



Central Services
Administrative Center
111 East North Street
Eureka, MO 63025-1229
636.733.2032
636.733.8851 Fax
wichowskiterra@rsdmo.org

Terra Wichowski
Purchasing Buyer

September 12, 2019

RE: Request for Quote - Lafayette High School Renaissance Celebration Assembly

Dear Potential Proposer,

The Rockwood School District Purchasing Department is soliciting bids from qualified individuals, firms or organizations to provide audio, video and lighting production services as described in this Request for Quote for the Renaissance Celebration Assembly at Lafayette High School located at 17050 Clayton Road, Wildwood, Missouri 63011.

INTRODUCTION:

The District is a nationally recognized, diverse community of learners. Currently the District serves nearly 21,000 students, made up of four high schools, six middle schools, and nineteen elementary schools, a talented and gifted campus, and a school for at-risk high school students. The District employs over 4,000 people, and covers 150 square miles in much of western St. Louis and northern Jefferson counties. The District has consistently earned the accreditation of Distinction in Performance by the Missouri Department of Education. Additional detailed information about the District may be found at www.rsdmo.org.

SPECIFICATIONS:

SCOPE OF EVENT

The Lafayette High School Renaissance Celebration Assembly is a multifaceted production inclusive of awards ceremonies, theatrical skits, videos, music and dance performances. The gymnasium is transformed into a full-performance venue and hosts the entire student body including community dignitaries and parents. Award presentations take place in the center of the gym and on a main stage on one end of the gym. Slideshows and video presentations are projected on two (2) screens on either side of the gymnasium as well as monitors for the front of house upper-seating level. The student group performances are highlighted with coordinated lighting and sound. Student performances include a rock band, jazz band, a cappella vocal group, cheerleaders, dance team and a percussion ensemble.

LAFAYETTE HIGH SCHOOL (LHS) WILL PROVIDE:

- Power 1 @200 amp 3 phase power supply (located approx. 250' from stage area)
- Personal Lift (drivable scissors lift)
- Student Labor to assist with unloading truck, load in, load out, and truck loading
- All necessary staging
- All video content (provided on USB memory stick)
- All slide show content (PowerPoint and computer)

AUDIO VIDEO LIGHTING (AVL) COMPANY TO PROVIDE THE FOLLOWING EQUIPMENT AND SERVICES:

AVL Company to supply complete working audio, lighting, and video system inclusive of all necessary components, rigging, cable, hardware, and spares as appropriate.

Lafayette High School strongly prefers all services be single sourced to avoid complications with the integration of the various systems. Equipment and staff are to be provided by a single vendor. If any

equipment or services are to be sub-hired or sub-contracted, please identify these components and identify the supplier.

EQUIPMENT NEEDS

Attached is a list of equipment needs for the Renaissance Celebration Assembly (Exhibit A). Alternate equipment substitutions will not be considered if function or quality does not equal or exceed requested equipment list. Any substitutions must be approved by LHS prior to acceptance of proposal. Please identify any equipment substitutions you are proposing.

LABOR NEEDS

AVL vendor to provide all necessary labor required to rig, setup, program, and operate all equipment in the timeline provided. Technicians will be responsible for ensuring all equipment operates correctly and will program and run the equipment during the rehearsals and performance.

At a minimum vendor must provide:

- 1 - Lighting Technician/Designer
- 1 - Sound Technician
- 1 - Video Technician

AVL Company must provide qualified experienced riggers for installation of chain motors and hanging of all flown sound equipment, lighting trusses, video screens, and projectors.

TRANSPORTATION, HOUSING AND MEALS

All costs for transportation, housing, and meals will be the responsibility of the contracted AVL Company.

REFERENCES

Please include a reference list including examples of similar events.

SCHEDULE OF EVENTS

Sunday, March 8, 2020 – Load In Day

9:00am: Load-in (Student Stagehands arrive)

4:00pm-6:00pm: 1st rehearsal for preview of dance events and theatrical productions
Sound system to be operational for this rehearsal.

Monday, March 9, 2020 – Rehearsal Day

8:00am: Venue available for lighting programming and sound system tuning

3:17pm-8:00pm: Tech Rehearsal (Full run of show with lights, sound and video)

8:00pm to complete: Venue available for lighting programming

Tuesday, March 10, 2020 – Show Day

8:00am-1:00pm: Dress rehearsal

1:30pm-3:17pm: Renaissance Celebration Assembly

3:17-5:30pm (approx.): Load-out

PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

- Proposer's full name and principal office address, and descriptions of the type of business entity (e.g., publicly held corporation, private non-profit, proprietorship, partnership, etc.)
- The name(s) of the employees, persons or contractor(s) proposed to perform the services, and describe the qualifications and experience of each
- Evidence or information as to Proposer's financial condition and stability
- A minimum of five (5) references with names, addresses and phone numbers, and including specifically school districts for which each Proposer has provided services

- Proposers must state whether they have been involved in any litigation during the last five years, and if so, describe any such litigation.
- All quotes should include the name, title, mailing address, telephone number, fax number, and email address of the contact person submitting the quote.
- Quotes shall include a completed and signed copy of the attached Business Entity Certification (Exhibit B)
- Quotes shall be submitted in a sealed envelope to:
 - Rockwood School District
 - Terra Wichowski, Purchasing Buyer
 - RFQ0919LHSREN
 - 111 E. North Street
 - Eureka, MO 63025
- Quotes shall be received by the District by **3:00 PM CDT on September 26, 2019.**
- Quotes shall be valid for 90 days.
- Proposer must be capable of accepting a purchase order from the District.
- The District is exempt from sales tax.

GENERAL TERMS AND CONDITIONS:

AWARD

Award(s) will be made to the responsive and responsible Proposer(s) whose proposal(s) is deemed to be the most advantageous to the District, taking into account overall content of the proposal, cost, overall proposal, experience and qualifications, and quality and content of the manner in which the services are proposed to be performed. The District reserves the right to split the award or to make multiple awards, and to make award on a part or portion of a proposal. In no event shall the District be required to explain the evaluation process or award selection to any Proposer.

PROPOSALS FINAL

All proposals shall be deemed final, conclusive and irrevocable, and no proposal shall be subject to correction or amendment for any error or miscalculation.

RIGHT TO REJECT

The District reserves the right to accept any proposal, to reject any and all proposals, and to waive any irregularities or informalities in any proposals. Conditional proposals will not be accepted.

PRICE

Proposers are cautioned that the services must be furnished at the fees, costs and/or rates submitted and proposed unless otherwise stated.

TAXES

Proposers shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, or STATE RETAIL SALES TAX in their cost proposal, as these taxes do not apply to the District.

EXCEPTIONS

If a Proposer takes exception to any part of these specifications as written, or as amended by any addenda subsequently issued, or the Agreement, they must do so in writing. Said exceptions must be submitted with the proposal. Failure to do so will be construed as acceptance of all items of the specification and the Agreement.

INSURANCE REQUIREMENTS

Proposer will be required to issue a certificate of insurance naming Rockwood School District as additionally insured. Insurance limits must include \$1M per occurrence for Comprehensive General

Liability Insurance (personal and property damage), Worker's Compensation (as required by law), Employer's Liability, Automotive Liability, and Professional Errors and Omissions (if applicable).

FEDERAL WORK AUTHORIZATION PROGRAM

As an independent contractor of the District, Consultants will provide documentation and a sworn affidavit that all employees of Consultants are not considered unauthorized aliens as defined by Federal law and are enrolled in and actively participate in a federal work authorization program (FWAP) used to verify citizenship information of newly hired employees under the Immigration Reform and Control Act of 1986.

Pursuant to section 285.530, RSMo, if the Contractor meets the section 285.525, RSMo, definition of a "business entity" (<http://revisor.mo.gov/main/PageSelect.aspx?section=285.530>) the Contractor must affirm the Contractor's enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The Contractor should complete applicable portions of Exhibit B, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. The applicable portions of Exhibit B must be submitted prior to an award of a contract.

PURCHASE ORDER

Vendor must be capable of accepting a purchase order from Rockwood School District.

Thank you for your interest in working with Rockwood School District. Feel free to contact me with any questions.

Sincerely,

Terra Wichowski

Terra Wichowski
Purchasing Buyer

EXHIBIT A
RENAISSANCE CELEBRATION ASSEMBLY - EQUIPMENT LIST

****Equipment list contains suggestions from previous years. Equipment substitutions should be of equal or higher quality and approved by LHS prior to event.**

Audio

- 1 Main PA Speaker system to include 4 flown arrays (Subs over Tops)
 - 12 JBL Vertec Mid/High 4889
 - 8 JBL Vertec Sub 4880
 - 4 JBL Vertec Amp Rack
 - 4 Crown Amplifier (IT-9000 HD) (Version 5 Presets)
 - 1 Link Amp I/O
 - 1 Network Switch (16 Port)
 - 1 Rack Power Distro (2@120V, 2@208V)
 - 4 JBL Array Frame (VT4889-SF)
- 1 Monitor Speaker System to Include:
 - 4 Monitor Wedge with 15" and 2" Drivers
 - 1 Monitor Amp Rack 4 Mix (36x12)
 - 2 BSS Mini-Drive (FDS-334)
 - 4 Crown Amplifier (MA-36x12)
 - 1 Mic 4 Pair 015' 3 Pin XLR
 - 1 Package NL4 Cable as needed
- 1 Digidesign SC48 Console
 - 1 Monitor - LCD 17"
- 1 Feeder 2/0 50' (3 Phase)
- 2 Feeder 2/0 100' (3 Phase)
- 2 Mic 6 Pair Subsnake 015' 3 Pin XLR
- 1 Mic 12 Pair Subsnake 075' 3 Pin XLR
- 1 Stage and amplifier power cable package
 - 2 L5-20 Quad 15'
 - 3 L5-20 Quad 35' - 40'
 - 2 Spider - Bento Box
 - 2 L5-20 015' (10awg 3c)
 - 7 L21-30 015' (10awg)
 - 2 L21-30 025' (10awg)
 - 1 L21-30 075' (10awg)
 - 1 Lot spare Edison cable as needed.
- 1 54 Channel Audio Snake Package
 - 1 Ramtech 54 Channel Ramlatch Breakout
 - 1 Ramtech Ramlatch to Ramlatch 52 Channel 250'
 - 1 Split Ramtech 54 Channel 2-Way
- 1 Audio Power Distro
- 1 Microphone stand kit as needed
- 1 Package of Microphone cable as needed

EXHIBIT A
RENAISSANCE CELEBRATION ASSEMBLY - EQUIPMENT LIST

- 1 Microphone Kit
 - 1 AKG Microphone (D112)
 - 8 BSS Audio Direct Box (AR-133)
 - 2 Latin Percussion Stand (LP Claw)
 - 5 Sennheiser Microphone (e604)
 - 2 Sennheiser Microphone (e609)
 - 1 Sennheiser Microphone (MD-421)
 - 2 Shure Microphone (Beta 52A)
 - 1 Shure Microphone (Beta 56A)
 - 2 Shure Microphone (Beta 57A)
 - 2 Shure Microphone (Beta 58A)
 - 12 Shure Microphone (SM-57)
 - 10 Shure Microphone (SM-58)
 - 6 Shure Microphone (SM-81)
 - 1 Shure Microphone (SM-91)
 - 4 Shure Microphone (SM-98)
 - 4 Whirlwind Direct Box (IMP 2)
 - 2 Radial Engineering JPC Stereo PC DI Box
- 1 Wireless Rack 8 Channel
 - 8 ULX Handheld Transmitters w/SM58 Capsules
 - 8 ULX Beltpack Transmitters w/WL93t Microphones
 - 1 Antenna Combiner
 - 2 Paddle Antennas
- 1 House Drive Rack
 - 1 CD Player
 - 1 EnGenius Access Point (EOC1605)
 - 1 Furman PL-Plus
 - 1 Link 12ch Drive Whip
 - 1 Link Drive I/O
 - 1 Link power/ups I/O
 - 1 Network Switch (16 Port)
 - 1 UPS (Powercom KIN-1000)
 - 1 DBX Processor (Drive Rack 4800)
- 1 Driveline 300' Link
- 2 JBL VRX932LAP
 - 2 Ultimate Stands
- 1 HP Tablet PC (Revolve 810) (System Processing PC)

Rigging

- 14 Chain Motor - 60' - 3 Phase - 1 Ton
- 1 Fly Cable package as needed
- 3 Motor Controller - Motion Labs 3 Phase 8-way
 - 2 Motion Labs 8-way Pendant
 - 2 Motion Labs Pendant Extension 50'
- 1 Package of Rigging Steel, deck chain, shackles, & burlap as needed.
- 6 Pickle (Motor Pendant)

EXHIBIT A
RENAISSANCE CELEBRATION ASSEMBLY - EQUIPMENT LIST

Lighting

- 3 Truss 18" - 10' (Black Utility)
- 14 Truss 1'x1' (LD) - 10' (Tomcat Utility)
- 4 ETC Source Four PARNEL Black
- 1 Distro 208v MLD(12 Ch. 24 Cir)-w/camloc passthroughs
- 1 Dimmer - Leprecon 48 x 2.4K (VX-2400)
- 8 4 Lamp Mole Fixture
- 1 GrandMA 2 Light - Control Console
- 2 ETC Source Four Body 750 Black
 - 1 ETC Source Four 10° Lens
 - 2 ETC Source Four 19° Lens
 - 2 Gobo Holders (B Size)
- 6 High End Studio Spot 575
- 10 High End Studio Color 575
- 16 Martin Mac 700 Profile
- 2 Lycian SA400 Spotlight
- 1 Workbox – Lighting
 - 1 Package of Spansets and Shackles as needed for truss rigging
 - 1 Package of adaptors as needed
- 12 Elation LED Par (Opti QA Par)
- 1 Hazer - DF50 w/Fan
- 4 Jumper 2/0 10' (3 Phase)
- 1 Jumper 4/0 5' (3 Phase)
- 1 Package of Data Cable as needed
- 1 Package of Power Cable as needed
- 1 Package of Misc. Spare Edison cable as needed
- 2 Stage Pin 100' (14awg)
- 2 Stage Pin 150' (14awg)
- 1 Package of Socca cable with breakouts as needed
- 1 Clear Com System
 - 5 Headset
 - 5 Beltpack
 - 1 UPS (Powercom Kin-1000)
 - 1 Com Power Supply (Production Intercom PS-2)
 - 2 Com 100' 3 pin XLR
 - 1 Package Com Cable as needed

Video

- 2 Coupler Double Fixed 90
- 2 VGA 003' M-M
- 2 HDMI Cable 001.5'
- 1 HDMI Cable 003'
- 2 Cat 6 250' (Ethercon)
- 2 Pipe Black 1-1/2" - 02'
- 1 Monitor - LCD 23" Widescreen
- 2 Case Panasonic Projector (PT-DZ870UK)

EXHIBIT A
RENAISSANCE CELEBRATION ASSEMBLY - EQUIPMENT LIST

- 2 Projector 8,500 Lumen (PT-DZ870UK)
 - 1 Peerless Precision Gear Projector Mount (PRG-1)
 - 1 Peerless Universal Spider Adapter Plate (PAP-UNV)
 - 1 Projector Lens (Panasonic ET-D75LE20 1.7-2.4:1)
 - 1 Projector Lens (Panasonic ET-DLE085 0.8-1:1)
 - 1 Projector Remote (PT-DZ870)
- 2 Screen 15' x 9'10" Fastfold (Front or Rear)
- 1 Screen Rigging Kit
- 1 Atlona HDBaseT HDMI Distribution Amp
- 1 Video Adaptor Kit HD
- 1 Video Switcher- Roland V-800HD
- 1 Apple Mac Mini 2.6Ghz i5
 - 1 QLab Software (Used for audio and video show playback)
- 1 Package of Power Cable as needed

Misc. Equipment

- 12 Cable Ramp (Yellow Jacket) 3'
- 3 Chair - Rolling Chair
- 2 Table - 3'x6' Plastic Folding
- 1 Ramp 02' Dock Plate

Notes

- Audio and Video monitors would be preferred for upper level (shelf seating), if possible.
- Equipment list represents the major components of the systems.
- AVL provider to verify all required components required for a complete system are present.
- Cable quantities and types as listed are approximate suggestions. AVL provider to ensure sufficient cable is provided with system.
- AVL provider to determine spares as needed (lamps, units, etc.).

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EXHIBIT B
BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,
AND AFFIDAVIT OF WORK AUTHORIZATION

BUSINESS ENTITY CERTIFICATION:

The Proposer must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

- BOX A:** To be completed by a non-business entity as defined below.
- BOX B:** To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at www.e-verify.gov/.
- BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.

Business entity, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

BOX A – CURRENTLY NOT A BUSINESS ENTITY

I certify that _____ (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; **OR**
- The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if _____ (Company/Individual Name) is awarded a contract for the services requested herein under _____ (RFP/RFQ Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then, prior to the performance of any services as a business entity, _____ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide Rockwood School District with all documentation required in Box B of this document.

 Authorized Representative's Name
 (Please Print)

 Authorized Representative's Signature

 Company Name (if applicable)

 Date

EXHIBIT B, continued

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

BOX B – CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530.

Authorized Business Entity
Representative's Name (Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

E-Mail Address

As a business entity, the consultant/contractor must perform/provide each of the following. The consultant/contractor should check each to verify completion/submission of all of the following:

- Enroll and participate in the E-Verify federal work authorization program (Website: www.e-verify.gov; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the consultant's/contractor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the consultant's/contractor's name and the MOU signature page completed and signed, at minimum, by the consultant/contractor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the consultant's/contractor's name and company ID, then no additional pages of the MOU must be submitted; AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this document.

EXHIBIT B, continued

AFFIDAVIT OF WORK AUTHORIZATION:

The consultant/contractor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as _____ (Position/Title) first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature	Printed Name
Title	Date
E-Mail Address	E-Verify Company ID Number

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)
commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)
_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary	Date
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EXHIBIT B, continued

(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the consultant's/contractor's name and the MOU signature page completed and signed by the consultant/contractor and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri State Agency** or **Public University*** to Which Previous E-Verify Documentation Submitted: _____

(*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: _____

Previous **RFP/RFQ Number** for Which Previous E-Verify Documentation Submitted: _____ (if known)

Authorized Business Entity
Representative's Name (Please Print)

Authorized Business Entity
Representative's Signature

E-Verify MOU Company ID Number

E-Mail Address

Business Entity Name

Date

FOR STATE USE ONLY

Documentation Verification Completed By:

Buyer

Date