



REQUEST FOR QUOTATIONS

Description: Professional Stage, Sound and Lighting for the Back-to-School Kickoff Rally

Quotation #: 2024-023

Issue Date: March 25, 2024

Quotations will be received until: April 9, 2024 @ 11:30 am.

Quotations may be returned to: Purchasing Department
School District 5 of Lexington & Richland Counties
1020 Dutch Fork Road
Irmo, SC 29063.

Emailed to: d5bids@lexrich5.org

Telephone No. (803) 476-8140

Vendor Name _____ Fax No. _____

Mailing Address _____ E mail Address _____

City-State-Zip Code _____

Telephone Number _____

Federal I.D. or Social Security No. _____

I certify that this quotation is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a quotation for the same services, materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this quotation and certify that I am authorized to sign this quotation for the bidder.

Authorized Signature _____

Name (typed or printed) _____

REQUEST FOR QUOTATIONS
INSTRUCTIONS/GENERAL CONDITIONS

1. School District Five of Lexington and Richland Counties is seeking a contractor to provide professional stage, sound, and lighting services for the District's annual Back to School Kickoff Rally. This year's rally will be held on Friday, August 2, 2024, at 9:00 AM at Irmo High School located at 6671 St. Andrews Road, Columbia, SC 29212.
2. Bidders are strongly encouraged to visit the site before submitting a quote. To schedule a site visit, please contact Ms. Sharon Loadholt at 803-476-8118 sloadhol@lexrich5.org.
3. All price quotations shall be submitted on the attached quotation form. Quotations shall be emailed to d5bids@lexrich5.org.
4. The District reserves the right to accept or reject any or all quotations and waive any formalities if it is in the best interest of the district.
5. A current Certificate of Insurance is required of the successful bidder. The Certificate of Insurance shall name School District Five of Lexington and Richland Counties as the certificate holder.
6. Offerors who have not provided products/services to the District within the past two years should complete a W-9 and submit it with their offer.
7. Contractors/SubContractors must stipulate that they are responsible for running a National Sex Offender Registry check on their employees who work in schools.

By signing below, the bidder agrees to prohibit any employees or sub-contractor employees from performing work or services at School District Five of Lexington and Richland Counties if they are deemed to be Registered Sex Offenders, or pose a known criminal danger to children or staff. The vendor hereby agrees to run a National Sex Offender Registry check (<http://www.nsopr.gov/>) or equivalent on all employees or sub-contractor employees who may be in the proximity of school children or staff. This check must be done by the vendor prior to performing any work or services at School District Five of Lexington and Richland County.

Authorized Signature: _____

Date: _____

SPECIAL CONDITIONS/SPECIFICATIONS

For evaluation purposes, the award will be made to the lowest responsive and responsible bidder based on the specifications below. Specification changes made closer to the date of the kickoff may result in an adjustment of the project cost.

SPECIFICATIONS

- The contractor shall provide a 24'x12' stage, 4 feet high. The stage shall include two sets of stairs with railings and a full black stage skirt around the perimeter of the stage.
- The contractor shall provide black curtains behind the stage as well as at the left- and right-hand side of the stage to close off and/or black out this area. The curtains shall extend approximately four to six feet on each side of the stage. The curtain height shall be a minimum of 16 feet tall. The stage will be set up/centered at mid court of the gym facing the home side bleachers. The visitor bleachers will be blocked off using the black curtains.
- The contractor shall provide two rear video projectors and two video screens with ability to display separate content on each screen. The video screens shall be a minimum of 8'x 14' in size (16:9 widescreen format), large enough for spectators to have a clear view of the images being projected. Screens will be placed on the right and left sides of the stage. Two (2) confidence monitors, minimum of 32" (full HD), shall be placed on the stage, facing the guest speakers as a reference during their presentations. The monitors will also allow guests on stage to view what is happening.
- The contractor shall provide all necessary video equipment, staff and/or operators to broadcast images to the screens. A PowerPoint presentation may be used by the guest speaker and staff. The presentations will need to be projected onto the screens. The contractor shall provide the necessary switch between live motion video and PowerPoint using one camera.
- The contractor shall provide a sound system inclusive of a mixing board, two wireless microphones, a wireless lapel/headset microphone, a podium microphone, amplifiers, CD/mp3 player, mp4 player, speakers and technicians to operate the system. The system shall provide adequate volume for the entire arena. The contractor shall provide a small light on the podium. Additional wireless microphones may be required depending on the entertainment.
- The contractor shall provide lighting to the stage. The lighting shall provide the appropriate amount of light to the stage for projecting the speakers on stage to the video screens. The contractor shall provide a spotlight and operator to emphasize performances/speakers. A minimum 575w HMI/HTI professional followspot with an optical zoom is required. The contractor shall provide miscellaneous power cords/power strips to operate a laptop and other items.
- The contractor shall be on site no later than 8:00 AM the day before the event to begin setup. Setup shall be complete by 2:00 PM. The contractor shall be prepared to operate the equipment for a dress rehearsal/walk through.
- The contractor shall have their employees on site at 7:00 AM the day of the event. The event shall begin promptly at 9:00 AM. The event should end around 11:00 AM. Once the event is complete, the contractor may begin dismantling their equipment.
- The contractor shall provide the appropriate number of technicians to operate all of the equipment during the event.
- The contractor shall provide all equipment, supplies, labor and material for the set up/installation of the stage, sound system, one video camera, curtains, lights, etc. This shall be a turn key operation to include a personnel lift for mounting lights if required.
- The contractor shall include 675 folding black plastic chairs. Delivery and pick-up only (customer will set up and restack chairs and carts).
- The contractor shall stream and record the event live via YouTube (link provided by District).
- The contractor shall include a detailed list of major equipment along with their quote.

QUOTE SCHEDULE

Vendor Name: _____

The contractor shall provide all labor, equipment, services, transportation, taxes, materials, and supplies necessary to perform the work as outlined in the specifications.

Professional Stage, Sound, and Lighting for the Back-to-School Kickoff Rally

Total Cost: \$ _____

SIGNATURE OF AUTHORIZED OFFICIAL: _____

PRINT NAME AND TITLE: _____