



REQUEST FOR QUOTE
Quotes Due in the Purchasing Office on/before
Monday, July 9, 2018 @ 2:00 p.m.

PROJECT: 06-18-001 Fire Retardant Stage Curtains for Auditorium

GENERAL INFORMATION

Instructions

1. Responses to this Request for Quote may be mailed, emailed or faxed. Email quotes to purchasing@waubonsee.edu. Quotes may be faxed to 630-466-7228. Mailed quotes should be sent to:
**Waubonsee Community College
Purchasing Office
Dickson Center, DKN 259
4S783 State Route 47
Sugar Grove, IL 60554**
2. **A non-mandatory pre-proposal meeting is scheduled for Tuesday, June 26, 2018 at 2:00 p.m. in the Auditorium building – Lobby. Meeting will allow vendors the opportunity to ask questions and perform field verifications.**
3. Additional site visits must be coordinated with the college's Project Manager, Pete Adams at 630-466-2912.
4. Any correspondence or questions concerning the RFQ should be addressed to purchasing@waubonsee.edu. All questions must be in writing and will be answered by addendum. The provision of information to one bidder, which is not disseminated to all bidders is considered a felony by law. All questions must be submitted in writing and will be responded to by addendum. Do not expect an immediate answer. Include your email address and/or fax number for any necessary communication.
5. The price quoted is the full purchase price including shipping/handling, delivery to destination, rigging expenses, balancing provisions no matter what the cause for imbalance, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period. List all costs individually on a separate sheet.
6. Quotes may be withdrawn by written request from Vendor prior to the due date and time.
7. This is a request for quote and not a request for bid. Quotes are not opened publically. Any vendor participating in the RFQ may contact Purchasing to request a copy of the quote summary.
8. Quote summary will be posted to the college's Purchasing webpage, <https://www.waubonsee.edu/local-businesses-employers-and-vendors/bidrfprfi-opportunities>.
9. The college reserves the right to reject any and all responses, to waive any irregularities, to accept any quote or portion thereof, and to take all quotes under advisement for a period of 60 days.
10. Do not include sales tax as the college is tax exempt.
11. The college will issue a purchase order to the awarded Vendor. Purchase orders are required before any work is to commence.
12. The college's payment terms are net 30 days.
13. **All correspondence or questions concerning the RFQ should be addressed to purchasing@waubonsee.edu.**
14. All questions must be submitted in writing and will be responded to by addendum. Do not expect an immediate answer. Include your email address and/or fax number for any necessary communication.
15. Respondents are responsible for checking the college's purchasing webpage for updates to the RFQ and

Sugar Grove

Rt. 47 at Waubonsee Drive
Sugar Grove, IL 60554-9454
(630) 466-7900

Aurora Downtown

18 S. River St.
Aurora, IL 60506-4131
(630) 801-7900

Aurora Fox Valley

2060 Ogden Ave.
Aurora, IL 60504-7222
(630) 585-7900

Plano

100 Waubonsee Drive
Plano, IL 60545-2276
(630) 552-7900

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will be required to acknowledge receipt of the addenda in the RFQ response.

16. Award Criteria: Award will be made to most responsible and responsive. WCC reserves the right to award to multiple Vendors who meet the required criteria in this solicitation.

SPECIFICATIONS

Summary

Waubensee Community College is soliciting quotes from qualified vendors to provide inherently fire retardant stage curtains and the removal of existing stage curtains from the Auditorium, located at the Sugar Grove Campus. The vendor is required to install the complete requirements of stage curtains, to include curtain material and all hardware necessary for the installation of the curtains. All equipment, curtains, etc. used in the performance of this contract shall be done by an established and experience stage curtain company with their own installation department and curtain manufacturing facility. The expected useful life of the new curtains will be ten to fifteen years.

General

1. **A non-mandatory pre-proposal meeting is scheduled for Tuesday, June 26, 2018 at 2:00 p.m. in the Auditorium building – Lobby. Meeting will allow vendors the opportunity to ask questions and perform field verifications.**
2. Additional site visits must be coordinated with the college's Project Manager, Pete Adams at 630-466-2912.
3. Vendors involved in providing servicing under this project require a minimum of five years' experience.
4. Supply and install new curtains to replace the existing per the provided specifications.
5. Contractor to provide their own equipment, man-lifts, ladders, tools and supplies for installation of new curtains.
6. Remove and properly dispose of old curtains. These curtains are not to be reused or resold.
7. All associated material and equipment must be in new, unused condition.
8. **Samples of all fabrics proposed must be submitted with quote.**
9. Existing hanging hardware is to be re-used for the new curtains. Minor repairs or adjustments to the existing hardware is to be included in the installation.

Upstage Curtain Schedule:

1. 3 pair - Side Leg Curtains
2. 1 each – Stage Left Masking Leg Curtain
3. 1 each – Border Curtain
4. 1 pair – Rear Traveler Curtain

Downstage Curtain and Hardware Schedule:

1. 1 each – Valance Curtain
2. 1 pair – Front Traveler Curtain
3. Existing downstage floor pulley and rope are to be replaced. Rope will be 1/4" stretch resistant operating line.

Curtain Fabrication:

1. Upstage Curtain Material: KM Fabrics Charisma
2. Upstage Curtain Color: Black (1064)
3. Downstage Curtain Material: KM Fabrics Charisma
4. Downstage Curtain Color: Regal Red (1123)

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5. Curtains are to be made in typical stage manner using 50% added fullness sewn into box pleats located 12" on center.
6. Pleats will be sewn in place using either 3-1/2" heavy jute webbing or a 3" polypropylene webbing.
7. Grommets are to be inserted in the center of each pleat for either s-hook or tie line attachment to the existing hanging hardware.
8. All side and bottom hems will be 4" except for the onstage side hems of each half of the front traveler curtain which will be 12" turn backs.
9. Bottom hems of all floor length curtains having an internal pocket containing a continuous length of chain for added weight.

Flame Retardant:

1. All fabrics are to be inherently flame resistant (IFR).
2. A Certificate of Flame Resistance is to be provided for all materials used.
3. Each curtain shall be labeled with a permanent tag, on wrong side, giving flame retardant information.

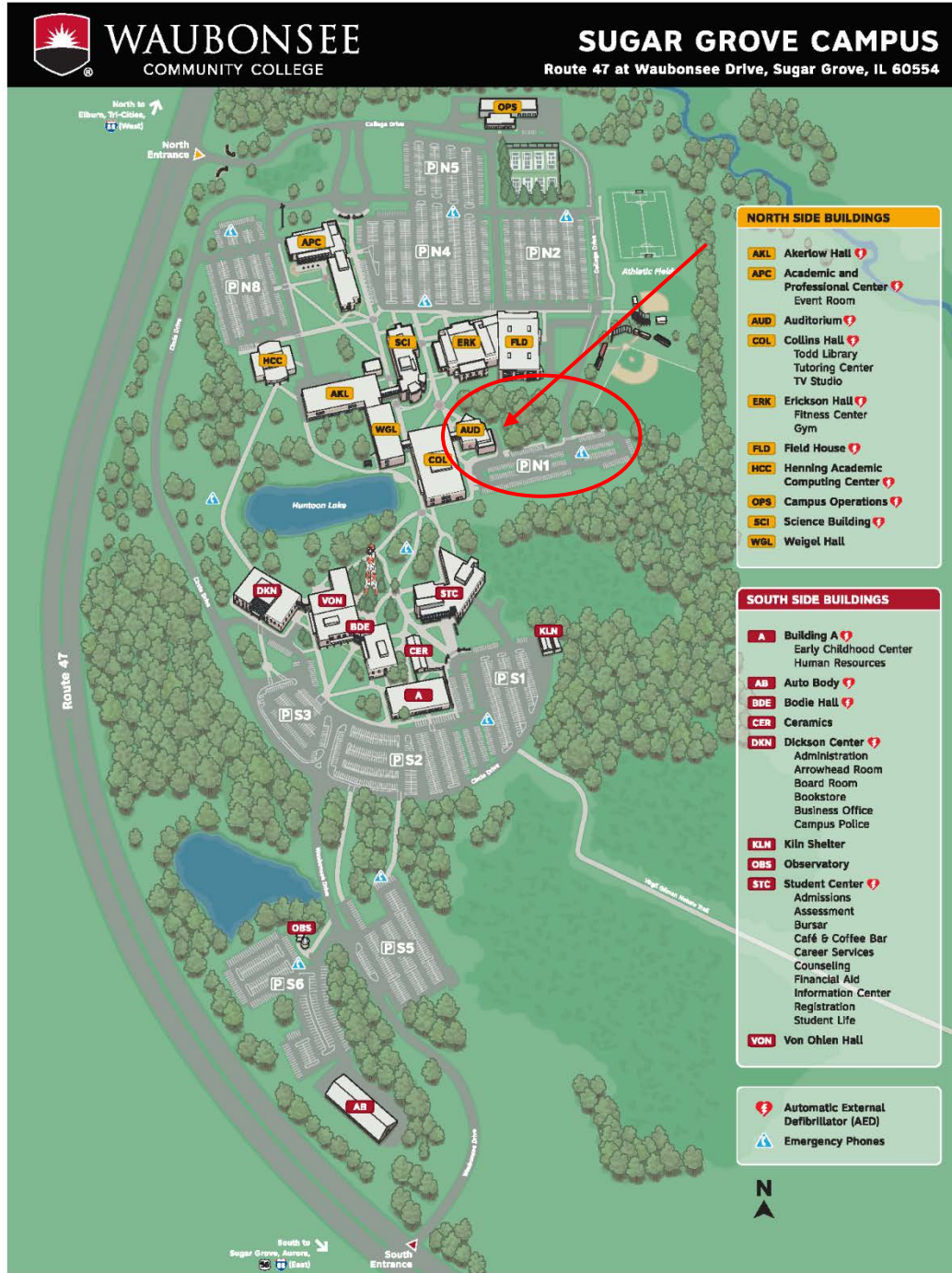
Approach, Plan of Work and Timeline

1. Work is to be scheduled with the WCC Project Manager with at least a one week notice.
2. Waubensee Community College estimates a **completion by August 10, 2018**. Firms should identify if this timeline is reasonable or if more time would be required.
3. Vendor will supply a lead time for installation from receipt of purchase order.

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College Map

Auditorium building and Parking Lot N1 are shown in the circle below.



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INSURANCE AND INDEMNITY REQUIREMENTS

1. **SAFETY:** The Contractor, its agents, employees, material men and its Subcontractors will perform all work on the project in a safe and responsible manner, and in compliance with all Federal, State and local safety requirements and standards.
2. **INDEMNIFICATION:** The work performed by the Contractor shall be at the risk of the Contractor exclusively. To the extent permitted by law, Contractor shall indemnify, defend, and hold harmless Owner, affiliated companies of Owner, their partners, joint venturers, representatives, members, designees, officers, directors, shareholders, employees, agents, successors, and assigns ("Indemnified Parties"), from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorney's fees and costs, and consultants' fees and costs) which arise in whole or in part or are in any way connected with the Work performed, Materials furnished, or Services provided under this Agreement by Sub-Contractor or its agents.
3. **INSURANCE:** The insurance required shall be written for the duration of the Contract in amounts not less than the following minimum limits or as required by law whichever is greater. The Insurer must give the college at least 30 days prior written notice of cancellation and termination of the firm's coverage thereunder. All subcontractors the firm hires must comply with the same requirements.
 - a. Comprehensive General Liability including Contractor's protective liability, Contractual liability, Completed Operations and Products liability. The latter shall be written for a period of one year from the date of acceptance by the Owner, to be renewed annually as long as the contract is in force. Minimum limits shall be as follows:
 - i. Not less than \$1 million dollars Each Occurrence, \$2 million Products/Completed Operations aggregate, \$1 million Personal and Advertising Injury limits, and \$2 million General Aggregate subject to a per project aggregate.
 - ii. Firm shall provide Waubensee Community College with a Certificate of Insurance and endorsement naming Waubensee Community College District No. 516, its officers, agents, employees and assigns as Additional Insured thereunder on a primary and noncontributory basis.
 - b. Workman's Compensation as required by all applicable laws including employer's liability in the amount of \$500,000.00 or as otherwise limited by law.
 - c. Comprehensive Business Automobile Liability including non-ownership and hired car coverage as well as owned vehicles. Minimum limits shall be as follows:
 - i. Written in the amount of not less than \$1 million each accident and covering any auto.
 - d. Umbrella Liability Insurance: N/A
4. **PROPERTY INSURANCE:** It is agreed that the Contractor shall purchase and maintain property insurance for its material left at the job site. Contractor waives all rights of subrogation against Owner for loss of, or damage to, Contractor's work, tools, machinery, equipment, materials or supplies.

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AUTHORIZATION OF QUOTE

I HEREBY AUTHORIZE THIS QUOTE, ACKNOWLEDGING THAT I UNDERSTAND AND AGREE TO THE QUOTE INSTRUCTIONS AND SPECIFICATIONS. I WARRANT THAT ALL INFORMATION PROVIDED IN THE SUBMITTED QUOTE IS TRUE AND ACCURATE. I FURTHER WARRANT THAT FAILURE TO HAVE READ ALL THE PROVISIONS OF THIS SOLICITATION SHALL NOT BE CAUSE TO ALTER ANY RESULTING CONTRACT OR REQUEST ADDITIONAL COMPENSATION. BY SIGNING THIS DOCUMENT, I CERTIFY THAT THE FIRM IS NOT BARRED FROM BIDDING IN THE STATE OF ILLINOIS OR AT THE FEDERAL LEVEL.

Name of Company

Typed or Printed Name Authorized Signature Date

Address

City State Zip Code

Telephone Number Fax Number

Email Address

Quotes must be made in the official name of the firm or individual which business is conducted, stating official business address, and must be signed in ink by a person authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

ADDITIONAL INFORMATION

With quote, identify any subcontractors to be used on this project. Include name of company, contact name, address and phone, and purpose.

If it is the intention of the successful vendor that a third party perform any part of this contract, the college reserves the right to know the identity of the third party before the contract is awarded and to work directly with the third party during the performance of the contract. The vendor receiving this contract, however, is responsible for meeting deadlines, fulfilling specifications and for the overall finished quality. The college reserves the right to reject any subcontractor.

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COST BREAKDOWN

Company Name: _____

Item #	Description	Width	Height	QTY	Unit Cost	Total Line Cost
1	Upstage - Side Leg Curtains					
2	Upstage - Stage Left Masking Leg Curtain					
3	Upstage - Border Curtain					
4	Upstage – Rear Traveler Curtain					
5	Downstage – Valance Curtain					
6	Downstage – Front Traveler Curtain					
7	Downstage Rope and Pulley					
8	*Miscellaneous					
9	Installation					
	<i>TOTAL COST</i>					

*Please take a moment to describe what “**Miscellaneous**” costs include: _____

Lead time from receipt of purchase order: _____

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REFERENCES OF SIMILAR WORK PERFORMED

Name	Phone Number
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Company Name

Address

City	State	ZIP Code
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Name	Phone Number
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Company Name

Address

City	State	ZIP Code
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Name	Phone Number
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Company Name

Address

City	State	ZIP Code
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