

**CITY OF FEDERAL WAY
REQUEST FOR QUOTE
STAGE DRAPERIES
FOR THE
PERFORMING ARTS & EVENT CENTER**

I. PURPOSE OF REQUEST

The City of Federal Way (“City”) is requesting quotes for the purpose of Stage Draperies for the Performing Arts & Event Center. The City’s needs are outlined in the following Request for Quotes (“RFQ”).

II. TIME SCHEDULE

The City will follow the following timetable, which should result in a selection of a contractor by June 7, 2017.

Issue RFQ	May 8, 2017
Deadline for Submittal of Quotes	May 19, 2017 3:00 PM

<i>(The City welcomes submittals prior to deadline)</i>	
Notify Contractor Chosen	June 7, 2017

III. INSTRUCTIONS TO PROPOSERS

A. All quotes shall be sent to:

Theresa Yvonne, Executive Director
City of Federal Way
33325 8th Ave South
Federal Way, WA 98003-6325
(253) 835-2414

B. All quotes must be in a sealed envelope and clearly marked in the lower left-hand corner: RFQ –PAEC Stage Draperies. All quotes must be received by May 19, 2017 at 3:00 PM to be considered. Three (3) copies of the RFQ must be presented. No faxed or telephone quotes will be accepted.

C. Quotes should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

D. The Executive Director or representative will notify the contractor selected by June 7,

2017.

E. All quotes must follow the guidelines stated in Appendix A – Part 2.

IV. SELECTION CRITERIA

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	25%
2. Price.	50%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	25%
<hr/>	
Total Criteria Weight	100%

Each quote will be independently evaluated on factors 1 through 3.

V. TERMS AND CONDITIONS

- A. The City reserves the right to reject any and all quotes, and to waive minor irregularities in any quote.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from the contractor.
- C. The City reserves the right to award the contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the quote.
- D. Any quote may be withdrawn up until the date and time set above for opening of the quotes. Any quote not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City the services described in the attached specifications, or until one or more of the quotes have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a quote by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFQ. A copy of the contract is available for review, and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the City Attorney's office.

- F. The City shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to the RFQ.
- G. The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

VI. SCOPE OF SERVICES

- A. Follow specifications as outlined in Section 116143 Stage Draperies, Appendix A.
- B. The following appendices are attached to this specification.
 - i. Appendix B 11 61 43 – Drapery Schedule
 - ii. PD201 – Drapery plan and section
- C. Completion
 - i. The City desires that this work be completed by July 14, 2017.**
 - ii. Please provide Contractors date of completion in quote.

VII. COMPENSATION:

- A. Please present detailed information on the contractor’s proposed quote for the equipment specified in Appendix A, Appendix B and PD201 Drapery plan and section and for any variation for non-routine services, inclusive of Washington state sales tax, and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- B. Payment by the City for the services will be made only after the services have been performed, an itemized billing statement is submitted in the form specified by the City, and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

VIII. PUBLICATION.

Name of Publication:

Dates:

Federal Way Mirror

May 12, 2017

Puget Sound Business Journal

May 12, 2017

City of Federal Way Website
www.cityoffederalway.com

May 9, 2017 thru
May 19, 2017

G:\lawforms\Request for Quotes
rev. 01/15

PART 1 - GENERAL

1.1 SUMMARY

- A. This document is the specification for stage drapery packages for the Federal Way Performing Arts & Event Center, City of Federal Way, WA.
- B. Section Includes:
 - 1. Services related to the furnishing of stage draperies.
 - 2. Project specific information included in attached appendices.

1.2 ALTERNATE

- A. Provide additive alternate for each Alternates listed in appendix A

1.3 SCHEDULE

- A. See Division 1 for project delivery schedules.

1.4 REFERENCES

- A. Comply with all national, state and local regulations. In the event of conflict between these specifications and the applicable regulations, the more stringent shall govern.
- B. Equipment shall be provided per the related trade and regulatory guidelines including but not limited to UL, NEC, IEEE, and all manufacturer's recommendations and requirements. Contractor shall be responsible in the event that work under their control voids or jeopardizes manufacturers' warranties.
- C. Labor shall be provided per applicable labor regulations and practices.

1.5 DEFINITIONS

- A. Theatre Representative: For the scope in this Section, authorized personnel Federal Way Performing Arts & Event Center and The Shalleck Collaborative, Inc., Theatre Consultants.

1.6 SYSTEM DESCRIPTION

- A. Fabricate, ship and install new theatrical stage draperies.

1.7 SUBSTITUTIONS

- A. All requests for substitutions from the specified materials, assemblies or related services shall be submitted for review by the Representative two weeks prior to bid. Substitution requests made after this time shall be neither reviewed nor accepted. Requests shall be made in accordance with Division 1 of the specifications, and in a timely fashion so as to not affect the project schedule in either case of the substitution being accepted or rejected.

- B. Documentation for the substitution shall be submitted with supporting material and shall including the related information for the item as specified so that equivalence can be demonstrated. The burden of proof rests solely upon the Contractor. The Representative shall be the sole evaluator of the fitness of the substitution.
- C. All expenses related to the substitution including, but not be limited to, all fees and expenses incurred in the evaluation of the substitution, and any effect on the costs and schedule of other trades whether or not the substitution is accepted, shall be borne by the Contractor.

1.8 SUBMITTALS

- A. Submittals shall be in accordance with Division 1.
- B. Submittals shall be made in electronically in PDF format except where noted otherwise.
 - 1. Submittals shall be transmitted via Email, Download or CD.
 - 2. Hard copy submittals shall be made upon request of the Theatre's Representative.
 - 3. Samples, color cards and color swatches shall not be electronic.
- C. Submittals shall be made in a timely fashion so as to not affect the project schedule, and shall allow for adequate time for review and resubmittal. Partial submittals shall not be acceptable and shall be returned without review.
- D. Product Data:
 - 1. Submit data sheets for all standard component parts, which shall include all information necessary to verify compliance with this Section.
 - 2. Submit all details how each type of drape will be constructed
 - 3. Product data shall properly identify each component's intended use. Any options or variations must be clearly noted.
 - 4. Provide custom died one square yard custom color samples for approval by architect
- E. Samples:
 - 1. Samples shall not be electronic.
 - 2. Submit the following samples for approval:
 - a. 1 bolt yard of black velour.
 - b. 1 bolt yard selected velour color.
 - c. 3 square feet of main curtain lining.
 - d. 3 square feet of cyc.
 - e. Sewing detail sampler demonstrating main curtain and cyc, showing top, side and bottoms.
 - f. (2) 12" sections of 3/4" pipe with sleeve and button coupler

F. Record Documents:

1. At time of delivery, submit the following record documents:
 - a. Regulatory listings and certifications as required by prevailing building codes.
 - b. Bill of materials
 - c. Product data
 - d. Flame certifications
 - e. Operations and instructions manuals for all products provided
 - f. Care and maintenance instructions
 - g. Service line and online contacts and warranty documents.
 - h. Any other data which was part of the submittals.
2. Submit record documents as three hard copies and one electronic copy in PDF format on CD or USB memory stick, Hardcopies shall be delivered in a 3-ring binder. Flame certificates, Warranty and any instruction booklets shall be in clear plastic sleeves.

1.9 WARRANTY

- A. Warranty shall provide coverage of material and product defects and assembly workmanship for a period of five (5) years following the date of acceptance by the Owner.
- B. Items under warranty shall be serviced to the satisfaction of the Owner with 14 days of notification to the Contractor.

1.10 QUALITY ASSURANCE

- A. Equipment in this Section shall be provided by specialty subcontractors and manufacturers meeting the qualifications listed herein.
- B. Specialty subcontractor shall have been continuously engaged in the sales of drapery equipment similar to that specified herein for a minimum of Fifteen years.
- C. Specialty subcontractors shall have at time of bid and continuously maintain throughout the project and warranty period a Specialty Contractor's license appropriate for the work in this Section and/or as listed in Division 1.
- D. All draperies shall bear the appropriate labels.

1.11 DELIVERY, STORAGE AND HANDLING

- A. Packing shall prevent damage to the equipment during transit. Costs to repair or replace all equipment damaged during the course of shipping shall be borne by the Contractor.
- B. Draperies shall be packed and shipped in methods and containers that shall prevent crushing of finished goods.

1.12 MAINTENANCE

- A. Maintenance stock shall include:
1. Drapery remnants.
 2. 10% Spare Carabiners
 3. 10% spare pre-cut tie lines.

PART 2 - PRODUCTS

2.1 PRE-APPROVED SPECIALTY SUBCONTRACTORS

- A. The following production systems specialty subcontractors may bid the work in this section:

LVH Entertainment Systems
300 Irving Drive
Oxnard, CA 93030
Contact: Mike Kunz
(888) 313-2033
E-mail: mkunz@lvhent.net

PNTA
2414 SW Andover Street
Seattle, WA 98106
(206) 267-1789
Contact: Silas Moore
Email: Silasm@pnta.com

Stagecraft Industries, Inc.
5051 North Lagoon Ave
Portland, OR 97217
Contact: Kevin Shetterly
(503) 286-1600
E-mail: kevins@stagecraftindustries.com

- B. All other manufacturers must be approved prior to bid. Other contractors seeking acceptance must submit the following information at least 5 days prior to the quote closing date. Approval of contractors will be by addenda. Failure to submit any of the required information will automatically disqualify the contractor from consideration of approval.
1. A listing of five equivalent installations including:
 - a. Name, address and telephone number of theatre;
 - b. Name, address and telephone number of Theatre Consultant;
 - c. Scope of work.
 - d. A brief written description of the contractor's operation including facilities, financial capabilities, and experience of key personnel.
 2. A statement from a bonding company agreeing to provide the required bonds in the amount required for the project.

2.2 MATERIALS

- A. All components supplied under this Section shall be new. Used or factory reconditioned components shall not be acceptable.
- B. All clips, chains and other items of incidental hardware shall be furnished plated or painted.

2.3 FLAME CERTIFICATE

- A. Manufacturer's contact information, flame certifications, material and drape dimensions shall appear on a label sewn to the rear of a bottom offstage corner of every drapery. All edges of the label shall be captured by the stitching.

2.4 STAGE DRAPERIES

- A. Provide per Appendix A
- B. Velour:
 - 1. Inherently flame retardant polyester.
 - a. Main Curtain and Valence Curtain shall match
 - b. Colors shall be as noted on the drape schedule.
 - 1) "Custom" color shall be a custom color match to a sample provided by the architect.
 - 2) "Standard" shall be as selected from the manufacturers standard selection.
 - 3) "Black" shall be black.
 - c. Masking draperies shall be black unless otherwise noted.
 - 2. Acceptable fabrics:
 - a. KM Fabrics "Prestige" 25oz. per bolt yard IFR Velour unless otherwise noted on drapery schedule
 - 3. Flame Retardancy: Fabrics must comply with flame retardancy according to the requirements of the National Fire Protection Association's NFPA #701.
 - 4. Fullness shall be as shown on drapery schedule.
 - 5. Nap shall be sewn up, unless otherwise noted on schedule.
- C. Seams: Seams between strips shall be single stitched without puckers using thread of matching color. Drapes shall be sewn so pile runs in the same direction. Seams shall be arranged to be concealed by Pleats.
- D. Pleats: Pleats for draperies specified with fullness shall be box sewn on 12" centers.
- E. Top Finish: 3-1/2" black nylon webbing shall be double stitched to the top of the curtain with 1" of face fabric turned under the webbing.
 - 1. Brass rustproof grommets shall be inserted in pleat centers (12" centers on flat curtains). Grommets shall be used as follows: #4 grommets - lined velour, heavy weight fabrics.

2. Track Mounted curtains shall be supplied with black powder coated carabineers at all grommets to attachment to carrier chain.
3. Batten-mounted curtains are to be supplied with 36" braided #4 cotton tie lines. Tie lines shall be black or white to best match the curtains with the center line in alternate color to aid in hanging curtains.
4. Provide a 12" square of face and lining fabric to the rear of a top offstage corner of each panel. This panel shall be available as a cutaway sample for testing of flame retardant characteristics over time.
5. Provide labels listing drape dimensions sewn to rear of top webbing at each end and at or near center.
6. Center shall be marked on rear at webbing with a white stripe and an industry standard "CL" mark.

F. Bottom Hems:

1. Flat Borders shall have open 6" bottom hems for bottom pipe
 - a. Flat borders shall be furnished with a 3/4" pipe batten, in 10 foot sections with internal sleeves and button couplers.
2. Legs shall have open 6" bottom hems for bottom pipe with separate interior chain pockets filled with #8 plated jack chain. Chain pockets shall be stitched so that the chain will ride 2" above the finished bottom edge of the curtain.
3. Curtains shall have 6" bottom hems complete with separate interior chain pockets filled with #8 plated jack chain. Chain pockets shall be stitched so that the chain will ride 2" above the finished bottom edge of the curtain.
4. Manufacturer's contact information, flame certifications, material and drape dimensions shall appear on a label sewn to the rear of a bottom offstage corner of each panel. Label shall be black with white lettering.

G. Side Hems:

1. Main Drape and traveler panels shall have 1/2 width of face fabric turned back at the leading edges.
2. All other side hems shall be 2".

H. Main Drape shall be lined, and sewing, shall conform to the following requirements:

1. Lining shall be in the same fullness as face fabric.
2. Lining shall finish 2" shorter than face fabric.
3. Lining shall be attached to the face fabric along the bottom hem at seams by 4" long heavy woven cotton tape.
4. Lining shall be black "Avara plus" IFR poly.

2.5 CYCLORAMA:

A. Cyclorama shall be:

1. Seamless white seamless leno filled scrim.

- B. Top Finish:
1. 3-1/2" jute or black nylon webbing shall be double stitched to the top of the curtain with 1" of face fabric turned under the webbing.
 2. Install on the back side of the webbing – vertical hidden double #4 grommets, 12" on center with 36" braided #4 cotton tie lines installed.
 - a. Ties shall be white to best match the curtains with the center line in alternate color to aid in hanging curtains.
 3. Install cyc on top batten so the batten is hidden by the cyc.
- C. Bottom Hems:
1. Provide 6" bottom hem.
 2. Cyclorama shall have an additional pipe pocket sewn to the back of the hem and shall be furnished with a 3/4" pipe batten, in 10 foot sections with internal sleeves and button couplers.
 3. Manufacturer's contact information, flame certifications, material and drape dimensions shall appear on a label sewn to the rear of a bottom offstage corner.
- D. Side Hems:
1. Side hems shall be 2".
- E. Provide a canvas storage bag with drawstring large enough to accommodate storage of each cyclorama.

2.6 HEAT STOP BORDERS

- A. Provide as noted on drapery schedule
1. Provide heat stop borders for the purpose of protecting other draperies from the heat produced by theatrical lighting fixtures in sizes shown on drapery schedule.
 2. Color shall be black.
 3. Provide with 2" hems on all sides, except top which shall have 4" hem.
 4. Provide top with brass grommets on 12" centers with heat resistant ties.
 5. Fabric shall be able to resist contact heat of 1000F continuously without discoloration or degradation of fabric after no less than 100 hours.
 6. Fabric shall transmit no more than 0.34 BTU/inch/hr/sq ft/°F
 7. Fabric shall not contain asbestos or wire reinforcement.
 8. Fabric shall be Zetex 600, or equal.

2.7 SCRIM

- A. Provide Sharkstooth scrim only if noted on drapery schedule
- B. Fabric shall be seamless black sharkstooth scrim.

- C. Scrim shall be constructed as described above for CYCLORAMA
- D. Provide a canvas storage bag with drawstring large enough to accommodate storage of the scrim.
 - 1. Cyclorama shall have an additional pipe pocket sewn to the back of the hem and shall be furnished with a 3/4" pipe batten, in 10 foot sections with internal sleeves and button couplers.

2.8 STORAGE HAMPERS

- A. Provide eight (8) storage hampers
- B. Provide storage hampers for protective storage of stage draperies. Hampers shall be 20 bushel 44" long x 32" wide, 33" high.
- C. Hampers shall have a sturdy bottom and side frames, with breathable canvas sides.
- D. Hampers shall roll on 4" ball bearing casters bolted in the corners and shall have a hard lid, hinged on the side and capable of opening to allow full width of hamper to open.
- E. Hampers shall be capable of stacking nested while empty.

PART 3 - EXECUTION

3.1 PERFORMANCE OF THE WORK

- A. Deliver product and hang on linesets in configurations as shown on Drawings or as noted on drape schedule.
- B. Counterweight drapery battens for balance and ease of flying set.
- C. Remove all packing materials from the jobsite and dispose of legally.
- D. Any defects found shall be covered under the manufacturer's warranty.
- E. All dimensions shall be field verified.
 - 1. All heights are approximate and must be field verified. Track, batten or pipe height must be taken into account. drapes should float 1/4" above finished floor when installed.

3.2 COMMISSIONING AND DEMONSTRATION

- A. Upon completion of the installation, and after allowing the draperies to hang out for 2 weeks minimum, the Contractor shall notify the Theatre's Representative that the system is available for formal checkout. Notification shall be provided in writing. Checkouts shall be scheduled in accordance with the Theatre's Representative's schedule.
- B. Make available for review by the Theatre's Representative:
 - 1. All components for physical inspection and inventory. Access to all components for physical inspection.

2. All systems shall be complete, and will be operated by the Theatre's Representative for approval.
- C. The Contractor shall be liable for any return visits by the Theatre's Representative as a result of incomplete or incorrect installation, or erroneous representation that the Systems are complete and ready for the Theatre's Representative to carry out their work.
- D. The Contractor shall arrange for access as necessary for inspection of equipment by the Theatre's representatives.
- E. Upon completion of the commissioning, the factory trained and authorized personnel shall demonstrate operation and maintenance of the system to the Theatre's representatives. Coordinate with the Theatre's Representative's schedules two weeks in advance minimum.
- F. Training shall include, but not be limited to:
 1. Safety precautions.
 2. Maintenance, diagnostics and trouble shooting, including cleaning techniques.
 3. Operations and maintenance manual orientation.
 4. Proper care and procedure for short and long term storage.
- G. Provide 1 hour of training, minimum.

3.3 APPENDICES

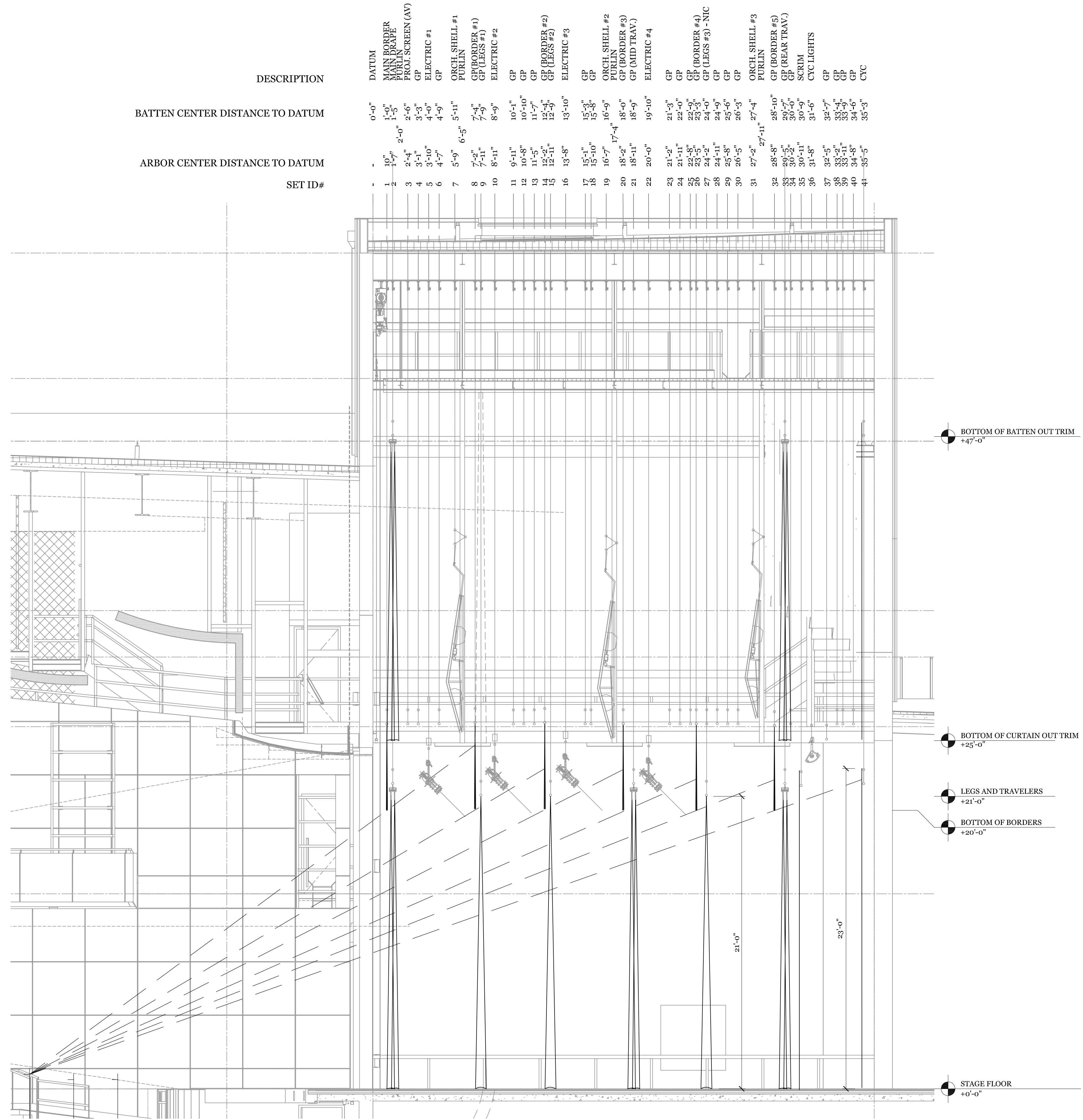
- A. The following appendices are attached to this specification. The specification is incomplete without this appendix.
 1. Appendix B: 11 61 43 – Drapery Schedule
 2. Appendix C: PD201 – Drapery plan and section

END OF SECTION 11 6143

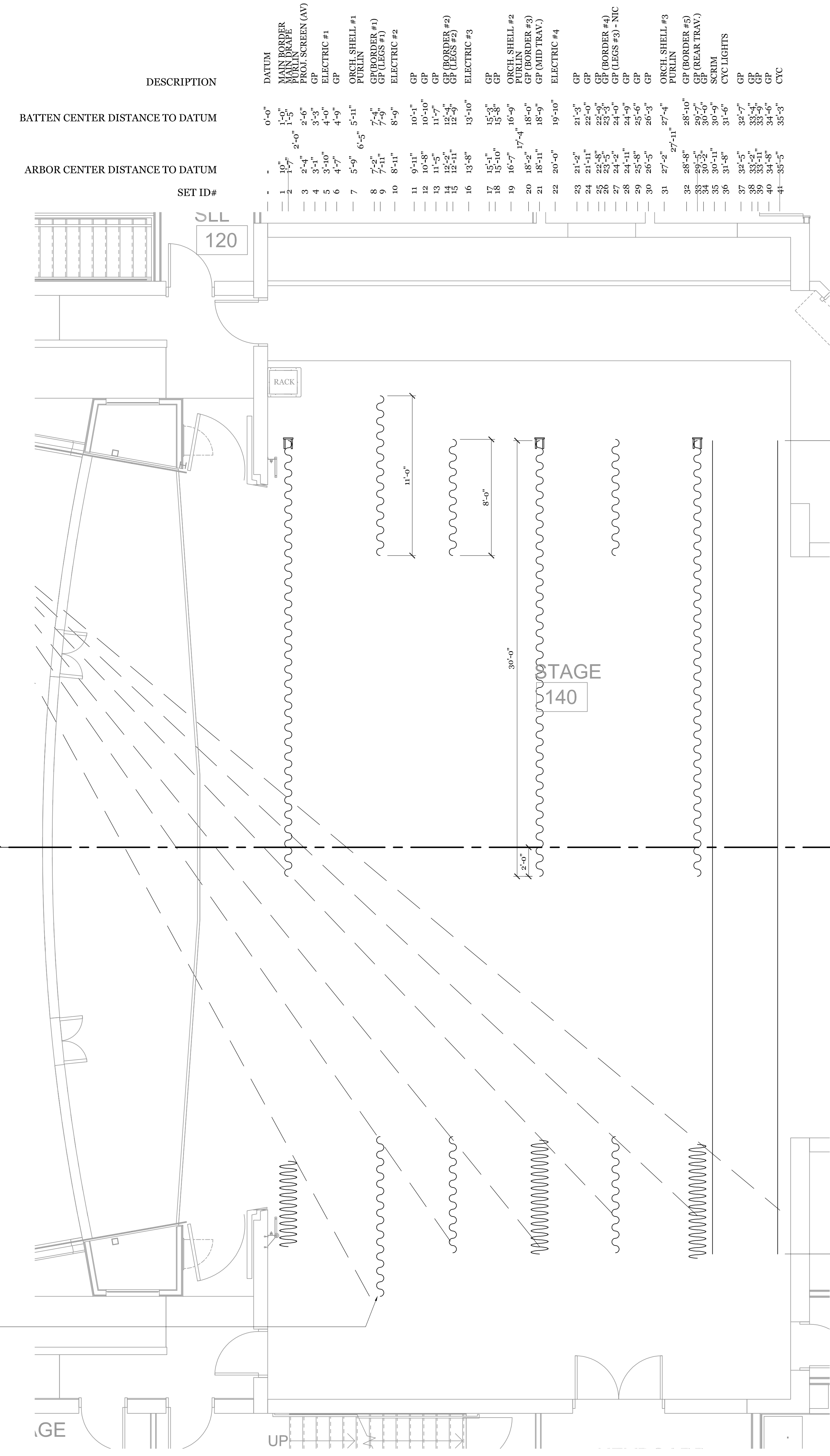
**Federal Way Performing Arts & Event Center
Stage Drapery
Appendix B 11 61 43**

REF	DESCRIPTION	WIDTH	HEIGHT	QTY	FULLNESS	WEIGHT	COLOR	NOTES
	<u>Stage Drapery</u>							
1DR	Traveler panels	30'-0"	21'-0"	4	50%	25oz	Black	
2DR	Legs #1	22'-0"	21'-0"	2	0%	25oz	Black	tie on batten to 50% fullness
3DR	Legs #2, #4	16'-0"	21'-0"	4	0%	25oz	Black	tie on batten to 50% fullness
4DR	Border #1 - 5 fullness	56'-0"	6'-0"	5	50%	25oz	Black	
5DR	Cyc leno	56'-0"	23'-0"	1	0%	-	White	hidden ties - tie to top pipe
6DR	Main Curtain	30'-0"	21'-0"	2	100%	25oz	Custom Color	
7DR	Main Border	56'-0"	6'-0"	1	100%	25oz	Custom Color	
	<u>Additive Alternates - Stage Drapery</u>							
1ALT	Border #1 - #5 flat	56'-0"	6'-0"	5	0%	25oz	Black	with bottom pipe
2ALT	Heatstop Border	56'-0"	5'-6"	4	0%	-	Black	Install behind borders 1 - 4
3ALT	Scrim sharkstooth	56'-0"	23'-0"	0	0%	-	Black	hidden ties - tie to top pipe

Printed: 9/11/2014 8:42:50 AM



1 PRODUCTION DRAPERIES PLAN AND SECTION
1/4" = 1'-0"



INSTALL BATTEN EXTENSION, SAME BOTH SIDES

Submital

Revisions			
No.	Date	By	Description
1			
2			

Drawn BRV
Checked BRV
LMN Proj No 12066
Date 02-01-2017

Sheet Title
Sheet Number

PRODUCTION DRAPERIES PLAN AND SECTION

PD201