

GLENVILLE STATE COLLEGE
200 HIGH ST., GLENVILLE, WV 26351
REQUEST FOR PROPOSALS
RFP #GSC21-002 FINE ARTS STAGE & LIGHTING PROJECT
ADDENDUM #1
11/13/2020

Addendum #1 is for the above referenced project.

1. RFP Section 4. Revise Project Timeline.

PROJECT TIMELINE (SUBJECT TO CHANGE)	
10/22/2020	1 st Advertisement, Solicitation, Question & Answer Period Begins.
10/29/2020	2 nd Advertisement.
11/04/2020	Mandatory Meeting & Site Visit.
11/18/2020	Question & Answer Period Ends.
11/19/2020	Addenda Due.
12/03/2020	Proposals Due by 3:00 p.m. EST & Opened immediately after 3:00 p.m.
12/07/2020	1 st Evaluation. Proposals ranked.
12/08/2020	Interviews & Discussions with top 3 ranked proposers. Optional.
12/09/2020	2 nd Evaluation (if Interviews & Discussions are held). Proposals ranked.
12/09/2020	Negotiation with highest ranked proposer of the 2 nd evaluation begins.
12/16/2020	Award Final Contract.
12/21/2020	Work Begins.
01/29/2021	Substantial Completion.
03/15/2021	Work Completed.

2. RFP Section 7.3. Add Exhibit "N" Form of Proposal Part "A" – Technical Specifications Coversheet.
3. RFP Section 7.3. Add Exhibit "O" Addenda Acknowledgment. Must be included in Part "A" package.
4. RFP Section 7.3. A Subcontractors List must be included in Part "A" package.
5. RFP Section 7.4. Add Exhibit "P" Form of Proposal Part "B" – Cost Proposal.
6. RFP Section 8.3. Add Exhibit "Q" Evaluation Scoring Sheet.
7. Exhibit "A" – Section 1. To clarify that the truss is for the stage lighting. All truss accessories must be included in the proposal and the proposal price.
8. Exhibit "A" – Section 3. No other specifications for curtain track & rigging will be added.
9. Exhibit "A" – Section 5. No other specifications for the main curtain will be added at this time.
10. All goods and services must meet the West Virginia Fire Marshal's approval.

**GLENVILLE STATE COLLEGE
200 HIGH ST., GLENVILLE, WV 26351
RFP #GSC21-002 FINE ARTS STAGE & LIGHTING PROJECT
FORM OF PROPOSAL – PART "A" TECHNICAL SPECIFICATIONS COVERSHEET**

TO THE OWNER: **GLENVILLE STATE COLLEGE
200 HIGH ST
GLENVILLE, WV 26351**

PROJECT: **RFP #GSC21-002 FINE ARTS STAGE & LIGHTING PROJECT**

The undersigned, being familiar with and understanding the Request for Proposal documents, having examined the site and being familiar with all local conditions affecting the project, hereby proposes to furnish all labor, material, equipment, supplies and transportation and to perform all work in accordance with the Request for Proposal and proposal documents within the time set forth below.

Technical proposals must contain the following information at a minimum:

- Form of Proposal – Part "A" Technical Specification Coversheet.
- Bid Bond.
- Name of Individual or Firm, Location of Place of Business, Number of Years in Business.
- An example of the contract, agreement or quote. Do not include dollar amounts.
- The plan for performing the services. A projected schedule of work and schematic plans or drawings must be included in the plan.
- A list of all equipment, materials, supplies or other goods proposed for the project.
- A description of all equipment, materials, supplies or other goods proposed for the project, such as material safety data sheets, specifications or other information that describes the goods as applicable.
- A list of proposed subcontractors. Glenville State College has final approval of any subcontractors.
- Record of past performance in successfully providing or performing specific or similar work.
- References (at least three references).
- A resume for each personnel assigned to the project.
- West Virginia Contractor's License or other certification documents for the company or individuals as applicable.
- Disclosure of Interested Parties to Contracts.

Date of Work Completion: _____

Company Name & Address: _____

Signed By (Printed Name): _____

Title: _____

Signature: _____ Date of Signature: _____

GLENVILLE STATE COLLEGE
200 HIGH ST., GLENVILLE, WV 26351
RFP #GSC21-002 FINE ARTS STAGE & LIGHTING PROJECT
ADDENDA ACKNOWLEDGMENT

Exhibit "O"
Page 1 of 1

Addenda Acknowledgment

The undersigned hereby acknowledge receipt of the following Addenda and has taken the information contained therein into full consideration in the formulation of the Proposal.

Addenda Number 1 _____

Addenda Number 2 _____

Addenda Number 3 _____

Addenda Number 4 _____

Addenda Number 5 _____

Addenda Number 6 _____

Addenda Number 7 _____

Addenda Number 8 _____

Addenda Number 9 _____

Failure to acknowledge receipt of each Addendum may be cause for rejection of the Proposal.

Signature: _____

Date: _____

**GLENVILLE STATE COLLEGE
200 HIGH ST., GLENVILLE, WV 26351
RFP #GSC21-002 FINE ARTS STAGE & LIGHTING PROJECT
FORM OF PROPOSAL – PART "B" COST PROPOSAL**

TO THE OWNER: GLENVILLE STATE COLLEGE
200 HIGH ST
GLENVILLE, WV 26351

PROJECT: RFP #GSC21-002 FINE ARTS STAGE & LIGHTING PROJECT

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RFP #GSC21-002 FINE ARTS STAGE & LIGHTING PROJECT (ALL WORK)	
BASE BID (IN NUMBERS):	
WORK COMPLETION DATE:	
BASE BID (IN WORDS):	

STAGE LIGHTING	
BASE BID (IN NUMBERS):	
WORK COMPLETION DATE:	
BASE BID (IN WORDS):	

BLACK MASKING CURTAINS (TRAVELER), CURTAIN TRACK & RIGGING	
BASE BID (IN NUMBERS):	
WORK COMPLETION DATE:	
BASE BID (IN WORDS):	

SOUND SYSTEM	
BASE BID (IN NUMBERS):	
WORK COMPLETION DATE:	
BASE BID (IN WORDS):	

MAIN CURTAIN	
BASE BID (IN NUMBERS):	
WORK COMPLETION DATE:	
BASE BID (IN WORDS):	

Date of Work Completion: _____

Company Name & Address: _____

Signed By (Printed Name): _____

Title: _____

Signature: _____ **Date of Signature:** _____

RFP GSC21-002 FINE ARTS STAGE & LIGHTING PROJECT EVALUATION SHEET					
EVALUATION FACTOR	PITTSBURGH STAGE	STAGE RIGHT LIGHTING	TONY'S STREET DREAMS	TOTAL POSSIBLE SCORE	SCORE
PLAN				25	
ABILITY				20	
EQUIPMENT/FACILITIES				10	
GOODS OR SERVICES				25	
RECORD				10	
REFERENCES				10	
SCORE				100	0
NAME OF EVALUATOR:		TITLE:			
SIGNATURE OF EVALUATOR:				DATE OF SIGNATURE:	