


Request for Bids	 <p style="text-align: center;">Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100</p> <p style="text-align: center;">Direct all inquiries regarding this order to: (304) 304-696-8853</p>	Bid# R2000248
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Vendor:	For information call: Purchasing Contact: Brianna Salyers Phone: (304) 696-8853 Email purchasing@marshall.edu and salyers44@marshall.edu
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Sealed requests to bid for furnishing the supplies, equipment or services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE BID WILL BE SUBMITTED ON THIS FORM AND UPLOADED INTO THE MU BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. When applicable, prices will be based on units specified; and Bidders will enter the delivery date or time for items contained herein. The Institution reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract as the best interests of the Institution may require. BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.

DATE 7/19/2019	MANDATORY BID MEETING N/A	DEPARTMENT REQUISITION NO.	BIDS OPEN: 3:00 PM ON 7/24/19	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
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Item #	Quantity	Description	Unit Price	Extended Price
<p><u>REQUEST FOR BID</u></p> <p>Marshall University is accepting bids on the following items until 3:00 pm on July 24, 2019. At that time, Bids will be recorded in Room #125 Old Main Building, Marshall University, Huntington, WV.</p> <p style="text-align: center;">SOFTGOOD REPLACEMENT PACKAGE As Specified</p> <p>Time is of the essence. Goods must be received so that installation is completed before mid-August.</p> <p>Bidders must verify that bids are exact as specified herein match existing.</p> <p>Inquiries must be addressed to Purchasing@marshall.edu using the subject, "Urgent" RFB R2000248 Questions</p>				

Total

To the Office of Purchasing,
In compliance with the above, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder guarantees shipment from _____ within _____ days

FOB _____ After receipt of order at address shown

Terms _____

Bidder's name Vendor _____

Signed By _____

Typed Name _____

Title _____

Email _____

Street Address _____

City/State/Zip _____

Date _____ Phone _____

Fein _____

INSTRUCTIONS TO BIDDERS

(purchases greater than \$50,000)

1. **BIDDER'S REPRESENTATIONS:** the bidder, by making a bid, represents that: (a) the bidder has read and understands the bidding documents, terms and conditions, and the Bid is made in accordance therewith; and (b) the bid is based upon the materials, equipment, systems, printing and/or services specified.
2. **QUALITY STANDARDS:** Brand names, when identified, include the standard of quality, performance or use desired. Unless otherwise noted, bids by bidders on equivalents may be considered, provided the bidder furnishes descriptive literature and other proof required by the Buyer. Samples, when required, must be furnished free of charge, including freight. In the event the Buyer elects to contract for a brand purported to be an equivalent by the bidder, the acceptance of the item will be conditioned on the Buyer's inspection and testing after receipt. If, in the sole judgment of the Buyer, the item is determined not to be equivalent, the item will be returned at the Seller's expense and the contract terminated.
3. **SUBMISSION OF BIDS:** the bid, the bid security, if any and other documents required to be submitted with the bid shall be submitted as instructed. The submittal shall include the bid number, the bid opening time, and the bid opening date. Bids received after the time and date for the bid opening will be unaccepted. The bidder shall assume full responsibility for timely delivery.
4. **MODIFICATION OR WITHDRAWAL OF BIDS:** Prior to the time and date designated for receipt of bids, a bid submitted may be modified or withdrawn by notice to the party receiving bids at the place designated for receipt of bids. Such notice shall be in writing over the signature of the bidder and shall be received prior to the designated time and date for receipt of bids. A modification shall be worded so as not to reveal the amount of the original bid.
5. **OPENING OF BIDS:** Bids shall be publicly opened and read aloud at the designated location for receipt of bids shortly after the time and date bids are due.
6. **REJECTION OF BIDS:** The Buyer shall have the right to reject any and all bids, in whole or part; to reject a bid not accompanied by a required bid security or other data required by the bidding documents; or reject a bid which is in any way incomplete or irregular.
7. **ACCEPTANCE OF BID (AWARD):** It is the intent of the Buyer to award a purchase order to the lowest responsible and responsive bidder provided the bid does not exceed the funds available. The Buyer shall have the right to waive informalities or irregularities in a bid received, and to accept the bid which, in the Buyer's judgment, is in the Buyer's own best interests. All bids are governed by the West Virginia Code and the Procedural Rules of the Governing Board having jurisdiction.
8. **VENDOR REGISTRATION:** Prior to any award for purchases exceeding \$25,000, the apparent successful bidder must be properly registered with the W. Va. Department of Administration, Purchasing Division, and have paid the required vendor registration fee.
9. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
10. **PAYMENTS AND INTEREST ON LATE PAYMENTS:** Payment may only be made after the delivery and acceptance of goods or services. Interest may be paid for late payment in accordance with the West Virginia Code.
11. **RESIDENT VENDOR PREFERENCE:** A resident vendor preference will be granted upon written request in accordance with the West Virginia Code.
12. **TAX EXEMPTION:** the State of West Virginia, the Governing Board and its institutions are exempt from Federal and State taxes and will not pay or reimburse such taxes.

The pricing must be entered into the Bonfire Portal Bid Table

	QTY	ITEM	UNIT PRICE	EXTENDED PRICE
1	1	Stage Right Mainstage Act Curtain JCE		
2	1	Stage Left Mainstage Act Curtain JCE		
3	2	Mainstage Traveler Panels		
4	16	Mainstage Legs		
5	10	Mainstage Tabs		
6	5	Mainstage Borders		
7	4	Mainstage Blackout Panels		
8	10	Side Masking Panels JCE		
9	8	Pit Shroud Panels		
10	2	FBET Traveler Panels		
11	7	FBET Balcony Panels		
12	6	Balcony Rail Panels		
13	24	Side Masking Panels		
14	1	CYCLORAMA (Cyc)		
15	2	WHITE SCRIM		
16	1	BLACK SCRIM		

The following forms (web links provided) are uploaded into the Bonfire Portal. Forms are required where applicable.

Vendor Preference Certificate: <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf> - if applicable

The Vendor Preference Certificate provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code.

Purchasing Affidavit: <http://www.state.wv.us/admin/purchase/vrc/pAffidavit.pdf> - successful vendor

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

WV96 Agreement Addendum: <http://www.state.wv.us/admin/purchase/vrc/wv96.pdf> - The addendum is required if vendor incorporates terms and conditions into the contract/order.

Vendor Registration: <http://www.state.wv.us/admin/purchase/vrc/wv1.pdf> - Before a vendor is eligible to sell goods and/or services to the State of West Virginia, the West Virginia Code §5A-3-12 requires all vendors to have on file with the West Virginia Purchasing Division a completed Vendor Registration and Disclosure Statement. All vendors wishing to participate in the competitive bid process and receive purchase orders from the State of West Virginia exceeding \$2,500 in aggregate across all state agencies are required to complete the Vendor Registration and Disclosure Statement (WV-1 form) and pay a \$125.00 fee.

SOFTGOOD REPLACEMENT PACKAGE
 JOAN C. EDWARDS PERFORMING ARTS CENTER
 SCHOOL OF THEATRE AND DANCE
 MARSHALL UNIVERSITY

I) GENERAL SCOPE OF PROJECT

The materials and finished components of this package shall be compatible and interchangeable with existing elements of the softgood inventory currently employed at the Joan C. Edwards Performing Arts Center. Softgoods described will be used in the Joan C. Edwards Theatre (Mainstage) and/or the Francis-Booth Experimental Theatre (FBET).

II) JOAN C. EDWARDS THEATRE (Mainstage)

Mainstage Act Curtain - The Mainstage Act Curtain shall be made of 24 oz., Inherently Flame Retardant (IFR) polyblend thread. Fabric treated with flame retardant chemicals after the weaving process will NOT be accepted. Fabric shall be Charisma – Cherry Red. The Mainstage Act Curtain shall consist of 2 panels as detailed below:

1. Stage Right Mainstage Act Curtain – 1 each

The finished height of the SR Act Curtain shall be 29 feet (29'0") Tall and 25 feet 4 inches (25'4") wide. Fullness for the SR Act Curtain shall be 75%. There shall be a halfwidth turnback to the nearest seam on the onstage side of the curtain and an 8" foldback (hem) on the offstage side of the curtain. The offstage side shall have side webbing with 3/8" guide spools positioned along the height at intervals of 18" on center. The bottom hem shall be 8" and contain #6 jack chain zinc plated, in an enclosed pocket. The webbing at the top of the curtain shall be 4" with brass grommets spaced at 1 foot (1'0") on center and 3/4" from the top of the webbing.

2. Stage Left Mainstage Act Curtain – 1 each

The finished height of the SL Act Curtain shall be 29 feet (29'0") Tall and 25 feet 4 inches (25'4") wide. Fullness for the SR Act Curtain shall be 75%. There shall be a halfwidth turnback to the nearest seam on the onstage side of the curtain and an 8" foldback (hem) on the offstage side of the curtain. The offstage side shall have side webbing with 3/8" guide spools positioned along the height at intervals of 18" on center. The bottom hem shall be 8" and contain #6 jack chain zinc plated, in an enclosed pocket. The webbing at the top of the curtain shall be 4" with brass grommets spaced at 1 foot (1'0") on center and 3/4" from the top of the webbing.

3. Mainstage Traveler Panels – 2 each

The Mainstage Traveler Panels shall be made of 24 oz, Inherently Flame Retardant (IFR) polyblend thread. Fabric treated with flame retardant after the weaving process will NOT be accepted. Fabric shall be Charisma – Black.

Each Traveler Panel shall have a finished height of 28 feet (28'0") tall and 28 feet (28'0") wide. Fullness for all Traveler Panels shall be 50%. There shall be an 8" foldback (hem) on both the onstage and offstage sides. . The bottom hem shall be 8" and contain #6 jack chain zinc plated, in an enclosed pocket. The webbing at the top of the curtain shall be 4" with brass grommets spaced at 1 foot (1'0") on center and 3/4" from the top of the webbing. Each grommet shall have a S-Hook attached suitable to be attached to carrier chain.

4. Mainstage Legs – 16 each

The Mainstage Legs shall be made of 24 oz, Inherently Flame Retardant (IFR) polyblend thread. Fabric treated with flame retardant after the weaving process will NOT be accepted. Fabric shall be Charisma – Black.

Each Leg shall have a finished height of 28 feet (28'0") tall and 8 feet (8'0") wide. Fullness for all Legs shall be 0% (Flat). There shall be an 8" foldback (hem) on both the onstage and offstage sides. The bottom hem shall be 8" and contain #6 jack chain zinc plated, in an enclosed pocket. The webbing at the top of the leg shall be 4" with brass grommets spaced at 1 foot (1'0") on center and 3/4" from the top of the webbing. Each grommet shall have black tie line installed suitable for attaching to 1 1/2" pipe battens.

5. Mainstage Tabs – 10 each

The Mainstage Tabs shall be made of 24 oz, Inherently Flame Retardant (IFR) polyblend thread. Fabric treated with flame retardant after the weaving process will NOT be accepted. Fabric shall be Charisma – Black.

Each Tab shall have a finished height of 28 feet (28'0") tall and 6 feet (6'0") wide. Fullness for all Legs shall be 0% (Flat). There shall be a 3" foldback (hem) on both the onstage and offstage sides. The bottom hem shall be 8" and contain #6 jack chain zinc plated, in an enclosed pocket. The webbing at the top of the leg shall be 4" with brass grommets spaced at 1 foot (1'0") on center and 3/4" from the top of the webbing. Each grommet shall have black tie line installed suitable for attaching to 1 1/2" pipe battens.

6. Mainstage Borders – 5 each

The Mainstage Borders shall be made of 24 oz, Inherently Flame Retardant (IFR) polyblend thread. Fabric treated with flame retardant after the weaving process will NOT be accepted. Fabric shall be Charisma – Black.

Each Border shall have a finished height of 10 feet (10'0") tall and 52 feet (52'0") wide. Fullness for all Borders shall be 0% (Flat). There shall be a 6" foldback (hem) on both the onstage and offstage sides. There shall be a hem of 4" at the bottom. The webbing at the top of the border shall be 4" with brass grommets spaced at 1 foot (1'0") on center and 3/4" from the top of the webbing. Each grommet shall have black tie line installed suitable for attaching to 1 1/2" pipe battens.

7. Mainstage Blackout Panels – 4 each

The Mainstage Blackout Panels shall be made of 24 oz, Inherently Flame Retardant (IFR) polyblend thread. Fabric treated with flame retardant after the weaving process will NOT be accepted. Fabric shall be Charisma – Black.

Each Blackout Panel shall have a finished height of 28 feet (28'0") tall and 28 feet (28'0") wide. Fullness for all Blackout Panels shall be 0% (Flat). There shall be an 8" foldback (hem) on both the onstage and offstage sides. The bottom hem shall be 8" and contain #6 jack chain zinc plated, in an enclosed pocket. The webbing at the top of the curtain shall be 4" with brass grommets spaced at 1 foot (1'0") on center and 3/4" from the top of the webbing. Each grommet shall have a S-Hook attached suitable to be attached to carrier chain.

8. Mainstage Side Masking Panels – 10 each

The Side Masking Panels shall be made of 22 oz, Inherently Flame Retardant (IFR) polyblend thread. Fabric treated with flame retardant after the weaving process will NOT be accepted. Fabric shall be Encore15 – Black.

Each Side Masking Panel shall have a finished height of 24 feet 9 inches (24'9") tall and 8 feet 6 inches (8'6") wide. Fullness for all Blackout Panels shall be 0% (Flat). There shall be a 4" hem at the bottom. There shall be a 6" foldback (hem) on both the onstage and offstage sides. The webbing at the top of the curtain shall be 4" with brass grommets spaced at 1 foot (1'0") on center and 3/4" from the top of the webbing. Each grommet shall have a S-Hook attached suitable to be attached to carrier chain

9. Mainstage Pit Shroud Panels – 8 each

The Pit Shroud Panels shall be made of 24 oz, Inherently Flame Retardant (IFR) polyblend thread. Fabric treated with flame retardant after the weaving process will NOT be accepted. Fabric shall be Charisma - Black.

Each Pit Shroud Panel shall be a "U" shaped drape, the "legs" of which shall be 3 feet (3'0") tall with a 4" "crown". Each panel shall be 8 feet (8'0") wide. The crown shall be of padded foam sufficiently thick to allow it to span 6" without significant sagging. (Perhaps ethafoam padding layered to 1" thick by 4" wide.) Fullness for all Pit Shroud Panels shall be 50%. There shall be a 2" foldback (hem) on the bottom of both legs and both the onstage and offstage sides. (See attached sketch)

III) FRANCIS-BOOTH EXPERIMENTAL THEATRE (FBET)**10. FBET Traveler Panels – 2 each**

The FBET Traveler Panels shall be made of 24 oz, Inherently Flame Retardant (IFR) polyblend thread. Fabric treated with flame retardant after the weaving process will NOT be accepted. Fabric shall be Charisma – Black.

Each Traveler Panel shall have a finished height of 26 feet (26'0") tall and 24 feet (24'0") wide. Fullness for all Traveler Panels shall be 1.50. There shall be an 8" foldback (hem) both the onstage and offstage sides. The bottom hem shall be 8" and contain #6 jack chain zinc plated, in an enclosed pocket. The webbing at the top of the curtain shall be 4" with brass grommets spaced at 1 foot (1'0") on center and 3/4" from the top of the webbing. Each grommet shall have a S-Hook attached suitable to be attached to carrier chain

11. FBET Balcony Panels – 7 each

The FBET Balcony Panels shall be made of 24 oz, Inherently Flame Retardant (IFR) polyblend thread. Fabric treated with flame retardant after the weaving process will NOT be accepted. Fabric shall be Charisma – Black.

Each Balcony shall have a finished height of 17 feet 9 inches (17'9") tall and 8 feet (8'0") wide. Fullness for all Balcony Panels shall be 1.00 (Flat). There shall be a 3" foldback (hem) on both the onstage and offstage sides. The bottom hem shall be 8" and contain #6 jack chain zinc plated, in an enclosed pocket. The webbing at the top of the leg shall be 4" with brass grommets spaced at 1 foot (1'0") on center and 1" from the

top of the webbing. Each grommet shall have a S-Hook attached suitable to be attached to carrier chain

12. FBET Balcony Rail Panels – 6 each

The Balcony Rail Panels shall be made of 24 oz, Inherently Flame Retardant (IFR) polyblend thread. Fabric treated with flame retardant after the weaving process will NOT be accepted. Fabric shall be Charisma – Black.

Each Balcony Rail Panel shall have a finished height of 17 feet 9 inches (17'9") tall and 8 feet (8'0") wide. Fullness for all Balcony Rail Panels shall be 1.00 (Flat). There shall be an 8" hem on both the onstage and offstage sides. The bottom hem shall be 8" and contain #6 jack chain zinc plated, in an enclosed pocket. The webbing at the top of the leg shall be 4" with brass grommets spaced at 1 foot (1'0") on center and ¾" from the top of the webbing. Each grommet shall have black tie line installed suitable for attaching to 1 ½" pipe battens.

13. FBET Under-Balcony Side Masking – 24 each

The Side Masking Panels shall be made of 22 oz, Inherently Flame Retardant (IFR) polyblend thread. Fabric treated with flame retardant after the weaving process will NOT be accepted. Fabric shall be Encore15 – Black.

Each Side Masking Panel shall have a finished height of 9 feet (9'0") tall and 8 feet 6 inches (8'6") wide. Fullness for all Blackout Panels shall be 0% (Flat). There shall be a 4" hem at the bottom. There shall be a 6" foldback (hem) on both the onstage and offstage sides. The webbing at the top of the curtain shall be 4" with brass grommets spaced at 1 foot (1'0") on center and ¾" from the top of the webbing. Each grommet shall have an S-Hook attached suitable to be attached to carrier chain

IV) SCENIC SOFTGOODS (used in both venues)

14. CYCLORAMA (Cyc) – 1 each

The Cyc shall be Seamless Sky Blue Leno. Fabric shall be flame retardant cotton.

The Cyc shall have a finished height of 28 feet (28'0") tall and 52 feet (52'0") wide. There shall be a 3" hem on both the sides. There shall be a pipe pocket on the bottom. The webbing at the top of the cyc shall be 4" with brass grommets spaced at 1 foot (1'0") on center, starting at the center of the cyc's width and ¾" from the top of the webbing. Each grommet shall have black tie line installed suitable for attaching to 1 ½" pipe battens.

15. WHITE SCRIM – 2 each

The White Scrim shall be knit Seamless Sharkstooth Scrim. Fabric shall be flame retardant cotton.

The White Scrim shall have a finished height of 28 feet (28'0") tall and 52 feet (52'0") wide. There shall be a 3" hem on both the sides and a pipe pocket on the bottom. The webbing at the top of the White Scrim shall be 4" with brass grommets spaced at 1 foot (1'0") on center, starting at the center of the scrim's width and ¾" from the top of the webbing. Each grommet shall have black tie line installed suitable for attaching to 1 ½" pipe battens.

16. BLACK SCRIM – 1 each

The Black Scrim shall be knit Seamless Sharkstooth Scrim. Fabric shall be flame retardant cotton.

The Black Scrim shall have a finished height of 28 feet (28'0") tall and 52 feet (52'0") wide. There shall be a 3" hem on both the sides and a pipe pocket on the bottom. The webbing at the top of the Black Scrim shall be 4" with brass grommets spaced at 1 foot (1'0") on center, starting at the center of the scrim's width and $\frac{3}{4}$ " from the top of the webbing. Each grommet shall have black tie line installed suitable for attaching to 1 $\frac{1}{2}$ " pipe battens.

Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Bid	File Type: PDF (.pdf)	Multiple	Required
R2000248 BidTable (BT-58CX)	BidTable: Excel (.xlsx)	You will need to fill out the provided Response Template for this BidTable. The Response Template can be downloaded from the project listing on the Bonfire portal.	
Forms	File Type: PDF (.pdf)	Multiple	Required

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

Requested Bid Tables:

The BidTable Response Templates can be obtained at <https://marshall.bonfirehub.com/opportunities/17684>.

Please note that Bid Tables may take a significant amount of time to prepare.

2. Upload your submission at:

<https://marshall.bonfirehub.com/opportunities/17684>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of Jul 24, 2019 3:00 PM EDT. We strongly recommend that you give yourself sufficient time and at least ONE (1) day before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. JavaScript must be enabled. Browser cookies must be enabled.

Need Help?

Marshall University uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>