



Cowley College

Request for Bid

Theatrical Dimming System Upgrade

Submission Due Date

01/09/25

By: 4PM CST

**COWLEY COLLEGE
REQUEST FOR BID (“RFB”)
FOR
THEATRICAL DIMMING SYSTEM UPGRADE**

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I. Introduction

Project Description: Cowley County Community College is requesting bids on a dimming and network upgrade to their existing ETC Dimming System. Work to include upgrading dimmer racks to current technology, adding a new Paradigm control system, retrofitting existing house lights to LED, and trading out incandescent cove lights and work lights to LED. Theatrical Dealer will act as the general contractor and will be responsible for providing a complete working system, including all electrical work.

- A. This is a Request for Bid (RFB) issued by Cowley College (hereinafter referred to as “Cowley College”) seeking bid/quotes for goods or services from vendors who provide such products or services.
- B. RFBs must be submitted by persons authorized to commit the responding Vendor/Contractor to a procurement contract, agreement, or purchase/sale.
- C. Any costs incurred in preparing or submitting a proposal shall be the Signage Contractor's sole responsibility.
- D. Cowley College reserves the right to consider as acceptable only those bid/quotes submitted in accordance with all requirements set forth in this RFB and which demonstrate an understanding of the scope of the work. Any bid/quote offering any other set of terms and conditions contradictory to those included in this RFB may be disqualified without further notice.
- E. A Respondent shall be disqualified and the bid/quote automatically rejected for any one of the following reasons:
 - a. The bid/quote shows any noncompliance with applicable law.
 - b. The bid/quote is conditional, incomplete, or irregular in such a way as to make the proposal indefinite or ambiguous.
 - c. The bid/quote has any provision reserving the right to accept or reject award, reserving the right to enter into a contract pursuant to an award, or contrary to those required in the solicitation.
 - d. The vendor/respondent is debarred or suspended.
- F. Cowley College may need to issue one or more addendum related to this RFB. Such addenda shall be added to the original RFB document and posted at www.cowley.edu. It shall be the responsibility of prospective Vendor/Contractors and other interested parties to familiarize themselves with the website and visit it regularly during the RFB process for updated information or addenda related to this RFB.
- G. Cowley College reserves the right not to make award of this RFB.
- H. Cowley College shall not be responsible for work done, even in good faith, prior to Cowley College’s execution of a final purchase.
- I. RFB may be available for public inspection upon notice of award and shall be available for public inspection after the contract is signed or purchase is made. Cowley College treats RFB as confidential until after the award is issued. At that time in which they become subject to disclosure under the Freedom of Information Act. Information marked as “Confidential” in any bid/quote shall be honored as such, to the extent allowable under the Freedom of Information Act. If respondent wishes to supply any information, which it believes is exempt from disclosure under the Act that respondent should summarize such information in a separate envelope and each page submitted should clearly state "Confidential," but otherwise be presented in the same manner as the RFB. However, any such information is provided entirely at the respondent's own risk and Cowley College assumes no liability for any loss or damage which may result from Cowley College's disclosure at any time of any information provided by the respondent in connection with its proposal.
- J. If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

- K. Every person who is a party to this agreement is hereby notified and agrees that Cowley College is immune from liability and suit for or from Signage Contractor’s activities involving third parties and arising from any contract resulting from this RFP.
- L. The terms and provisions of this RFP, and any ensuing contract, shall be governed by and construed in accordance with the laws of the State of Kansas.
- M. Cowley College may terminate any resulting contract for cause by providing a Notice to Cure to the awarded Contractor citing the instances of noncompliance with the contract.
- N. The chosen/awarded Contractor shall have ten (10) days to reply to the Notice to Cure and indicate why the contract should not be terminated and recommend remedies to be taken.
- O. If the Contractor and Cowley College reach an agreed upon solution, the Contractor shall then have thirty (30) days after such agreement is reached to cure the noncompliance cited in the Notice to Cure.
- P. If a mutually agreed upon solution cannot be reached within ten (10) days after receipt of Notice to Cure by chosen/awarded Contractor, Cowley College reserves the right to terminate the agreement.

II. RFB Requirements and Schedule

- A. **Proposals will be accepted electronically by 4PM January 09, 2025, to holly.harper@cowley.edu. Please put “RFB for Theatrical Dimming” in the subject line.**
- B. Proposals may be withdrawn by written request before the scheduled closing time for receipt of proposals. Requests for modification must be in writing, executed by a person with authority, and submitted in the same manner as set forth above.
- C. All proposals shall be valid and constitute an irrevocable offer to contract on the terms and conditions of this Request for Proposals for ninety (90) days after opening. Still, the College reserves the right to accept or reject proposals on each item or service separately or as a whole, to reject any or all proposals, to waive informalities or irregularities, and to contract in the College's best interest.
- D. SCHEDULE OF BID SELECTION

| | |
|--|-----------------|
| Issue RFP | 12/03/24 |
| Proposals Due | 01/09/25 |
| Proposal Reviews (Trustee Finance Sub-Committee) | 01/13/25 |
| Award bid-Selection (Board of Trustees Meeting) | 01/21/25 |

E. Evaluation Criteria and Proposal Content

The evaluation shall be based on the numerical rating set forth below. Factors not specified in the Request for Bid/Quote shall not be considered, although the below criteria may have subcomponents used in rating not identified in this document.

1. Attachment I – Scope of Work and Certification
2. Vendor experience and availability
3. Experience and qualifications of personnel assigned to project.
4. Quality and adequacy of Bid (completeness, responsiveness and clarity)

The College reserves the right to weigh these factors at its sole discretion.

Attachment I: Scope of Work and Certification

Scope of Work

Note: The bid must include all parts and labor to establish a 100% working system per the intent listed below. It is the responsibility of the installing contractor to verify that all components required are included in their proposal.

The College IT department will be responsible for providing some labor and wire for the installation. Their scope of work includes the following:

1. Provide and install Cat 5e wire between the existing 19" IT cabinet (Stage Left) and the new switch located in the dimming rack room. (See Dealer Scope #1)
2. Provide and install Cat 5e wire between existing 19" IT cabinet and new ETC Touchscreens and a second run to network jack both in the Booth. (See Dealer Scope #7 and 8)
3. Run control wire (provided by Dealer) to 4 entry station locations. (See Dealer Scope #5)
4. Provide and install Cat 5e wire from SM Panel to House Right FOH position in the catwalk to DMX Out receptacle (DMX)
5. Provide and install Cat 5e wire from new splitter at house right to 6 new LED strips in vertical coves (DMX) (See Dealer Scope #13)
6. Provide and install Cat 5e wire between existing 19" IT cabinet and new gateway located house right at the ceiling line above the balcony rail.

Note: all DMX wires are to be terminated by the Theatrical Dealer.

Dealer Provided Scope:

1. Provide and install 3 new ETC Sensor dimmer racks. Upgrade Kits from existing CEM Classic dimmer racks to current CEM 3 control modules, including new fans and filters. Remove dimmers and completely clean out the rack and reinstall dimmers. Provide 10 new R20 modules and install them in slots as directed by the college. Provide 1 new CC20 and install it in the slot as directed. (Existing D20's to remain property of the college). Test every circuit for correct operation. Advise the college of issues with individual circuits in the field. Remove architectural hardware and wires currently wall-mounted to the left of the dimming racks. Provide and install a new ETC 5 Port switch next to existing dimmer racks. Provide 120 power to the new switch and connect each rack to the switch with Cat 5e wire, per the manufacturer's recommendation. Reuse conduit from existing house light control or provide new.
2. Add an 'R' label to all circuits converted to relays. College to alter receptacles, if required.
3. Demo internal wire to Stage Left Stage Manager's Panel. Existing outlets and work light switches to remain. Provide 1 new custom metal cover to include cutouts for outlet, switches, new LCD touchscreen, and 2 DMX inputs (1 new). Provide 1 new DMX Out in FOH position for Emergency DMX operation.
4. At the existing IT cabinet located at the Stage Manager's location, install an ETC rack-mounted Paradigm processor and connect with Cat 5 to an existing network switch.
5. Add 4 new house light stations (Part number ETC UH10002) at each of the 4 entry doors. IT department to run wire that the Theatrical Contractor provides.
6. Provide 1 ETC WAP on the stage side of the SL Proscenium Wall. Connect to existing switch with Cat 5e cable. Verify location with the college prior to installation.

7. Provide 2 new ETC Paradigm touchscreens. 1 in the new SM Panel cover and 1 in the booth (wire provided and pulled by College IT.)
8. Provide 1 ETC ECPB-Net in Booth (wire provided and pulled by College IT.)
9. Provide 6 each ETC S4WRDT120 with PAR NEL bodies with c-clamp, safety cables, and connectors on FOH position for work lights. Remove existing incandescent work lights.
10. Provide and install 18 Canto retrofit fixtures in existing halogen cylinders. Verify stem length and reflector size prior to purchase of lights. Part number E11-2.75-46T-F2-120-500-X-3.0K-80
11. Demo 6 runs of incandescent vertical cove fixtures in-house. Salvage power source. Combine circuits in a dimmer rack to free up 4 circuits/dimmers. Install 6 new LED strips in vertical slots and connect to the existing 2 circuits on a single relay module. Insight Lighting Part number PCM-10-RGB30-120-SM-48-120-DMXFT-MG. Run DMX Cable from feed locations to DMX splitter (See #13)
12. With 2 free circuits from #11, install 1 duplex outlet on both sides of the auditorium at the ceiling line above the balcony rail. Replace the dimmer module with the relay module and provide the number on the receptacle to match the circuits.
13. Provide a new DIN Rail mounted box at the ceiling house right above the balcony rail. Provide 1 ETC 2 port-din rail mount gateway, 1 ETC Response DMX Splitter, and 1 power supply in Din Box. Connect power to 1 free circuit from #11 above and trade module to constant module. 1 port of the gateway to feed DMX to DMX Splitter. From new cove mount fixtures (#11 above), run 6 runs of DMX cable to the new splitter in the box. The 2nd port of the gateway to feed new ECPB-DMX is mounted next to the duplex outlet at the house right above the balcony rail. (Cat 5 to switch by IT department)
14. Provide 1 ETC Response SnapBack Device in the existing IT 19" Rack

The undersigned applicant, in response to Cowley College's Request for a Theatrical Dimming Upgrade, having carefully examined the bid documents and being familiar with the conditions surrounding the proposed purchase, hereby proposes to provide such services meeting the requirements outlined in this Request for Bid/Quote, in accordance with the RFB attached hereto.

Respondent hereby certifies: (a) that this bid/quote is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation; (b) that the respondent has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; (c) that the respondent has not solicited or induced any person, firm, or corporation to refrain from bidding; and (d) that the respondent has not sought by collusion to obtain any advantage over any other bidder or over Cowley College.

Respondent agrees that the response to this RFB is a legal and binding offer and the authority to make the offer is vested in the signer. Minor differences and informalities will be resolved by negotiation prior to acceptance of the offer.

Signature

Date

Signer Name