

SOUTH LAKE HIGH SCHOOL
St. Clair Shores – MI
INVITATION TO BID

The Board of Education of South Lake Schools is accepting sealed responses to a request for bids for Theatre and Stage Equipment for South Lake Schools resulting from the 2008 bond issue.

Specifications and qualification forms are attached.

Your bid marked “Theatre and Stage Equipment” must be delivered no later than 2:00 P.M., E.S.T., Wednesday, July 14, 2010, to: Matthew Dishman, Director of Business & Operation, Business Office, South Lake Schools, 23101 Stadium Blvd., St. Clair Shores, MI 48080. Bids received after this time will not be considered or accepted.

All Companies submitting bids must provide a bid bond. A familial disclosure must be attached to the bids. The bids will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or key employee of the company submitting the bid and any member of the South Lake Schools Board or the South Lake Schools Superintendent. The District will not accept qualifications that do not include this sworn and notarized disclosure statement.

The Board of Education reserves the right to accept or reject any or all bids either in whole or in part; to award a contract to other than the lowest bidder, to waive any irregularities and/or informalities, and in general to make awards in any manner deemed to be in the best interests of the District.

Lois Cardenas, Secretary
South Lake Schools Board of Education

**SOUTH LAKE SCHOOLS
REQUEST FOR BIDS
THEATRE AND STAGE EQUIPMENT**

1.1 INSTRUCTIONS TO VENDORS

Sealed responses of bids will be received by the Board of Education, South Lake Schools, for theatre and stage equipment for South Lake Schools (owner). Each firm is to submit two (2) copies.

1.2 RECEIPT OF QUALIFICATIONS

Your sealed bid marked "Theatre and Stage Equipment" must be delivered no later than **2:00 P.M., E. S. T., Wednesday, July 14, 2010**, to: Matthew Dishman, Director of Business & Operations, South Lake Schools, 23101 Stadium Blvd., St. Clair Shores, Michigan 48080. Faxed or E-mailed proposals will **not** be accepted. Any questions should be directed to the owner's office. Bids received after this time will not be considered or accepted. Sealed qualifications will be publicly opened immediately thereafter.

Any firm may withdraw its response at any time prior to the scheduled time for receipt of response.

1.3 FAMILIAL RELATIONSHIP

All companies submitting qualifications must provide a familial disclosure and attach this information to the bids. The bids will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or key employee of the company submitting the bid and any member of the South Lake Schools' Board or the South Lake Schools' Superintendent. The District will not accept qualifications that do not include this sworn and notarized disclosure statement.

SCOPE:

- A. Intent: This specification covers the removal and off site disposal of all Stage Curtains, hardware and accessories as described within and the fabrication, furnishing, delivery and installation of the new system. The form of contract, general conditions and the project drawings are considered to be part of these specifications.

- B. Complete System: The Stage Equipment Contractor shall provide all items necessary for a complete, safe, fully functional system as described herein, including all tools, scaffolding, labor, and supervision, even though they may not be specifically enumerated. Any errors, omissions or ambiguities do not relieve the Contractor of this responsibility, but shall be brought to the attention of the Architect for clarification.

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

1. Front Setting Stage Curtains
2. Cyclorama Setting Stage Curtains
3. Stage Lighting Electrical Battens
4. All associated hardware

GENERAL REQUIREMENTS:

- A. Field Conditions: All bidders shall fully inform themselves of the conditions under which the work is to be performed. All Curtains and equipment sizes listed within shall be field verified prior to submission of bid. No additional compensation shall be allowed for any labor or item the bidder could have been fully informed of prior to the bid date.
- B. Safety: The systems shall conform to all applicable code requirements and shall be in conformance with industry standards of operation and practices. All materials, arrangements, 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.
- C. 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 Contractor's employees.

CONTRACTOR QUALIFICATIONS:

- A. Requirements: The Rigging Contractor shall be an approved rigging manufacturer or shall have been an authorized representative or dealer of 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 and must have sufficient production capacity to produce required units without causing delay. A qualified and experienced supervisor of the Rigging Contractor must be at the site during the entire installation period and shall actively direct and supervise the work. Stage Equipment Contractor shall have their own crew install all equipment and there shall be no sub letting of installation work.

SUBMISSIONS:

- A. Drawings: Submit component and installation drawings and schedules showing all information necessary to fully explain the design features, appearance, function, fabrication, installation, and use of system components in all phases of operation. They shall be approved by the Architect 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.
- B. Catalog Cuts: In lieu of drawings, the Contractor may submit catalog cuts for standard equipment items. These must contain full information on dimensions, 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.
- C. Schedule: Prior to the commencement of the installation work, the Rigging Contractor shall submit an outline of the proposed schedule and requirements for approval.
- D. Instructions: Upon completion of the work, the Rigging Contractor shall submit 3' copies of a detailed Operating and Maintenance Manual including as-built shop drawings, equipment descriptions, and parts list. The Rigging Contractor shall go through the manual with personnel designated by the owner to demonstrate and explain the maintenance and operation of the systems.

CURTAIN SCHEDULE:

One (1) Grand Traveler two (2) sections finish 23'6" x 57'0"
One (1) Grand Border one (1) section finish 10'0" x 54'0"
One (1) Orchestra Pit Curtain four (4) sections finish 6'10" x 45'0"
Two (2) Masking Borders (each) one (1) section finish 10'0" x 59'0"
Two (2) Wing Curtains (each) one (1) section finish 23'0" x 8'6"
Two (2) Wing Curtains (each) one (1) section finish 23'0" x 10'6"
One (1) Mid Stage Traveler two (2) sections finish 23'0" x 62'0"
One (1) Rear Traveler two (2) sections finish 23'0" x 62'0"
One (1) Sky Drop one (1) section finish 23'0" x 59'0"

FABRIC SCHEDULE:

FRONT SETTING

100% Cotton F.R. Ovation Velour – color to be selected, as manufactured by Coral of Chicago or equal

Lining – Ranger Cloth F.R. – color to match face fabric, as manufactured by Dazians or equal

Orchestra Pit Curtain; 100% Cotton F.R. Ovation Velour – color to be selected, as manufactured by Coral of Chicago or equal

* This Curtain to be sewn with no less than 75% fullness

CYCLORAMA SETTING

100% Synthetic I.F.R. opaque Velour – color Black, as manufactured by KM Fabrics, Inc. or equal

Sky Drop; heavy weight flame retardant Scenery Muslin, color Light Blue, as manufactured by Rose Brand Fabrics or equal

MANUFACTURING:

The above Curtains shall be box pleated with no less than 50% fullness on a heavy 4-1/2 pound, 3-1/2" BMF Jute Webbing with four (4) rows of reinforced stitching. Black anodized grommets shall be centered on each pleat with no less than two (2) on each flat edge. All Curtains shall be hung using rated curtain to curtain carriers snaps or hook. The leading edges of the Main Curtain shall have no less than 12" of the face fabric turned back. All other side hems to be a full 3". All bottom hems shall be a full 5" and shall have a heavy weight #8 zinc plated twist loop chain installed in a separate canvas pocket. This chain weight shall be inserted, so that it rides approximately 2" up from bottom hem of Curtain and shall be hand tacked into each seam to prevent bunching, as found necessary. 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.

The Valance and Main Curtain shall each be lined. Lining shall be connected to all vertical sides by means of adjustable Velcro straps and horizontally adjustable frog legs shall be sewn across bottom hem at each seam with one (1) intermediate between seams, as found necessary.

Sky Drop shall be sewn flat and shall have a canvas pipe pocket sewn to the back side of bottom hem in 10' lengths with a 2" space between sections. Chain weight shall also be included within hem.

FLAMEPROOFING:

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

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

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

HARDWARE SCHEDULE:

TRACK ASSEMBLIES & PIPE BATTENS

All existing Stage Curtain Track assemblies and pipe battens shall be removed for possible renovation and re-use. Any bent, twisted or damaged sections shall be replaced with new. All components to all Track assemblies shall be removed and discarded. All Track assemblies shall receive the following new components, as manufactured by Automatic Devices Company

- #2801 Single Carrier
- #2802 Master Carrier
- #2803 Live End Pulley
- #2804 Dead End Pulley
- #2805 Adjustable Floor Pulley
- #2809 End Stops
- #2828 #12 Operating Cord

Existing splicing clamps, lap clamps and hanging clamps can be re-used if not distorted in any way. For replacement of these items, components shall be;

- #2824 Splicing Clamp
- #2807 Lap Clamp
- #2808 Hanging Clamp

Mid Stage Traveler and Rear Traveler shall have sand bag tensioners connected to #2805 adjustable floor pulley with four (4) bolts to a 15 pound tensioning sand bag. Tensioning sand bag shall be no larger than 8" tall x 8" deep and shall be color Hunter Green. The Grand Traveler shall have the #2805 adjustable floor pulley anchored securely to the stage deck.

All Wing Curtain Tracks shall have a 1-1/2" Schedule 40 backbone added. Track assemblies shall connect to the pipe backbone with no less than three (3) #2815 full pipe clamps. All Wing Curtain Tracks shall be assembled for a walk-a-long operation. Connected to the second carrier from the on stage edge shall be a curtain positioning device or baton no less than 3/8" diameter for ease of positioning Curtain. This Curtain positioning device shall terminate 36" above stage deck.

Sky Drop walk draw Track assembly; add one (1) 60'0" long single section model #284 Track assembly approximately 12" upstage of the existing Rear Traveler location. This Track assembly shall come complete with two (2) Curtain positioning devices, one stage left and one stage right. Curtain positioning devices shall terminate 36" above stage deck.

All existing pipe battens to be re-used shall be cleaned and painted flat black. All pipe battens shall be connected with 18" long internal sleeves. Internal sleeves shall have no less than four (4) 3/8" thru-bolts for a secure connection. The center stage point of each pipe batten shall be indicated with a 2" wide painted marking in color safety yellow. Each off stage end of each pipe batten shall have 18" wide painted marking also in color safety yellow.

All existing suspension beam clamps, cable, chain and connectors shall be removed and discarded. All new suspension points shall consist of new steel formed and adjustable width beam clamps, zinc plated safety suspension chain and zinc plated or galvanized chain connectors. All products shall be sized accordingly to safely carry applied loads, friction of system and common or uncommon usage of equipment.

- ❖ All necessary spanner steel for equipment suspension shall be supplied and installed by the Stage Equipment Contractor.
- ❖ Bridled suspension points will not be acceptable.

MANUAL WINCHES

The five (5) Manual Winches located on the upstage right wall shall be removed and discarded. The #2 and #3 Electric Batten Winches shall be replaced with drill operable Manual Winch units. The three (3) upstage spare battens and all associated rigging components shall be completely removed and discarded.

The #2 and #3 Electrical Battens shall have at a minimum; all Winches, bull lines, guide wires, running lines and connectors removed and replaced with new. All loft blocks, mule blocks and head blocks that are not performing as originally engineered shall be removed and replaced with new.

Drill operable Winch shall be a 2,200 lb. capacity worm gear Clew Winch with disc brake. Unit shall have wire guide attachment bar and totally enclosed gearing in oil bath. Drum shall be 8" in diameter and shall be grooved for a single 3/8" diameter wire rope with a cable capacity of 50 foot. Included shall be a lock-out pin to secure drum to frame in twelve different positions to provide secondary load holding and to prevent unauthorized operation. Included shall be one (1) padlock. All padlocks for installation shall be keyed alike.

Winch model #CWV1L-G38-S1, as manufactured by Thern, Inc.

Miscellaneous Rigging items – as manufactured by J.R. Clancy, Inc., Syracuse, NY;

- Head Block #10855R – 3/8 groove with guide wire tie-off
- Mule Block #80812C
- Loft Block #10819R
- Bull Line – 3/8” galvanized utility cable
- Guide Wire – 3/16” galvanized utility cable with turnbuckles
- Running Lines – 1/4” galvanized utility cable
- Guided Cable Clew
- 36” – proof coil trim chain
- Galvanized heavy duty cable thimbles
- Forged cable clips or copper oval sleeves
- Wall mounted Winch support steel

#1 Electrical Batten; electrically operated Winch to be examined for proper operation. Any components showing wear shall be replaced. Existing gearbox oil shall be drained and new gearbox oil added to the proper fill level indicator. Limit switches shall be set for full high and low trim.

Fire Curtain Assembly; Fire Curtain shall be deployed and descent time documented. Hydraulic descent control shall be adjusted for Curtain to slowly descend and seal with stage deck in time allotted by State Fire Marshall regulations. Existing “cut-line”; fire line assembly shall be removed and a new “pull-pin” fire line assembly shall be installed. Pull-Pin assembly shall include a #016-14L-Fire Line release lever with sign and a #016-14LCX – Fire Line release enclosure box complete with all additional guide pulleys to each off stage proscenium wall. Included within the new Fire Line system shall be no less than six (6) #016-7159 Fusible Links. After completion of the above the Fire Curtain shall be again deployed and descent time documented.

CLEAN UP:

A. The Contractor shall be responsible for clean up, including removal of packing materials etc. and the protection of surfaces or equipment provided by other contractors. All existing Curtains and hardware 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 tests 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. All temporary bracing, scaffolding, etc. shall be withheld until all systems have been thoroughly tested and found to be in first class operating condition in every particular.

- C. Instructional Period: After final approval of completed work Contractor shall schedule an instructional day with Owner's staff to demonstrate proper working procedures and maintenance of all equipment. Contractor is to have necessary lifts on site and full stage rigging crew for this presentation. One full 8 hour day shall be set aside for this presentation.

END OF SPECIFICATION

PROPOPSAL PRICING FORM

SOUTH LAKE SCHOOLS

REQUEST FOR PROPOSALS FOR THEATRE AND STAGE EQUIPMENT BID

CONTRACTOR INFORMATION:

CONTRACTOR'S NAME: _____

ADDRESS: _____

CITY/STATE: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____

Total cost to complete all work described within the specifications, including materials, delivery, installation, clean-up, and owner training shall be

\$ _____.

