

Invitation to Bid

20150415 GHS STAGE CURTAINS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 20150415 GHS STAGE CURTAINS until 9:00 a.m. CDT April 15, 2015. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact Randy Burse-GHS Theatre at randy.burse@sumnerschools.org. All proposals are subject to the Board of Education's conditions and specifications which are available from Chris Harrison, Purchasing Coordinator (615) 451-6569. All bids can be viewed on line at www.sumnerschools.org.

NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **9:00 A.M. Local Time APRIL 15, 2015** for **20150415 GHS STAGE CURTAINS**, at which time the responses will be opened, taken under advisement and evaluated. **BIDS WILL BE POSTED ON www.sumnerschools.org**

GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said **20150415 GHS STAGE CURTAINS** are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.
6. Responses submitted must be in a sealed envelope and marked on the outside as follows:
RESPONSE: 20150415 GHS STAGE CURTAINS
DEADLINE: 9:00 A.M.; APRIL 15, 2015
7. Facsimile responses will not be considered.
8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.
9. Prices quoted on the response (if any) are to be considered firm and binding until the said **20150415 GHS STAGE CURTAINS** are in the possession of the Sumner County Board of Education.
10. No purchase or contract is authorized or valid until the issuance of a Board Purchase Order in accordance with Board Policy. No Board Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.
11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor, Vicky Currey (615) 451-6560.
12. All bids that exceed \$25,000 must have the Company Name, License Number, Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.
13. The awarded bidder will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by State of Tennessee Code Annotated 12-4-201.
14. If the project cost in excess of \$25,000 a performance bond must be secured by the requesting party in an amount equal to the market improvement value.

20150415 GHS STAGE CURTAINS

The Sumner County Board of Education, herein known as "School System", is requesting bids for the installation of stage curtains at Gallatin High School. The project is turnkey to include cost for materials and labor. The pricing must be valid for a period of 90 days from date of bid opening.

Jobsite: Gallatin High
700 Dan P. Herron Drive
Gallatin, TN 37066

Contact: Randy Burse
GHS Theatre

SCOPE OF WORK

The project shall consist of replacing the existing Mid-Stage Curtain, Rear Curtains, Side Legs, Borders, Scrim and Valance with new material utilizing the existing tracks. The project shall also consist of re-roping existing tracks and providing a new floor pulley for scrim track.

The vendor is responsible for all field measurements.

Fabric:

All drapery fabric must be inherently and permanently flame resistant or chemical flame resistant by immersion treatment to comply with NFPA 701. The bidder must include a standard one (1) year warranty. A copy of this warranty **must** be included with the bid documents. The bidder must include a sample of all colors available as outlined in the fabric specified.

- All Curtains to include:
 - Fifty Percent (50%) added fullness
 - Webbing and Grommets as required
 - Chain weights in all hems, excluding valance and scrim
 - Scrim is fabricated with a hidden pipe pocket on the back.
- Valance and Front Curtains
 - 20 oz Marvel Velour (medium weight)
 - Valance to include one (1), 16" monogrammed letter "G"
- Cyclorama Setting
 - Includes: Mid-Stage (2-sections), Rear (2-sections), Side Legs (4-sections), and Borders (3-sections).
 - Approved fabric: Atlas Oxford
- White Sharkstooth Scrim

Optional:

Pricing for optional items are to not be included with total bid price.

- Add four inch (4") fringe to new valance
- Replace existing side leg and rear track
 - Includes removal and disposal of existing track
 - Must comply with ASTM B 221

SUBMITTAL

The bidder is to submit the following items with the bid documents.

- Shop drawings
- Manufacturer's literature indicating compliance with flame-retardant requirements.
- Operation manual for stage drapery track
- Manufacturer's recommended maintenance procedures, replacement parts list, and contact information.

SUMNER COUNTY BOARD OF EDUCATION

Purchasing Department
1500 Airport Road
Gallatin, TN 37066

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

EMAIL _____

AUTHORIZED COMPANY REPRESENTATIVE _____ *SIGNATURE*

AUTHORIZED COMPANY REPRESENTATIVE _____ *PRINTED*

DATE _____

BID TITLE **20150415 GHS STAGE CURTAINS**

DEADLINE **9:00 A.M.; APRIL 15, 2015**

BID AMOUNT \$ _____ Base Bid

OPTIONAL PRICING \$ _____ Fringe

\$ _____ Replacement Track

BID GOOD THRU _____

NOTES: _____

