

General Requirements

Field Conditions: All Bidders shall inform themselves fully of the conditions under which work is to be performed. All Curtains and Equipment sizes listed within shall be field verified prior to fabricating and ordering. Any discrepancies between what is listed in the scope of this RFP and actual field measurements shall be communicated to the District including any necessary cost revisions. Please contact the Owner to schedule any site visits to inspect the sites.

Safety: The Systems shall conform to all applicable code requirements and shall be in conformance with industry standards of operation and practices. All material, arrangement and procedures shall comply with applicable code requirements, allowing the users to arrange and operate a safe assembly and working environment for audience and user personnel. If

at any time in the past Stage Equipment Contractor has substituted specified products without prior written approval or has failed to complete a project to the Owners, Architects or Theatre Consultants satisfaction, they shall be ineligible to bid on this Project.

Insurance: In the absence of more stringent requirements, the Stage Equipment Contractor shall maintain, injury and property liability insurance coverage throughout the project's scheduled timetable, including workmen's compensation coverage for Contractors employees.

Selection Process and Owner's Rights

The Owner reserves the following:

1. To reject any or all bids without compensation to the bidders and to waive any or all variances, irregularities, or informalities in the bid package.
2. In the event that all acceptable bids exceed the owner's budget, the Owner reserves the right to negotiate a contract with the lowest and best acceptable bidder or any other one of the acceptable bidders.
3. To select more than one vendor or brand,

The submissions will be evaluated and scored according to the following criteria:

- Qualifications & Experience
- Performance on previous RCS projects
- Price Proposal
- Availability to perform the installation to meet the requested completion date.

Proposals will be assessed based on the availability of their product, as well as their service and installation procedures. Proposers should declare their average response times, including local response times, and also their availability to work outside of office hours.

The Owner expects prompt service and timely delivery of replacement parts. Proposers should include the location of the manufacturing facility and standard delivery time for the product lines offered and the location of the service center and average response time for service calls.

All finished surfaces shall be free of scratches, mars, dents, or blemishes. Furnishings shall have smooth finishes with no hazardous projections, sharp corners, or detail which can be hazardous and cause personal injury or damage to clothing.

Award of Contract

Project is expected to be approved by the Rochester Community Schools Board of Education on February 13, 2023. Please note the project will not necessarily be awarded to the lowest bidder or lowest price. Rochester Community Schools reserves to award the project to the most qualified bidder based on the criteria noted.

Bid Due Date and Proposal Submission Requirements:

All proposals, required forms, and pricing shall be submitted electronically on BidNet Direct (<https://www.bidnetdirect.com>) **no later than 2:00 p.m., local time, December 28, 2021** (the "Due Date".) No oral, telephonic, or facsimile proposals will be considered.

RCS will not consider or accept any late Bids received after the Due Date specified within the RFP. It is the sole responsibility of the Bidder to ensure their proposal is entered completely and forms are uploaded on BidNet Direct before the closing date and hour indicated within the RFP. Bidders shall plan ample time to respond to all requirements and input all requirements. RCS is not responsible for any delivery delays.

Qualification of Bidder

The Owner reserves the right to request qualification information from any bidder before issuing documents, receiving bids or awarding a contract. The Owner may, at its sole discretion, accept or reject bidders as qualified. The right to waive any informalities in qualification materials is reserved by the Owner. The Bidder, in submitting his/her bid, agrees to accept the decision of the Owner as final.

The submitters shall provide full disclosure of all existing client relationships that currently or prospectively may give rise to conflicts of interest and disqualification as governed by the codes of rules of professional responsibility and conduct.

Sole Bidder

It is the Owner's intent that this Request for proposals, permits competition. It shall be the bidder's responsibility to advise the Owner, in writing, if any language, requirements, scope specifications, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this Proposal, to a single source. Owner shall receive such notification no later than five (5) days prior to the date set for acceptance of bids.

If only one bid is received in response to this invitation to bid, a cost/price analysis and evaluation and/or audit shall be performed of the cost proposal in order to determine if the price is fair and reasonable.

The Owner reserves the right to cancel the bid, or reschedule the bid opening, if there is only one bid received. The decision by the Owner will be final.

Addenda

Each bidder shall ascertain prior to submitting their bid that they have received all addenda issued.

Addenda notices will be sent to all who are known by the Owner to have a set of contract documents. Copies of addenda will be made available for inspection wherever contract documents are on file for that purpose.

Bid Bond

Bid Bond: Bidders must submit with its Bid, bid security in the form of a Bid Bond issued by a qualified surety or certified check in an amount of five percent (5%) of the Bid ("Bid Security"). Failure to include this Bid Security with Bidder's Bid will result in the rejection of your Bid. If a Bid Bond is posted by a Bidder, it shall be from a Treasury Surety licensed to do business in the State of Michigan, and the attorney-in-fact who executes the Bid Bond on behalf of the Bidder shall attach a certified, current copy of its power of attorney. In the event a certified check is submitted, it shall be made payable to "Rochester Community

Schools” The School District shall not be liable for any interest earned thereon. The Bid Security shall be forfeited as liquidated damages, and not as a penalty, if the Bidder withdraws its Bid after the Due Date for submission of Bids or, upon acceptance of its Bid by the School District, Bidder fails to execute the form of Contract acceptable to the School District, substantially evidencing and incorporating this RFP and its Bid and fails to provide the required Performance Bond and/or Payment Bond, if any, and the required insurance certificates, within fifteen (15) days of an award of a Contract to the Bidder.

The proposed bonding company of the bidder shall be acceptable to the Owner. The Owner shall be listed as obligated on the bond.

Sales Tax

Owner is exempt from all taxes. A tax exemption certificate will be issued upon request.

Method of Ordering

Issuance of a written purchase order by the Purchasing Department is the method of ordering product or services. All vendor invoices and packing/delivery tickets must include the purchase order number.

Payment

Payment to be made from Vendor’s invoice, and a copy of the signed delivery invoices, submitted to cover items received and accepted during the billing period. Invoices must contain the bid number under which the contract is awarded.

Pricing shall be F.O.B. delivered to RCS at 52585 Dequindre Road, Rochester MI 48307, unloaded, and installed.

Familial Relationship Disclosure

All bidders shall provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid proposal. The bid proposal shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the bidder or any employee of the bidder, and any member of the Board of Education of the school district, or the Superintendent of the school district. The District will not consider a bid proposal that does not include this sworn and notarized statement.

Iran Economic Sanctions Act

Each bid must be accompanied by a sworn and notarized statement certifying that the Contractor is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act.

Withdrawal or Revision of Bid Proposals

A bid may not be modified, withdrawn or cancelled by the bidder for ninety (90) calendar days following the time and date designated for the opening of bids, and bidder so agrees in submitting his/her bid.

Acceptance and Rejection of Bid Proposals

Low bid price is not always the determining factor in the awarding of the bid. Other factors considered may include, but not be limited to, the following: delivery and/or completion time, judged quality of product, past performance, inventory availability, financial stability, and references.

The Owner shall have the right to waive any informality or irregularity in any bid received and to accept bids which, in their judgment, are in their own best interest.

The Owner shall have the right to accept or reject alternates in any order or combination and to determine the apparent low bidder on this basis.

Post-Bid Information

After the bids are received, tabulated, and evaluated by the Owner, the apparent lowest qualified bidder(s) shall meet with the Owner at a post-bid meeting if requested by Owner.

The Owner reserves the right to request additional information from bidders for evaluation criteria as needed.

Competency Of Bidder

This work requires total adherence to all bid specifications and procedures. Variation from this Specifications shall be indicated by the submission of detailed and complete specifications showing exactly what substitution the Bidder proposes to make. Any intent to substitute shall be clearly called to the attention of the Owner before the proposed substitute is accepted by the Owner all parties know to be bidding this Project shall be notified through Addendum. Substitution not specifically noted before time of bidding will not be accepted.

Requirements: To ensure the highest quality of Manufacturing and Installation, the Contractor must have been engaged in the Fabrication and Installation of equipment of the type indicated herein for not less than ten (10) years. The Stage Equipment Contractor shall be an approved manufacturer of: Stage and Theatrical Rigging Hardware and show a satisfactory record of successful in-service performance. Stage Equipment Contractor must maintain and operate their own sewing production shop located within their place of business and must have sufficient production capacity to product required units without causing delay. Fabrication of Stage and Theatre, Curtains and Drops shall consist of no less than 90% of the Contractors Sewing Shop output. Stage Equipment Contractor shall have their own-in-house full-time installation crews complete with their own production tool shop and warehouse located within their place of business. All equipment and installation of the work in this section shall be the responsibility of the single contractor.

There shall be no subletting of Curtain manufacturing of installation work. A qualified and experienced Supervisor of Rigging Contractor which is employed by the Contractor on a full-time basis must be at the site during the entire installation period and shall actively Direct and Supervise the work.

NOTE: A Notarized Affidavit stating the above to be true must be included with Bid.

The awarded Stage Equipment Contractor is required to make a full inspection of the Auditorium Facility so that they are completely aware of all existing conditions and product requirements before ordering or fabricating any parts or material. Any discrepancies shall be communicated to the District.

The Stage Equipment Contractor shall install all items in accordance with the: 1) Curtain fabricators written instructions, 2) The Curtain Track and Hardware manufacturers written instructions and 3) The Rigging Equipment manufacturers written instructions.

All Rigging Equipment used on this Project shall meet ANSI/ESTA Standard E1.4 – 2014

Pre-Approved Contractors

Due to highly specialized nature of Theatrical Equipment and the safety requirements of this Equipment, all Equipment must be provided and installed by one of the following pre-approved companies:

1. Tiffen Scenic Studios – Tiffen, OH – 419-447-1546
2. North Coast Studios, Inc. – Roseville, MI – 586-359-6630
3. Wenger/J.R. Clancy – Syracuse, NY – 315-415-3440
4. WACO State Equipment – Brighton, MI – 810-229-6834
5. Beck Studios – Milford, OH – 513831-6650
6. Sapsis Rigging, Inc. – 870 Bunting Lane, Primrose, PA 19018 – 800 727-7471

Submissions

Drawings: The successful bidder shall submit component and installation drawings and schedules showing all information necessary to fully explain the design features, appearance, function, fabrication, and use of system components in all phases of Operation. They shall be approved by the Owner before beginning any Fabrication, Installation or Erection. Such approval does not relieve the Rigging Contractor of the responsibility of providing Equipment in accordance with the Specifications or existing site conditions.

Catalog Cuts: In lieu of Drawings, the Contractor may submit Catalog Cuts for standard equipment items. These must contain full information on dimension, construction, applications, etc. to permit proper evaluation. In addition, they must be properly identified as to their intended use. Any options or variations must be clearly noted.

Schedule: Prior to the commencement of the Installation Work, the Stage Equipment / Rigging Contractor shall submit an outline of the proposed schedule and requirement for approval.

Instructions: Upon completion of the work, the Stage Equipment / Rigging Contractor shall submit three (3) copies of a detailed Operating and maintenance Manual including As-Built Shop Drawings, Equipment Descriptions, and Parts List. The Stage Equipment / Rigging Contractor shall go through the Manual with Personnel designated by the Owner to thoroughly demonstrate and explain the Maintenance and Operations of the System.

Warranty

The Rigging Contractor shall provide a two (2) year written guarantee against defects in material or workmanship starting from the date of acceptance of equipment by the Owner's representative. The Guarantee shall not cover damage due to normal wear and tear, acts of God, neglect, or improper use of equipment

Any required Maintenance or Replacement shall be provided by the Rigging Contractor within thirty days of notification by the Owner except for Safety Related Items, which shall be corrected within 48 hours of notification. Subsequent to the expiration of the guarantee period the Rigging Contractor agrees to furnish Repair and maintenance Service at the Owner's expense, within thirty days of request for such service.

Manufacturer

The following manufacturers are identified as aligning with the desired specifications for this project. Products of any other manufacturers will be considered for acceptance provided they are equal or exceed requirement and functional qualities of the manufacturers listed below.

A. Rigging Manufacturers:

- J.R. Clancy, 7041 Interstate Island Road, Syracuse, NY 13209
- H & H Specialties, PO Box 9327. South El Monte, CA 91733

B. Fabric Sources:

- KM Mills, Greenville, SC
- Rose Brand Fabrics, New York, NY
- Fred Krieger Fabrics, Jericho, NY
- Milliken Company, New York, NY

C. Tracks and Equipment:

- Automatic Devices Company, Allentown, PA
- J.R. Clancy, Inc. Syracuse, NY
- H & H Specialties, South El Monte, CA

Scope

The scope of the project is to remove the existing stage curtains at each building location and replace them with new fire rated stage curtains. The scope includes the removal and disposal of the existing curtains along with providing and installing the associated rigging accessories as noted herein.

If during the removal and installation of the new curtains, it is discovered, in the field, that any existing hardware, not specifically mentioned in this RFP, needs to be replaced due its condition, the identified equipment needing replaced, will be replaced as additional scope and costs over and above the scope and cost of the included as part of this RFP. Pricing for any and all additional scope is required to be reviewed and approved by the owner before proceeding with any identified additional scope.

Intent: This Specification covers the fabrication, furnishing, delivery and installation of all Stage Equipment and Associated Hardware. All equipment used in performance in this

contract shall be of the best known to the industry and shall be manufactured by a long established, thoroughly experienced responsible Stage Equipment Manufacturer with their own Installation Department and Curtain Manufacturing Facility. The form of contract, general conditions and the Project Drawings are considered to be part of these Specifications.

Complete System: The Stage Equipment Contractor shall provide all items necessary for a complete, safe, fully, functional system as described herein, including all tool, scaffolding, labor, and supervision, even though they may not be specifically enumerated. Any error, omissions or ambiguities do not relieve the Contractor of this responsibility but shall be brought to the attention of the Owner for clarification. All additional support steel or spanner steel found necessary for this installation shall be supplied and installed by the Stage Equipment Contractor. All welding completed on site shall be performed by certified welders.

Work Includes: The work of this section shall include, but not necessarily be limited to the following:

- Removal and disposal of the existing Stage curtains and associated components being replaced.
- Supply and installation of the new stage curtains in the sizes specified herein and any specified rigging accessories.

Scope By Location

1. McGregor Elementary School – Replace all existing Onstage Curtains.
2. Hamlin Elementary School – Replace the Main Traveler Curtain.
3. Hampton Elementary School – Replace the Main Traveler Curtain.
4. Baldwin Elementary School – Replace the Main Traveler Curtain
5. Delta Kelly Elementary School – Replace all existing Onstage Curtains.
6. Brooklands Elementary School - Replace all existing Onstage Curtains.
7. Rochester High School - Replace all existing Onstage Curtains and rigging components noted.
8. Adams High School - Replace all existing Onstage Curtains, and rigging components noted.
9. Stoney Creek High School - See Mandatory Add Alternate 1

Specifications

A. FABRIC SCHEDULE: ELEMENTARY SCHOOLS

Front Setting Curtains:

Face Fabric: 25oz. IFR Charisma Velour, color – T.B.D.

Intermediate Setting Curtains:

- ❖ 22oz. IFR Prism Velour, color – Black

ELEMENTARY SCHOOL CURTAIN SCHEDULE

#1 – McGregor Elementary School

Front Setting Curtains:

- ❖ One (1) Grand Border, one (1) section – 2'0" x 30'0" (50% Fullness)
- ❖ One Grand Traveler, two (2) sections – 15'0" x 35'0" (50% Fullness)

Intermediate Setting Curtains:

- ❖ Two (2) Side Curtains, one (1) section each finish 15'6" x 12'0" (50% Fullness)
- ❖ One (1) Rear Curtain, two (2) sections each finish 15'6" x 21'0" (50% Fullness)

#2 Hamlin Elementary School

Front Setting Curtains:

- ❖ One Grand Traveler, two (2) sections – 15'0" x 35'0" (50% Fullness)

#3 Hampton Elementary School

Front Setting Curtains:

- ❖ One Grand Traveler, two (2) sections – 17'3" x 30'0" (50% Fullness)

#4 Baldwin Elementary School

Front Setting Curtains:

- ❖ One Grand Traveler, two (2) sections – 12'10" x 36'0" (50% Fullness)

#5 Delta Kelly Elementary School**Front Setting Curtains:**

- ❖ One (1) Grand Border, one (1) section – 2'0" x 30'0" (50% Fullness)
- ❖ One Grand Traveler, two (2) sections – 15'0" x 35'0" (50% Fullness)

Intermediate Setting Curtains:

- ❖ Two (2) Side Curtains, one (1) section each finish 15'6" x 13'0" (50% Fullness)
- ❖ One (1) Rear Curtain, two (2) sections each finish 15'6" x 21'0" (50% Fullness)

#6 Brooklands Elementary School**Front Setting Curtains:**

- ❖ One Grand Traveler, two (2) sections – 13'10" x 32'0" (50% Fullness)

Intermediate Setting Curtains:

- ❖ Two (2) Side Curtains, one (1) section each finish 13'10" x 21'0" (50% Fullness)
- ❖ One (1) Rear Curtain, two (2) sections each finish 13'10" x 26'0" (50% Fullness)

B. FABRIC SCHEDULE: HIGH SCHOOLS**Front Setting Curtains:****Face Fabric:** 25oz. IFR Charisma Velour, color – T.B.D.**Lining:** 60" IFR Blackout**Intermediate Setting Curtains:**

- ❖ 22oz. IFR Prism Velour, color – Black

Bounce Drop:

- ❖ Seamless Heavyweight Scenery Muslin, color Bleached White

HIGH SCHOOL CURTAIN SCHEDULE**#7 Rochester High School****Front Setting Curtains:**

- ❖ One (1) Grand Border, one (1) section finish – 8'0" x 60'0" (50% Fullness)
- ❖ One Grand Traveler, two (2) sections finish – 23'6" x 60'0" (50% Fullness)

Intermediate Setting Curtains:

- ❖ Three (3) Masking Borders, each one (1) section each finish 10'0" x 60'0" (Flat, no Fullness)
- ❖ Six (6) Leg Curtains, each (1) section each finish 22'0" x 15'0" (Flat no, Fullness)
- ❖ One (1) Rear Traveler, two (2) sections – finish 23'6" x 60'0" (50% Fullness)

Bounce Drop:

- ❖ One (1) Bounce Drop, one (1) section finish 20'6" x 49'0" (Flat, no Fullness)

#8 Adams High School**Front Setting Curtains:**

- ❖ One (1) Grand Border, one (1) section finish – 8'0" x 63'0" (50% Fullness)
- ❖ One Grand Traveler, two (2) sections finish – 29'0" x 63'0" (50% Fullness)

Intermediate Setting Curtains:

- ❖ Three (3) Masking Borders, each one (1) section each finish 12'0" x 63'0" (Flat, no Fullness)

- ❖ Six (6) Leg Curtains, each (1) section each finish 29'0" x 15'0" (Flat, no Fullness)
- ❖ One (1) Rear Traveler, two (2) sections – finish 28'0" x 65'0" (50% Fullness)

Bounce Drop:

- ❖ One (1) Bounce Drop, one (1) section finish 27'0" x 60'0" (Flat no, Fullness)

CURTAIN'S – MANUFACTURING

FRONT SETTING CURTAINS

The above Curtains shall be box pleated with approximately 60% fullness on a heavy 3 ½" BMF jute webbing with four (4) rows of reinforced stitching equally spaced from top edge of webbing to bottom edge of webbing and provided with Grommets and "S" hooks or 36" long #4 Tie Line, color Black centered on each pleat and two (2) 3½" apart on all leading and side edges. All four (4) sided edges of the Grand Traveler shall have not less than 12" of face fabric turned back. All side edges of the Grand Valance/Grand Border shall have no less than 3" of the face fabric turned back. All bottom hems shall be a full 5". When specifically called out a heavy weight #8 zinc plated jack chain encased in a separate canvas pocket. This chain weight shall be inserted so that it rides approximately 2" up from the bottom hem of the Curtain and shall be hand tacked into each seam to prevent bunching as found necessary. Heavy Chain Weight shall be installed to any Curtain that may fly. All salvages shall be snipped on approximately 18" centers prior to fabricating and all pleats shall be arranged to conceal vertical seams. 24/4 thread in a color to match fabric shall be used throughout and all sewing shall be completed with a heavy duty industrial straight stitch, power operated machine. Blind stitching of any portion is unacceptable. When Lining is specified, Lining shall finish 2" above bottom hem of face fabric. Heavy Chain Weight or Heavy Tape Weight shall be included in bottom hem. Sewn to the top off-Stage Webbing of each panel shall be a Curtain Identification Tag Showing: Manufacturers Name, Address and Phone Number. Curtain Tag shall also clearly indicate number of widths used, finish size width, center turn back size, off stage turn back size, bottom hem size, how bottom hem is weighted, and if Curtain is left or right side. Sewn to the Off-Stage Side of each Curtain Panel shall be a Flame-Retardant Tag. This Flame- Retardant Tag shall be sewn to the back side of the bottom hem with no stitching visible from the front of the Curtain. This tag shall identify: Curtain Manufacturer, Address and Telephone Number and whether the Curtain Fabric is FR or IFT. Tag shall indicate date of manufacturing. An additional Flame Proof Tag shall also be sewn to the bottom hem of lining material. Sewn to the backside lower edge of webbing at the offstage edge of each Curtain Panel shall be a 12" x 12" loose piece of fabric from the same dye lot for future flame test purposes of each fabric used within construction. All Valances/Grand Border shall have a White Twill Tape sewn vertically down, webbing to indicate center line of Curtain.

INTERMEDIATE SETTING CURTAINS

The above Curtains shall be box pleated with approximately 60% fullness on a heavy 3 ½" BMF jute webbing with four (4) rows of reinforced stitching equally spaced from top edge of webbing to bottom edge of webbing and provided with Grommets and "S" hooks or 36" long #4 Tie Line,

color Black centered on each pleat and two (2) 3½" apart on all leading and side edges. Rear Traveler Curtains shall have not less than (12", 6" or 3") of face fabric turned back. All side edges of the Wing Curtains shall have no less than 3" for the face fabric turned back. All side edges to the Masking Borders shall have no less than 3" of the face fabric turned back. All bottom hems shall be a full 5" and all Curtains shall be a heavy weight #8 zinc plated jack chain encased in a separate canvas pocket.

This chain weight shall be inserted so that it rides approximately 2" up from the bottom hem of the Curtain and shall be hand tacked into each seam to prevent bunching as found necessary. Heavy Chain Weight shall be installed to any Curtain that may fly. All salvages shall be snipped on approximately 18" centers prior to fabricating and all pleats shall be arranged to conceal vertical seams. 24/4 thread in a color to match fabric shall be used throughout and all sewing shall be completed with a heavy duty industrial straight stitch, power operated machine. Blind stitching of any portion is unacceptable. Sewn to the top off-Stage Webbing of each panel shall be a Curtain Identification Tag Showing: Manufacturers Name, Address and Phone Number. Curtain Tag shall also clearly indicate number of widths used, finish size width, center turn back size, off stage turn back size, bottom hem size, how bottom hem is weighted, and if Curtain is left or right side. Sewn to the Off-Stage Side of each Curtain Panel shall be a Flame-Retardant Tag. This Flame- Retardant Tag shall be sewn to the back side of the bottom hem with no stitching visible from the front of the Curtain. This tag shall identify: Curtain Manufacturer, Address and Telephone Number and whether the Curtain Fabric is FR or IFR. Tag shall indicate date of manufacturing. An additional Flame Proof Tag shall also be sewn to the bottom hem of lining material. Sewn to the backside lower edge of webbing at the offstage edge of each Curtain Panel shall be a 12" x 12" loose piece of fabric from the same dye lot for future flame test purposes of each fabric used within construction.

All Valances/Grand Border shall have a White Twill Tape sewn vertically down, webbing to indicate center line of Curtain.

BACK DROPS

The above Drop shall be sewn flat (no fullness) on a heavy 3½" BMF jute webbing with four (4) rows of reinforced stitching equally spaced from the top edge of webbing to bottom edge of webbing. Grommets shall be placed on no more than 12" apart center to center with end grommets 1½" from each Stage Edge. Each grommet shall be provided with a #4 glazed cotton tie no less than 36" long. Or White Twill Tape sewn vertically down webbing to indicated Center Line of Back Drop. Both side hems shall have no less than 3" of face fabric turned back. Bottom hem shall be a full 5' and contain a heavy #8 zinc plated jack chain encased in a separate canvas pocket. This chain weight shall be inserted to that it rides approximately 2" up from the bottom hem of the Drop. Sewn to the top back side of the bottom hem shall be a tensioning pipe pocket. This pipe pocket shall be constructed using a heavy weight F.R. Canvas Duck in color Natural or Black. Pocket shall be made 3" in height and 1'0" lengths. The 10" length shall be centered to the center line of the Drop and shall have a 2" gap between the next 10' sections for ease of connecting the tensioning Pipe Batten. 24/4 thread in a color to match fabric shall be used throughout and all sewing shall be completed with a heavy duty industrial straight stitch, power operated machine. Blind stitching of any portion is unacceptable. Sewn to the top off-Stage

Webbing of each panel shall be a Curtain Identification Tag Showing: Manufacturers Name, Address and Phone Number. Curtain Tag shall also clearly indicate number of widths used, finish size width, center turn back size, off stage turn

back size, bottom hem size, how bottom hem is weighted, and if Curtain is left or right side. Sewn to the Off-Stage Side of each Curtain Panel shall be a Flame-Retardant Tag. This Flame-Retardant Tag shall be sewn to the back side of the bottom hem with no stitching visible from the front of the Curtain. This tag shall identify: Curtain Manufacturer, Address and Telephone Number and whether the Curtain Fabric is FR or IFR. Tag shall indicate date of manufacturing. An additional Flame Proof Tag shall also be sewn to the bottom hem of lining material. Sewn to the backside lower edge of webbing at the offstage edge of each Curtain Panel shall be a 12" x 12" loose piece of fabric from the same dye lot for future flame test purposes of each fabric used within construction.

TYPICAL HARDWARE WORK to be INCLUDED:

- ❖ Any existing Track Assembly that has twisted or damaged sections of Track Channel shall be removed and replaced. All live end pulleys, dead end pulleys, floor block pulleys, master carrier and single carriers shall be removed, as necessary and all components shall be re-lubricated to perform freely as designed. All connections shall be re-tightened to ensure stability and safety. All master carriers shall be re-centered. All dead ends shall be re-adjusted for proper Curtain coverage and all operating lines/cables shall be replaced. All pip battens shall be re-centered, and all pipe battens and track assemblies shall be re-leveled.
- ❖ All Walk Draw Track Assemblies shall have Tow Lines installed to the leading edges. Tow Lines shall be connected to the 2nd carrier in from the Leading Edge. Two Lines shall be in min. 3/8" diameter, positioned on the back side of the Curtains and finish 3'0" A.F.F.. All Curtains shall be permanently overlap approximately 12" at the top of the Track. Butt Style Curtains are not acceptable.
- ❖ Stage Hardwar Suspension Chains. All new suspension points shall consist of new steel formed and adjustable width beam clamps, as necessary; zinc plated safety suspension chain and zinc plated or galvanized chain connectors and anchor shackles. All products shall be sized accordingly to safely carry applied loads, friction of system and common or uncommon usage of equipment.
- ❖ Suspension points shall not exceed the following:
 - ❖ Traveler Track Assemblies, maximum 7'0" centers.
 - ❖ Walk-draw Tracks, maximum 5'0" centers.
 - ❖ Pipe Battens, maximum 10'0" centers.
- ❖ The Bottom end of all suspension chains shall have a minimum of 1' extra length for future adjustment. Free end of chain shall be securely connected to the standing end with a connector that can easily be opened for future adjustment.
- ❖ All threaded fasteners shall be SAE Grade 5 or greater.
- ❖ All new Center Bi-Part Track Assemblies shall have a min. 3'0" overlap.
- ❖ All Turn Buckles shall be forged, properly sized for the load and equipped with Jam Nuts or Through Wired.

RIGGING WORK to be DONE for Adams High School and Rochester High School:

- ❖ Replace all 280 Carriers on Main and Rear Traveler with #2849 Neoprene Ball Bearing Carrier – Metal Body.
- ❖ Replace both Main and Rear Traveler Operating Chord.
- ❖ Add one (1) additional #2807 Lap Clamp on Main and Rear Track.

FLAMEPROOFING

All fabrics to be flame retardant by the emersion method or inherently flame retardant.

All Fabrics shall be flame retardant to pass all City and State Fire Codes and comply with NFPA-701.

Certification of Flameproofing must be permanently stitched into the Curtain Hem.

Contractor to supply to Owner a Notarized Affidavit signed by the manufacturer of Stage Curtains certifying that products furnished comply with the above requirements.

C. MANDATORY BID ALTERNATE 1:**Stoney Creek High School**

Provide and install the following rigging work for the existing auditorium curtains at Stoney Creek High School:

- ❖ Replace all 280 Carriers on Main and Rear Traveler with #2849 Neoprene Ball Bearing Carrier – Metal Body.
- ❖ Replace both Main and Rear Traveler Operating Chord.
- ❖ Add one (1) additional #2807 Lap Clamp on Main and Rear Track.

INSTALLATION**A. Coordination:**

1. Take all measurements required at the job site and verify the location of all items to which attachment must be made, or which may cause any restriction in the total operation of the rigging.
2. Provide connection members needed for proper installation and securing to masonry, joists, wall, structural members or other parts of the construction as may be best suited.

B. Relocation:

1. Owner reserves the right to notify this Contractor of any desired change in spacing without causing a change in bid price.
2. Such notification must be made before the installation of any piece of equipment for that set has begun.
3. This Contractor, while carefully following the detailed schedule of sets, may make such minor adjustments as deemed necessary to clear possible obstacles.
4. Notification must be made to the Owner's representative on the job.
5. Relocation of a major nature must be proposed in writing to the Owner.

CLEAN UP

- A. The Contractor shall be responsible for cleanup, including removal of packing material, etc. and the protection of surfaces or equipment provided by other Contractors. All existing Curtain, hardware and accessories shall be removed from site and properly disposed of.

INSPECTION and TESTING

- A. Inspection: During the installation of equipment the Rigging Contractor shall arrange for access as necessary for inspection of equipment by the Owner's representatives.
- B. Completion Testing: Upon completing the installation of all equipment specified under this section, the Contractor shall notify the owner, who will schedule an inspection. At the time of inspection, the Rigging Contractor shall furnish sufficient workers to operate all equipment and to perform such adjustments and test as may be required by the Owner's representative. Any equipment which fails to meet with approval shall be repaired or replaced with suitable equipment and the inspection shall be re-scheduled under the same conditions as previously specified. At the time of these inspections, no other work shall be performed in the Auditorium and Stage Areas.
- C. Instructional Period: After final approval of the work is completed, the Contractor shall schedule an instructional day with Owner's staff to demonstrate proper working procedures and maintenance of all equipment.

Bid Proposal Form

Name of Bidder

Firm Name:	
Address:	
Telephone:	Fax:

Agreements

The undersigned understands that the Owner reserves the right to reject any and all bids and to waive informalities and irregularities in bidding.

Owner also reserves the right to withhold bids for a period of time (90 days) from bid closing date.

The Owner reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informalities therein. If in the Owner opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Rochester Community Schools to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of plans, drawings and specifications.

Addenda

The undersigned acknowledges receipt of the following addenda:

Addendum Number:	Dated:
Addendum Number:	Dated:
Addendum Number:	Dated:

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Rochester Community Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Rochester Community Schools, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Rochester Community Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Legal Status of Bidder

1. A Corporation organized and existing under the laws of the State of _____.
2. Name, title, and signature of individual duly authorized to execute contracts:

Name: _____

Title: _____

Signature: _____

CONTACT PERSON: _____ PHONE NO: _____

BASE BID

BASE BID: Bid to furnish all labor, material, equipment and services necessary to complete the Bid **Administration Center Furniture** project in accordance with the Base Bid Category descriptions, including all addenda, for the amount as follows:

List the price for each school for reference: The intent is to issue all schools to 1 bidder. Price breakdown is for bid evaluation purposes in the event not all schools are approved by the Board.

Adams High School: \$ _____

Rochester High School: \$ _____

Brooklands Elementary School: \$ _____

Baldwin Elementary School: \$ _____

Delta Kelly Elementary School: \$ _____

Hamlin Elementary School: \$ _____

Hampton Elementary School: \$ _____

McGregor Elementary School: \$ _____

TOTAL (BASE BID)	\$ _____
	Dollars

*PRICES ARE NOT TO INCLUDE ANY STATE OR LOCAL TAXES.

*PRICING GOOD THROUGH JUNE 30, 2022. PLEASE NOTE ANY EXCEPTION:

MANDATORY BID ALTERNATE

MANDATORY BID ALTERNATE 1: \$ _____
Stoney Creek High School Rigging components.

6755 Sheldon Road, Rochester, MI 48306

VOLUNTARY ALTERNATES

Whenever any material or equipment is specified by patent or proprietary name or by the name of the manufacturer, such specification shall be considered as if followed by the words "or acceptable equal". The Bidder may offer material or equipment with equal or better qualities and performance in substitution for those specified which it considers would be in the Owner's interest to accept. The Bidder shall include sufficient specification data that will, together with any other data the Owner may require, enable the Owner to assess the acceptability of the material or equipment.

Voluntary Alternates:

\$ _____

_____ Dollars

Description of Voluntary Alternate:

ADDITIONAL LABOR CHARGES

(List if any...)

After hours labor: _____ Holidays: _____

Weekends: _____ Other: _____

FAMILIAL DISCLOSURE AFFIDAVIT OF BIDDER

The undersigned, owner or authorized officer of _____ (the bidder/contractor), pursuant to the familial disclosure requirement provided in the Request for Proposals, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder/contractor or any employee of the bidder/contractor, and any member of Rochester Community Schools Board of Education, the Superintendent and/or any Rochester Community Schools Administrator.

The following are the bidder’s familial relationship(s) with Rochester Community Schools:

Bidder/Contractor Employee Name Related to:

1 _____

2 _____

(Attach additional pages if necessary to disclose all familial relationships.)

There is no familial relationship that exists between the bidder/contractor and/or any employee of the bidder and any member of the Rochester Community Schools Board of Education, Superintendent, or Administration.

Bidder: (Company Name)

By:

(Signature)

(Title)

This instrument was acknowledged before me, a Notary Public, in and for _____ County, _____ on this _____ day of _____, 20____.

SS:

(Notary Public Signature)

My Commission expires: _____

Acting in the County of: _____

Certification of Compliance – IRAN ECONOMIC SANCTIONS ACT
(MICHIGAN PUBLIC ACT NO. 517 OF 2012)

The undersigned, the owner or authorized officer of the Below named Bidder (the "Bidder"), pursuant to the compliance certification requirement provided in the Rochester Community Schools' (the "School District") Request for Bid, hereby certifies, represents and warrants that the Bidder (Including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Bidder is awarded a contract as a result of the aforementioned RFB, the Bidder will not become an "Iran linked business" at any time during the course of performing the Work or any service under the contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more the \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for bid for three (3) years from the date that it is determined that the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

END ADDENDUM 1