



Hazelwood School District Bid:
Theater Curtains – Central High School

Date:

January 29, 2019

Due:

February 11, 2019

Time:

10:30 a.m. CDT



The Hazelwood School District is seeking Bids for theater curtains for Hazelwood Central High School fine arts stage. The bids will include the removal and disposal of the existing hardware and curtains, and for the installation of new hardware and Theater Curtains.

The selected vendor will be responsible for providing labor and equipment necessary to remove and install the curtains. Work will take place during normal business hours of 8:00 a.m. to 4:30 p.m. Monday – Friday.

Specification

- Fore Stage: Curtains to be fabricated with 50% fullness from 25 oz. IFR Prestige Velour; Color: Black
- Fore Stage curtains to consists of 1 each front curtain in 2 sections.
- Back Curtains: Back curtains to be fabricated with 50% fullness from 22 oz. IFR Encore Velour; Color: Black.
- Back curtains to consist of 1 each front border; 1 pair of side arms curtains in 2 sections; 2 each mid stage Traveler Curtains in 4 sections; and 1 pair of Rear Curtains in 2 sections.
- Extra Borders: Extra Borders to consist of 2 each Masking Borders.
- Cyclorama: Hung at the 3rd border location; to be fabricated flat with 0% fullness, from flame resistant 2 seamed muslin; color: natural with webbing, grommets and tie lines along the top; lined pipe pocket and finished side hems.
- All curtains to consist of flame resistant materials.
- Vendor is responsible for all field measurements required to complete all fabrications and installations.
- Vendor is responsible for all layout required to complete all installations.
- Vendor is responsible for removal and disposal of existing curtain system. No dumpsters, etc. will be provided by the Hazelwood School District.
- Vendor shall take care to protect existing work, and shall repair any damages made during installation.
- Vendor will provide all manufacturer's warranty information as required.

1. What is the lead time for delivery of Curtains?
2. What is the installation project time line?
3. Can you provide your own lift to access the curtains? Yes / No (Circle One)

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INSTRUCTIONS TO PROPOSERS

1. BID FORMS

A Complete set of Bid Document is included herein.

2. EXAMINATION OF DOCUMENTS AND PROJECT SITE

- Carefully examine the Bid Documents, Specifications and the work site. Bids shall include all cost required to execute the work under the existing conditions. Site visits may be coordinated through Central High School Administration.
- Direct inquiries and question will be sent in writing to Kevin Cross, Director of Purchasing at kcross@hazelwoodschoools.org.

3. INTERPRETATIONS AND ADDENDA

- Should the Bidder find discrepancies, ambiguities, or omissions in the Specifications, or should be in doubt as to their meaning, the bidder shall notify the Director of Purchasing.
- The Director of Purchasing will issue Addenda to clarify discrepancies, ambiguities, or omissions in the Specifications.
- Addenda will be posted on the Hazelwood School District website. Addenda shall become part of the contract and all bidders must acknowledge receipt of Addenda on their bid form. Bidders shall be bound by ALL Addenda.

4. MODIFICATIONS AND WITHDRAWAL OF BIDS

- Bids may not be modified after submittal.
- Any bidder may withdraw their bid, either personally or by written request, at any time prior to scheduled time for bid opening.
- No bidder may withdraw his Bid for a period of thirty (30) days after date set for opening.
- The Hazelwood School District reserves the right to accept or reject any and all bids. All bids must comply with Hazelwood School District policies. We have tax exempt status.

5. AWARD OF CONTRACT

- The Hazelwood School District will award a single contract, dependent upon availability of funds.
- The contract will be awarded to the lowest responsive, qualified vendor, subject to the Hazelwood School District's right to reject any or all Bids and to waive informality and irregularity in Bids and bidding.

6. WRITTEN AGREEMENT

- The selected vendor must be willing to enter into an agreement with the District and agree to all terms in the Agreement for Contracted Services. Respondents are advised that the District is not bound by the terms of the RFQ until a written agreement is fully executed and any activity taken by Respondent prior to a written agreement being fully executed is done at the Respondent's sole risk.

7. PRICING/COST/FEES

- Proposed fees includes all supervision, labor, materials, tools, equipment, supplies, services insurance, all-inclusive transportation (lodging and meals included), annual maintenance and support, other incidental requirements necessary conduct the assessment, in accordance with the RFQ for LED Lighting as outlined in the scope of work.

Attachment 1: Company Identification Form

Designate one individual as the Company's representative to the District during the term of the Agreement. The representative will be contacted to solve any and all problems that may arise concerning the Bid during the evaluation period. The undersigned Company hereby agrees to be bound by the terms of the RFQ and that the enclosed Bid is submitted in accordance therewith. Once completed and returned, this Bid becomes the primary basis for evaluation and selection of the Company to provide the services required by the District for the specified period. By signing this Company Identification Form, the Company certifies that there are no "PARTIES OF INTEREST" or "CONFLICTS OF INTEREST", as defined by state and/or federal regulations, existing between the Company and the District or any of its employees, agents or Board of Education members.

Legal name

Representative's Name

Title

Address

City/State/Zip

Telephone #

Fax #

E-mail Address

Years in Operation

Years under current structure and/or under previous structure

1) Name of Authorized Officer:

NAME

TITLE

2) The undersigned hereby acknowledges that the Company has read and agrees to the terms and conditions set forth in the Bid, and that the terms and conditions set forth in the Bid will remain open for at least 90 days from the deadline for submission of Bids.

Authorized Signature

Print/Typed Date

E-Verify Pursuant to Missouri Revised Statute 285.530, all Bidders 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 Bidder must affirm the same through sworn affidavit and provisions of documentation, and 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” work authorization program of the United States, and are participating in E-Verify with respect to you 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)

SUPPLIER DIVERSITY

The Hazelwood School District has established a Supplier Diversity Program to provide opportunities for the meaningful participation of Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) in purchase made by the District. The District has established minimum goals of fifteen percent (15%) for MBE and five percent (5%) for WBE utilization for all supplier of professional services and consultant.

A supplier of professional services or consultant, who has achieved the participation goals for MBE/WBES, as defined herein, will be in compliance with the requirements of the specification. A supplier of professional services or consultant who cannot achieve the goals for MBE/WBE participation must be able to demonstrate that the required positive efforts were initiated prior to submittal of the proposal. If the business partner cannot demonstrate the required positive efforts, the proposal will be rejected as non-responsive.

The District will accept, as prospective MBE/WBE participants for these projects, only those MBE/WBE firms which have been certified by one or more of the following agencies on or before the date of the bid opening:

1. City of St. Louis (St. Louis Development Corporation/Airport Authority)
2. St. Louis Minority Supplier Development Council (SLMSDC)
3. Missouri Regional Certification Committee (MRCC)
4. State Certifications, e.g., the State of Missouri and other states
5. National Minority Supplier Development Council (NMSDC)
6. Women Business Enterprise National Council (WBENC) and its affiliates

In the case of a manufacturer, the District will also accept MBE/WBE certification by any state division of purchasing or the National Minority Supplier Development Council and its affiliates.

The School District reserves the right to reject any certification if it is discovered that the same entity was denied certification by any of the other agencies listed above. If the Hazelwood School District does not accept a MBE or WBE's certification, the district will notify the MBE or WBE in writing.



BID PRICE SHEET

PROPOSED BIDCOST: \$ _____

Company Name

Address

City/Zip

Phone

Fax

Federal Tax ID

X _____ **Date:** _____
Signature: Authorized Company Official

Print Name

E-mail Address (Please clearly print or type)



Please return this bid in a sealed envelope marked "Theater Curtains" to the Hazelwood School District Business Office on or before Monday, **February 11, 2019** not later than **10:30 a.m. CDT.**

All bids must be properly marked and addressed as follows:

Hazelwood School District Business Office

"Theater Curtains"

Attn: Kevin Cross

15955 New Halls Ferry Road

Florissant, MO 63031

Responses must be submitted on or before the date and time listed above. The Hazelwood School District is not responsible for late or incorrect deliveries from the US Postal Service (USPS) or any other mail delivery service. All bid responses must be submitted to the address described herein. The Hazelwood School District reserves the right to accept or reject any and all bids.

Questions concerning bid specifications should be directed to Kevin Cross, Director of Purchasing and Supplier Diversity at (314) 953-5020, e-mail at kcross@hazelwoodschoools.org.