



POUDRE SCHOOL DISTRICT R-1: REQUEST FOR QUOTES

THEATRE INSPECTION RFQ #24-715-001

QUOTE SCHEDULE

RFQ Posted to BidNet

July 31, 2023

RFQ Closing Date

August 14, 2023 @ 2:00 p.m. MT

Poudre School District (the “District”) is requesting quotes from professional and qualified vendors (“Vendor”) to perform annual inspections of Poudre School District Middle School and High School theater spaces as described in this Request for Quotes (“RFQ”).

The District will accept and consider electronically submitted quotes from Vendors, submitted and received in the www.bidnetdirect.com electronic solicitation portal on or before **2:00 p.m. MT on August 14, 2023, at which time the submission portal will close and no further submissions be allowed or considered.**

Sales Prohibited/Conflict of Interest: No officer, employee, or member of the School Board, shall have a financial interest in the sale to the school district of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the School District.

Soliciting or accepting any gift, gratuity favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the District is prohibited.

Collusive or sham proposals: Any proposal deemed to be collusive or a sham proposal will be rejected and reported to authorities as such. Your authorized signature on this proposal assures that such proposal is genuine and is not a collusive or sham proposal.

The District is exempt from city, county, and state sales and use tax and federal excise taxes or federal transportation taxes. The District's state tax exempt number is 98-03335.

The District reserves the right to reject any and all proposals and to waive any irregularities or informalities.

Sincerely,

Ivy Sipes
Sourcing Specialist
isipes@psdschools.org

1.0 SCOPE AND SPECIFICATIONS

The District is requesting quotes for the annual inspection of Poudre School District Middle School and High School theater spaces are required to ensure safe use and operation by students and staff. The annual inspections shall include, but are not limited to, the following.

- Rigging and installed overhead curtain tracks
- Rigging, locks, lines, arbors and proper weighting of fly system
- Testing of fire curtain
- Life/safety, fire code and electrical code violations or concerns
- Best practices and recommended improvements
- Other safety or maintenance issues as observed
- Observe, report and provide documentation and/or photos.

Schools requiring inspection and the equipment at each site:

Blevins Middle School

- Battens from Unistrut @ 10'
- One row front spotlights
- Three rows onstage electrics
- Main curtain (manual operation)
- Three additional curtain tracks (manual operation)
- Rear traveler (manual operation)

Boltz Middle School

- Battens form Unistrut @ 10'
- One row front spotlights
- Three rows onstage electrics
- Main curtain (manual operation)
- Four additional curtain tracks (manual operation)
- Rear traveler (manual operation)

Cache La Poudre Middle School

- Battens from Unistrut @ 12'
- Four onstage electrics
- One main curtain (manual operation)
- Four additional curtain tracks (manual operation)
- Rear traveler (Manual operation)

Leshar Middle School

- Battens from Unistrut @ 15'
- One row front of house spotlights (crawlpace access)
- Three rows onstage electrics
- Main curtain (manual operation)
- Three masking curtain tracks (Manual operation)
- Light duty fly system, (not counter weighted)

Fort Collins High School

- One row front of house spotlights (catwalk access)
- 18-line counterweight fly system
- Fire curtain (powered winch)
- Hanging speaker clusters

Fossil Ridge High School

- Battens roof truss @ 23'
- One row front of house spotlights (catwalk access)
- Two banks house electric
- Three rows onstage electrics
- Main curtain (powered operation)
- Three additional curtain tracks (manual operation)
- Rear and mid-stage travelers (manual operation)
- One rolling cyc (manual operation)
- Hanging speaker clusters

Rocky Mountain High School

- Battens from Unistrut @ 19'
- One row front of house spotlights (catwalk access)
- Three banks house electric
- Three rows onstage electrics
- Main curtain (manual operation)
- Two additional curtain tracks (manual operation)
- Rear and mid-stage travelers (manual operation)
- One rolling cyc (manual operation)

Poudre High School

- Battens from roof truss @ 18'
- One row front of house spotlights
- Two banks house electric
- Four rows onstage electrics
- Main curtain (powered operation)
- Two light duty fly bars (not counter weighted)
- Four additional curtain tracks (manual operation)
- Rear and mid-stage travelers (manual operation)
- One rolling cyc (manual operation)
- Hanging speaker clusters

Timnath Middle High School

- Battens from Unistruct @ 21'
- 18 total onstage battens
- 3 electrics
- 10 masking (manual operation)
- 1 movie screen
- One row front of house spotlights
- Main curtain (manual operation)
- 3 hanging speaker clusters

Wellington Middle High School

- Battens from Unistruct @ 21'
- 18 total onstage battens
- 3 electrics
- 10 masking (manual operation)
- 1 movie screen
- One row front of house spotlights
- Main curtain (manual operation)
- 3 hanging speaker clusters

SPECIFIC CONDITIONS

For services requiring the Vendor's presence on District Property, the successful Vendor must provide proof of insurance that meets insurance requirements set by the District. Vendor must maintain required insurance during the term of the contract.

The District will provide access to the premises and related facilities for regular working hours or outside regular working hours and days as requested by the District.

The District will respond in a timely manner to requests by the Vendor in cases where there are ambiguities in the work to be performed or resources to be supplied by the District that are not available.

The Vendor will be required to enter into an agreement with the District prior to the start of work, and a final award will be contingent upon the successful negotiation of this agreement.

The District is soliciting quotes via BidNet and also via direct invitation response from Vendors.

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