

Somers Public Schools

Request for Proposals

Somers High School Auditorium

Lighting Project

March 18, 2019

# General Requirements / Specifications

## 1) Introduction

The Somers Public Schools is soliciting bids for the replacement and upgrade of the auditorium and stage lighting at Somers High School. Specific details can be found in the Scope of Services and Specifications section of this document.

The Somers Public Schools reserves the right to reject any and all proposals, negotiate with one or more firms, or modify any scope of work at our sole discretion. The “Contract Awarded” date in section 2 titled Key Event Dates is the date the proposal is anticipated to be awarded. It is not a date certain. The lowest priced proposal is NOT the sole determining factor when awarding this contract. Incomplete proposals will be rejected. The term of the support contract will be ongoing and begin when the system upgrade commences.

## 2) Key Event Dates

Request for Proposals: March 18, 2019

**MANDATORY** Walkthrough: March 25, 2019 (10AM)

Somers High School

Questions Due: April 2, 2019 (10AM)

Proposal Deadline: April 9, 2019 (10AM)

Proposal Results Posted to District Website: April 10, 2019

Contract Awarded: April 15, 2019

Commencement of Work: July 29, 2019

Completion of Work: August 16, 2019

## 3) Proposal Submission Instructions

A. A final electronic copy of the proposal is to be e-mailed to [techhelp@somers.k12.ct.us](mailto:techhelp@somers.k12.ct.us) by the Proposal Deadline date indicated in Section 2 titled Key Event Dates. Corrections and/or modifications received after the Proposal Deadline will NOT be accepted.

B. Proposals are considered valid until August 16, 2019. Proposals may not be withdrawn, cancelled or modified for a period of one hundred twenty (180) days after they are opened.

C. Proposals must be signed by an authorized person representing the legal entity of the company.

D. The inability to meet any specified requirement(s) must be stated in writing and attached to the Proposal form, or written on the form.

E. Questions related to this Proposal or requests for clarification of any section of this document must be submitted to [techhelp@somers.k12.ct.us](mailto:techhelp@somers.k12.ct.us). Any substantive changes or interpretations will be issued by the Somers Public Schools in writing as an addendum and will be posted to the school’s website. The Somers Public Schools will not respond to questions received after 10AM April 2, 2019.

## 4) Presumption of Being Fully Informed

At the time the first proposal is opened, each company is presumed to have read and be thoroughly familiar with all RFP and contract documents for this project. Failure or omission of the company to receive or examine any information shall in no way relieve any company from obligations with respect to their proposal.

## 5) Interpretation of Acceptable Work

The specifications, proposal and contract documents are to be interpreted as meaning those acceptable to the Somers Public Schools. Any substantive changes or interpretations will be issued by the Somers Public Schools in writing as an addendum.

## 6) Tax Exemptions

The Somers Public Schools is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Companies shall avail themselves of these exemptions.

## 7) Insurance

The Contractor shall carry all necessary Workers’ Compensation Insurance.

The Contractor shall maintain at a minimum, general liability of $1 million with aggregate of $2 million to protect the Contractor and his subcontractors against claims for injury to or death of one or more than one person because of accidents which may occur or result from operations under the contract. Such insurance shall cover the use of all equipment used in the operations embraced in this contract.

The Contractor shall also carry, during the life of the contract, property damage insurance in an amount of not less than $1,000,000 to protect himself and his subcontractors from claims for property damage which might arise from operations under the contract. Insurance policies shall be conditioned to indemnify and save harmless the Somers Public Schools from all suits or actions brought against the contractor, it and or them or on account of any injuries received or property damage sustained by any party, or by or from the Contractor. The Contractor must provide the Somers Public Schools with Certificates of Insurance upon receipt of notice of award. Copies of insurance certificates shall be provided annually to the Somers Public Schools..

## 8) Fair Employment Practices

The company agrees not to discriminate against any employee or applicant for employment in the performance of this proposal's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, color, religious creed, age, marital or civil union status, national origin, ancestry, sex mental retardation, physical disability or sexual orientation, or other condition prescribed by State or Federal law.

## 9) Awarding the Contract

The Somers Public Schools reserves the right to reject any and all proposals, negotiate with one or more firms, or modify any scope of work at our sole discretion.

The “Contract Awarded” date in section 2 titled Key Event Dates is the date the Proposal is anticipated to be awarded. It is not a date certain.

The lowest priced proposal is NOT the sole determining factor when awarding this contract.

Incomplete proposals will be rejected. The term of the support contract will be ongoing and begin when the system upgrade commences.

# Scope of Services and Specifications

## Criteria for Bid Acceptance

* Have adequate staff and financial resources for performance or have ability to obtain such resources as required during performance.
* Have the necessary experience, organization skills and trained staff.
* Have a satisfactory record of performance in stage lighting system installation and maintenance.
* Be a factory authorized service center for the equipment in the proposal.
* Ability to perform the work within the dates specified.

## Base Bid

The Somers Public Schools is soliciting bids for the replacement of the Somers High School Auditorium lights, Stage lights and associated controls.

The project must include (but not be limited to):

1. Replace and Upgrade Auditorium House lighting system.
   1. Remove existing house lighting control and wall switches.
   2. Install new House Light Dimming System.
      1. ETC Unison dimming enclosure with termination kit.
      2. ETC ACP2 Paradigm Architectural control processor with power module.
      3. ETC ELV10 Dual 10A Modules(4).
      4. ETC ELV10 Reverse Phase modules(8).
   3. Replace Architectural Control System
      1. 2 ETC Union Heritage Preset Station with 5 buttons with locking cover at right and left wall of auditorium main doors.
      2. Install new ETC Paradigm 7” Touch screens with locking surface mount at Control Room and wall near curtain control.
   4. Install new Architectural Lighting Controls
      1. ETC Union Heritage Preset Station with 5 buttons with locking cover at house left side door of auditorium.
   5. Tie dimming system into the following auditorium lighting circuits
      1. House Lights Row 1
      2. House Lights Row 2
      3. House Lights Row 3
      4. House Lights Row 4
      5. House Lights Row 5
      6. House Lights Row 6 & Soffit Lights
      7. Lecture Hall A
      8. Lecture Hall B
   6. Replacement House Light Led Lamps
      1. Remove existing house lighting lamps.
      2. Repair fixture sockets as needed.
      3. Install Soraa LED Par 38 18.5W 2700K or equivalent (Must be 2700K).
2. Replace and upgrade Stage Lighting System.
   1. Console Control System
      1. ETC ION XE 20 2K Lighting console with dust cover, DVI adapters, mouse and LED Littlelite. Console will be powered by existing inverter.
      2. School will retain existing ETC Console and monitor.
      3. 2 Touch Screen LED Console Display Monitors with DVI cables.
      4. ETC ECPB Control Plug in station at booth and stage.
      5. ETC Net3 One-Port DMX Output Gateway with c-clamp and safety cable(12).
   2. Remove lighting equipment
      1. Theater controls dimmer rack. School will retain one dimmer module and 4 control cards.
      2. Colortran fixtures in catwalk (School will retain fixtures).
      3. 2 Par fixtures (School will retain fixtures).
      4. 18 Altman fresnels on lightbars 1 & 2 (School will retain fixtures)
      5. Ellipsoidal fixtures on bars 1 & 2 (School will retain fixtures)
      6. Remove Alman Borderlights (School will retain 2 borderlights and the red, blue & green color lenses)
   3. Install new stage power system
      1. ETC IQ48 Sensor IQ Wall Mount 3 phase Panel with built in sequencer, DMX interface, timeclock and net interface.
      2. ETC IQ Door for surface mount panel.
      3. ETC 200A 3 phase main breaker.
      4. 48 – ETC IQ SM B20 Single Pole Intelligent breaker.
      5. Replace distribution connector strips which are presently configured for border light circuits.
   4. Replace existing stage fluorescent work lights
      1. Remove and dispose of existing fluorescent fixtures.
      2. Install 12 ea LED 4Ft work lights.
   5. Install catwalk lighting circuits
      1. Remove existing instruments except for the 2 Chauvet moving lights
      2. Install sufficient Edison plugs and node with DMX circuits for 30 instruments.
   6. Install new Stage Lights
      1. Install nodes, Edison plugs and DMX circuits for 10 instruments per bar.
      2. Install 7 ETC Color Source Cyclorama fixtures on lightbar #4.
      3. Install 15 ETC Color Source Par LED Fixture with yoke, clamp, safety cable and Edison plug. Each fixture will have an ETC D40 Wide Oval diffuser.
   7. Replace / upgrade / relocate fixtures on side poles
      1. Remove instruments (School will retain).
      2. Install nodes, Edison plugs and DMX circuit for 5 instruments per pole.
   8. Install 2 new poles on angled wall on house right and house left ceiling/wall
      1. Install nodes, Edison plugs and DMX circuit for 5 instruments per pole.
      2. Install existing Chauvet lights from lower pole and tie into DMX circuit.
   9. Install 2 new poles on rear lecture hall side walls
      1. Install nodes, Edison plugs and DMX circuit for 5 instruments per pole.
      2. Move existing Chauvet moving lights from into DMX network
   10. New Lighting Instruments for Poles and catwalk.
       1. Install 50 ETC Color Source spots (black) with appropriate degree lens tube with lens. Each instrument will have C-Clamp, Safety Cable, Edison power connector and DMX Cable
       2. Provide 10 gobo holders for CS Spots
       3. 8 DMX Termination connector
   11. Install Network Control equipment
       1. Wall Equipment Rack with cover with space for surge arrestor, 24 port switch, patch panel, ups and drawer.
       2. Rack Mount 11 Outlet surge arrestor w/ light
       3. 24 port Gigibit Smart S3witch with PoE & 4 SPF Ports (Netgear FS728TP-100MAS or similar)
       4. 24 port rack mount CAT 5E Patch Panel (Tripp Lite 568B or similar)
       5. Rack mount 1200VA 120V UPS
       6. 3 Space rack mount drawer with lock
       7. RJ45 Patch cables, cable pass throughs and other hardware required to mount and connect the equipment.
   12. Tie dimming system installed for auditorium lights into the following stage lighting circuits:
       1. Floor pocket 1
       2. Floor pocket 2
       3. Floor pocket 3
       4. Floor pocket 4
       5. Floor pocket 5
       6. Floor pocket 6
       7. Catwalk A
       8. Catwalk B
   13. Electrical
       1. Provide Edison pigtails, connectors, mounting hardware, clamps, safety cables and other connectors necessary to complete the installation of equipment and instruments.
       2. Label all circuits
   14. Additional Cables
       1. Install 2 additional Cat6 cables in conduit from the booth to the stage for future use.
       2. Install 1 COAX cable from the booth to the stage for future use.
   15. Commissioning and Training
       1. Complete system test.
       2. Performance hang focus all lights.
       3. System programming.
       4. System commissioning.
       5. Provide 2 - 4hr training sessions to staff and High School students.

Proposal must include an itemized list for (but not limited to):

* Removal and disposal of components not retained by the school.
* All major equipment and instruments.
* Permits, including electrical permit from the Town of Somers.
* Installation services.
* Repair of existing house lamp sockets, as needed.
* Performance hang & focus.
* Personnel lifts & scaffolding.
* Complete system test.
* System integration, commissioning and programming.
* System user training.
* Provide repertory light plot for proposed system.

All Somers Public Schools facilities are located on Vision Boulevard, Somers, CT. The auditorium is located at Somers High School, 5 Vision Boulevard, Somers, CT.

The following additional items are being considered and we request a separate bid for each:

1. Replacement of motorized stage screen and control button. The existing screen is approximately 17ft by 12ft. The new screen needs to be for both front and rear projection and measure 146” by 260”. The existing wiring and support may be used in the installation of the new screen, if compatible.
2. Replacement of stage main curtain (valance and main drapery replacement)
3. Spare ETC LED Instrument (ETC CSSPOTS Colorsource Spot light engine with Lens tube with lens, Edison power cord, C-Clamp and safety cable) Price will be for each instrument and we will decide how many to purchase.

Equipment must be purchased new. Used/refurbished equipment is NOT acceptable. If equivalent equipment is quoted, please detail make and model.

## Somers High School Auditorium Lighting Project Proposal Form

Name of Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Owner / Authorized Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax ID. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* The design is to be provided in accordance with Scope of Services and Specifications
* The Contractor shall provide all material and equipment to perform the contract responsibilities.
* Payments to the Contractor will be made within 30 days of the receipt of invoices presented to the Somers Public Schools Business Office.
* The contract includes a provision that it may be nullified at any time by the Somers Public Schools for cause.
* Contractor will be penalized $1000 per day for each day the work is not completed by August 19, 2019
* Valid insurance certificates must be provided annually and at other times at the request of Somers Public Schools.

A complete proposal package shall include:

1. This form, completed and signed
2. A detailed and itemized proposal form
3. Equipment information including detailed specifications
4. Copies of Insurance Certificates
5. The names and contact information for 3 references: Customers where auditorium lighting projects have been performed in the past 2 years to include Contact Name, Address, Phone Number and email. Public school or similar sized clients preferred.
6. A short narrative statement detailing the firm’s history, the number of employees, the type and quantity of equipment that has been worked on in the past.

Under penalty of perjury and other remedies available to the Somers Public Schools, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this contract it is agreed this forms a contractual obligation to provide services at fees specified and in accordance with the terms and conditions presented in this Proposal, including any addenda, which are all made part of this proposal.

Signature Printed Name Title Date

**Somers High School Auditorium Lighting Project**

**Base Bid for Work Described in Scope of Services and Specifications** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(includes vendor removal of existing equipment, installation of

new equipment, commissioning and training)

**Itemized Breakdown**

Installation of new front and rear projection main stage screen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Replacement of stage main curtain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Valance and main drapery replacement)

Price per spare ETC LED Instrument each CS Spot with Lens tube,

Clamp, safety cable and Edison plug \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Company** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Owner/Authorized Person** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title of Owner/Authorized Person** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Owner/Authorized Person** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**END OF BID**