

October 22, 2024

Request for Proposal (RFP) for Replacement Stage Curtains

Introduction:

The School City of East Chicago in East Chicago, IN is seeking qualified vendors to provide replacement stage curtains for six school locations. The selected vendor will be responsible for measuring the current stage setups, fabricating, and installing new curtains, as well as managing the disposal of old materials. Below are the specifications and requirements for the project including approximate measurements.

Scope of Work:

1. Onsite Assessment:

- The vendor must visit each of the six school locations to measure and/or provide instructions to school staff to gather the necessary measurements for accurate curtain fabrication and installation.

2. Replacement Curtain Specifications:

Fabrication: Preferred specifications are below but the district will accept other alternatives

- Curtains will be made with 50% added fullness, sewn into box pleats located 12" on center.
- Grommets will be inserted in the center of each pleat for s-hook or tie line attachment to the existing hanging hardware.
- All side hems will be 4" and bottom hems 6". The bottom hem of all floor-length curtains will have an internal weight.

Materials:

Lincoln

- **Valance and front curtain – 24.5 oz. IFR Charisma (color to be determined from manufacturers standard line)**

- 1 each – valance – 30' wide x 5' tall
- 1 pair – front curtain – 36' wide x 17' tall – re rope track

Block

- **Valance and front curtain – 24.5 oz. IFR Charisma (color to be determined from manufacturers standard line)**
 - 1 each – Valance – 36' wide x 5' tall
 - 1 pair – Front curtain – 48' wide x 12' tall – re rope track, new floor pulley
- **Upstage travelers, borders, sides and rear curtains – 20 oz. IFR Crescent (color to be determined from manufacturers standard line)**
 - 3 each – Borders – 40' wide x 4' tall
 - 6 each – Side leg panels – 7' wide x 13' tall
 - 1 pair – Mid Traveler – 48' wide x 13' tall – needs new internal track components (116 or equivalent)
 - 1 pair – Rear Curtain – 40' wide x 13' tall – needs new internal track components (116 or equivalent)
- **New internal components on 418 and 116 hardware to include:**
 - Lead carriers (1 per curtain half)
 - Single carriers (1 per foot)
 - Live end pulley (1 per track)
 - Dead end pulley (1 per track)
 - Floor pulley (1 per track)
 - ½" operating line for the 418 track
 - ¼" operating line on the 116 track.
 - Insides of tracks to be cleaned prior to installation of new components

Gosch

- **Valance and front curtain – 24.5 oz. IFR Charisma (color to be determined from manufacturers standard line)**
 - 1 each – Valance – 36' wide x 3' tall
 - 1 pair – Front curtain – 40' wide x 11' tall – re rope track
- **Upstage travelers, borders, sides and rear curtains – 20 oz. IFR Crescent (color to be determined from manufacturers standard line)**
 - 2 each – Borders – 36' wide x 4' tall
 - 2 each – Side leg panels – 20' wide x 11' tall
 - 1 pair – Rear Curtain – 40' wide x 11' tall – re rope track

McKinley

- **Valance and front curtain – 24.5 oz. IFR Charisma (color to be determined from manufacturers standard line)**

- 1 each – Valance – 70' wide x 6' tall – needs hardware
- 1 pair – Front curtain – 50' wide x 16' tall – re rope track
- **Upstage travelers, borders, sides and rear curtains – 20 oz. IFR Crescent (color to be determined from manufacturers standard line)**
 - 1 pair – Traveler #1 – 40' wide x 18' tall – re rope track
 - 1 pair – Traveler # 2 – 40' wide x 18' tall – re rope track
 - 2 each – Borders – 40' wide x 6' tall
 - 4 each – Side leg panels – 7' wide x 17' tall
 - 2 each – Side Tabs – 10' wide x 17' tall

Harrison

- **Valance and front curtain – 24.5 oz. IFR Charisma (color to be determined from manufacturers standard line)**
 - 1 each – Valance – 42' wide x 5' tall – needs hardware
 - 1 pair – Front curtain – 60' wide x 17' tall – re rope track
 - 1 each – Teaser – 46' wide x 6' tall
- **Upstage travelers, borders, sides and rear curtains – 20 oz. IFR Crescent (color to be determined from manufacturers standard line)**
 - 1 each – Borders – 48' wide x 7' tall
 - 4 each – Side leg panels – 8' wide x 17' tall
 - 1 pair – Rear Curtain – 60' wide x 17' tall – re rope track

3. Disposal:

- The vendor is responsible for the disposal of all old curtains, hardware, and debris. Disposal will be handled using school-provided dumpsters. If offsite disposal is required, dumping fees will be added to the price for each affected school.

Proposal Requirements:

1. Company Information:

- Provide a brief company profile, including experience with similar projects, and contact information.

2. Project Plan:

- Outline the approach to measuring, fabricating, and installing the curtains.
- Include a timeline for project completion.

3. Cost Breakdown:

- Provide a detailed cost estimate including fabrication, installation, disposal, and any additional charges such as offsite disposal fees. The cost must be broken down by each location.

4. References:

- Include references from previous clients with similar projects.

5. Insurance:

- Proof of insurance coverage for liability and workers' compensation.

Submission Instructions:

In order to be considered, please submit to Mrs. Diane Bigham by November 5, 2024 at 3:00 p.m. CST. Proposals will be reviewed based on cost, experience, and ability to meet the project requirements.

Contact Information:

For any questions or additional information, please contact:

Diane Bigham, Administrative Assistant to the School Board of East Chicago
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East Chicago, Indiana 46312
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We look forward to receiving your proposal and working together to enhance the stage facilities at our schools.

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