



University of North Alabama
Office of Procurement
UNA Box 5025
Florence, AL 35632
Phone: (256)765-4206
Fax: (256)765-4329

Bid No. 2011-46 For: Fall Concert Production Equipment

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INVITATION FOR BIDS:

Sealed Proposals for furnishing materials, equipment or services as described herein will be received at the Purchasing Department, Bibb Graves Hall, Room 21, University of North Alabama, Florence, Alabama, until 2:00 p.m. local time on September 7, 2011.

It is understood that the owner may accept any or all items at the prices listed in this proposal within a noted timeframe on the specification page. Time is of the essence to this bid and if delivery is not made within the time specified, the University reserves the right to cancel any order placed as a result of this bid. This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.

DIRECTIONS FOR MAILING BIDS:

Do not place more than one bid in an envelope. Envelopes containing more than one bid may not be opened in time for a bid to be considered.

Envelopes containing bids must be sealed, marked and addressed as follows:

ADDRESSED TO:	(If via U.S. Mail) University of North Alabama Purchasing Department - Bid 2011-46 UNA Box 5025 Florence, AL 35632-0001	(If via commercial package delivery service) University of North Alabama Purchasing Department - Bid 2011-46 Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
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BID FOR: Concert Production Equipment
Bid No. 2011-46

CAUTION – The above mailing address line, UNA Box 5025, is the address for the University of North Alabama Central Mail Room and is not part of the physical address for the University of North Alabama Purchasing Department. Envelopes or packages addressed to this box number may not be received in the Purchasing Department by the specified bid due date and time. It is the bidder's responsibility to ensure that the bid is received in the Purchasing Department by the date and time specified; no assumptions should be made in regard to an extension due to unforeseen circumstances of any kind, no due date or time will change without advance written notice from the Procurement Office.

Bidders are strongly cautioned to mail or ship bids to allow ample time for receipt in the Purchasing Department, not the Central Mail Room nor Central Receiving. Overnight or next day delivery services may not be adequate.

Bids received in the Purchasing Department after the specified date and time set forth above will not be considered and will be returned to the bidder

Bids will be opened in Bibb Graves Hall, Room 21 at 2:00 p.m. local time on September 7, 2011

Revised 1/30/08

BIDDER'S NAME: _____ **BY:** _____
Signed by Company Representative



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INSTRUCTIONS TO BIDDERS

1. All bidders are to submit bids on proposal forms furnished by the Director of Purchasing, University of North Alabama (forms enclosed). All bid forms are to be signed in all designated spaces by an authorized officer or employee of the bidder. Telephone bids will not be accepted. Bids submitted by "fax" machine will not be accepted. All bids are to be mailed or delivered in a sealed envelope.
2. All bidders shall base their proposals on the exact schedule of equipment, material or service specifications herein.
3. Pictures, descriptions, and specifications should accompany all bids when required or desirable. Samples may be required and, if so, shall be furnished free of cost to the Owner.
4. Reference to manufacturers, suppliers, catalog numbers, etc., is intended to set quality standards and does not preclude bids from others as long as quality standards are met. Offers of equal items shall state the brand and number or level of quality. Alternates will not be considered unless they conform to the specifications.
5. All bidders are required to submit unit prices and extended prices, where applicable, for each item bid. Where the unit price and the extended total price do not agree, the unit price shall prevail.
6. The Owner reserves the right to accept any or all items on any bidder's proposal at the unit price submitted. The Owner reserves the right to reject any and all bids and to waive informalities.
7. All prices submitted on the proposal are to be delivered prices to the University of North Alabama and shall not include any state or local sales tax.
8. Bidders should sign & return all pages of the complete bid to imply complete understanding and compliance with all bid requirements.
9. All questions should be directed to the Purchasing Office, University of North Alabama, UNA Box 5025, Florence, AL 35632-0001, phone 256/765-4206.
10. Should a bidder find discrepancies in, or omissions from the bid documents or should he be in doubt as to their meaning, he should at once notify the Owner who will send written instructions to all bidders.
11. Bids received after the bid opening date and time, or any authorized postponement thereof, will not be considered.
12. **EQUAL EMPLOYMENT OPPORTUNITY/U.S. FAIR LABOR STANDARDS ACT:** By signing this proposal, bidder certifies that bidder is in compliance with the nondiscrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex, or national origin, and the rules and regulations prescribed by the Secretary of Labor, Veteran's Act 38USC4212, Section 503 - Rehabilitation act of 1973 Title I of the Americans with Disabilities Act of 1990 42USC12101, and that any and all goods were produced in compliance with all applicable requirements of Sections 6, 7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof.

BIDDER'S NAME: _____ **BY:** _____
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PROPOSAL FORM

In compliance with the University of North Alabama **INVITATION FOR BIDS** and **INSTRUCTIONS TO BIDDERS**, the undersigned hereby proposes to furnish and supply items to the University of North Alabama, Florence, Alabama, in strict accordance with the **SCHEDULE** and **SPECIFICATIONS**.

The undersigned bidder/proposer hereby certifies that it, its officers, partners, owners, providers, representatives, employees, and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other bidder/proposer, potential bidder/proposer, firm or person, in connection with this solicitation, to submit a collusive or sham bid/proposal, to refrain from bidding/proposing, to manipulate or ascertain the price(s) of other bidders/proposers or potential bidders/proposers, or to secure through any unlawful act an advantage over other bidders/proposers or the university.

The prices submitted herein have been arrived at in an entirely independent and lawful manner by the bidder/proposer without consultation with other bidders/proposers or potential bidders/proposers or foreknowledge of the prices to be submitted in response to this solicitation by other bidders/proposers or potential bidders/proposers on the part of the bidder/proposer, its officers, partners, owners, providers, representatives, employees, or parties in interest, including the affiant.

DATED: _____

COMPANY NAME: _____

BY: _____

(Signature)

(Typed or Printed Name)

(Title)

BUSINESS ADDRESS: _____

TELEPHONE: _____

Email Address: _____

TERMS: _____

If Bidder is a Corporation, write the State of Incorporation, and if a Partnership, give full name of partners, using space below.

BIDDER'S NAME: _____ **BY:** _____

Signed by Company Representative



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UNIVERSITY OF NORTH ALABAMA

VENDOR CERTIFICATION

PURSUANT TO ACT NO 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVER INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES IN ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THEIR COMPLIANCE WITH ACT NO 2006-557. THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

Bidder here certifies full compliance with Act No. 2006-557:

Date: _____

Company: _____

Authorizing Signature: _____

Printed Name: _____

Title: _____

BIDDER'S NAME: _____ **BY:** _____
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State of Alabama
Disclosure Statement
(Required by Act 2001-955)

ENTITY COMPLETING FORM

Agreement Number

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

This form is provided with:

☐ Contract ☐ Proposal ☐ Request for Proposal ☐ Invitation to Bid ☐ Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of good or services previously provided, and the amount received for the provision of such goods or services.

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

BIDDER'S NAME: _____ **BY:** _____

Signed by Company Representative



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2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature

Date

Notary's Signature

Date

Date Notary Expires

Act 2001-995 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.

BIDDER'S NAME: _____ **BY:** _____
Signed by Company Representative



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This form must be completed and returned before any contract(s) will be issued by the University of North Alabama

Specifications & Requirements

The University of North Alabama is seeking bids to supply all necessary equipment and rigging to support the 2011 Fall Concert planned for October 1, 2011 in Norton Auditorium (possible load in September 30). The successful bidder will be required to provide not only the equipment but the personnel to support set up, take down, and any other assistance that may be required before, during or after the performance to ensure a successful event. All prices provided for this bid assume delivery, set up, operation, break down, and removal of any items utilized. The requirements listed for this event are subject to change based on the performer(s) and unique needs which may be unknown at this time. No lodging or meals will be provided by UNA to contract personnel during this event.

Include with Bid Submission:

- Attach an Itemized Quote per details of specifications
- References with contact names and phone numbers
- Details of Experience to include number of years, venues, etc
- Evidence of Workers' Liability insurance (Workmans' Compensation)
- Letter of Commitment to sign a \$2M minimum Liability coverage for any staging/equipment issues causing physical injury to persons or facilities for any reason.

Bid Evaluation:

The successful bidder will be determined by the following factors equivalently:

1. Accurate and Complete Bid Submission; thus qualifying as a responsible bidder
2. Total Price
3. Experience level: ability to provide evidence of quality & references to validate performance (example: 5 or more years of field experience)

The University reserves the right, in its sole discretion, to determine the bidder that best suites the needs of UNA.

REQUIRED: An attached itemized quote detailed and totaled must accompany this Bid Document for full consideration.

For any questions regarding the event specifics please contact Kevin Jacques, 256- 765-5558/ kljacques@una.edu

*For any questions regarding Bid Instructions or submission;
please contact Cindy Conlon, Director of Procurement, (256)765-4293 chconlon@una.edu*

Any changes or concessions made to this document must be communicated in writing through the office of Procurement and will be published to all bidders to ensure fairness of opportunity.

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2011 Fall Concert Production Requirements

Location: Norton Auditorium

IV. AUDIO REQUIREMENTS:

A professional quality full range PA system consisting of the following:

PA Main speakers:

Flown or stacked Line Array not less than 8 cabs per side MUST provide undistorted audio at all points in venue and delivering 115 dbA at FOH mix position.

V-Dosc preferred; D&B, JBL Vertec, Adamson or EAW equivalents can be discussed NO PROPRIETARY BOX WILL BE EXCEPTED.

Subwoofers:

Dual 18" driver subwoofer cabinets – not less than 10 total across the front of the stage. **YOU WILL MOST LIKELY NEED MORE SUBS THEN YOU CURRENTLY HAVE. THE PA WILL BE GOING DOWN TO 20 HZ. Base quote should assume 10; additionally unit pricing should be provided in case more are needed.**

Front Fills:

Not less than 5 front-fill speakers.

Amplifiers:

****System must have sufficient headway so that the amps do not clip under heavy use!! **At no time shall any compression be imposed on the system unless approved by and available to the FOH Engineer!!**

System Drive:

1 LAKE PROCESSOR WITH WIRELESS TABLET AND Klark Technic or similar ANALOGUE stereo 31 band graphic equalizer ON ALL OUTPUTS/ FILLS FRONT FILLS ON AUX SEND..... WE WILL ALWAYS NEED FRONT/CTR FILLS PLEASE HAVE PA RUNNING FULL RANGE ONE (1) AVALON 747 MUST BE ON L/R BUSS

FOH

Should have a clear unobstructed view to the stage and NOT ON OR UNDER BALCONIES OR BULKHEADS Riser for FOH is NOT required.

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Console:

We will be carrying our own FOH desk and split. Please provide adequate space, minimum 5'x6' for a Digico SD9 and a small outboard rack.

INSERTS:

8 PROPRIETARY GATES FOR MATIS USE ONLY 16 COMPRESSORS AT
LEAST 4 OF CLASS A QUALITY SUMMIT, TUBE TECH, DISTRESSOR EL8 1
AVALON 747 ACROSS L/R (as mentioned above)

FX:

2 STEREO DDL'S (TC D2) AND A CABLE ATTACHED FOR FOOT PEDAL (OR
ACCESS TO BACK FOR TWO TO BE PLUGGED IN)
2 STEREO MULTI FX PROCESSORS SPX 990 PREFERRED)
3 STEREO REVERBS (LEXICON PCM 80/91/480, OR TC M1x1 M5000 M2000)

MONITOR REQUIREMENTS:

Speakers: NO PROPRIETARY BOXES

11 - active 2-way floor wedges with 12" low-end driver (one can act a cue wedge)
4- Active 3-way side-fill cabinets with dual 18" driver
1- Drum sub with dual 18" driver
1- Active 2-way drum fill cabinet
1 Wireless in ear system

MICROPHONES & STAGE POWER

See "STAGE PLOT" for stage power requirements and MICROPHONES needed.

SYSTEM SUPPORT

Contractor will provide all rigging, hoists, cable, hardware, spares, delivery/pickup, etc. and all necessary components to comprise a complete and working audio system.

AUDIO STAFF & LABOR

Contractor will provide at least (1) one lead technician, and (1) monitor technician familiar with all aspects of the Audio equipment. Both technicians shall be professional, sober, English speaking and on-site from the start of load-in through the end of load-out. Lead technician is responsible for configuring, installing, adjusting and repairing the sound system to the satisfaction of ARTIST staff. The Monitor engineer is responsible for on-figuring, installing, adjusting and repairing the monitor system to the satisfaction of the ARTIST staff.

Engineers should remain at the positions throughout the entire duration of the ARTIST'S set.

Contractor will provide adequate labor for installation & removal of sound system.

This labor pool shall not be the same as those required by ARTIST or shall be made available on a first priority

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basis to ARTIST Production Manager.

Band INPUT LIST

2010 - 2011

Kick - 91 Gate

Kick - 52 Short Boom Gate

SnT - 57 Short Boom Gate + Comp

SnB - 604 Gate

Ht - KM184 Short Boom

T1 - 904 Gate

Timb - 57 Short Boom Gate + Comp

T2 - 905 Gate

OH - 4050 Tall Boom

OH - 4050 Tall Boom

FX - DI Comp

FX - DI Comp

Bass FX - DI Comp

Bass - DI Comp

Bass - Amp (Direct Out) Comp

GTR - 906 Short Boom

GTR - 57 Short Boom

GTR - 57 Short Boom

Key 1 - DI Comp

Key 2 - DI Comp

Key 3 - DI Comp

VOX - WL Comp

VOX SP - WL Comp

Groups 1,2,3,4 Comps

Main L,R Avalon 747

**WE WILL ALSO NEED 3 X SM58 ON SHORT BOOM STANDS
AND TALK BACK MICS AT FOH AND MONITOR WORLD**

MICS LISTED ARE TO BE PROVIDE BY VENUE UNLESS OTHERWISE ADVANCED

BIDDER'S NAME: _____ **BY:** _____
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Band BACKLINE RENTAL 2011

If you are providing us with backline for our show(s) or festival, here is what we will require. Please send us the backline company information that we will be renting from, and a copy of the quote that they have sent over to you, so that we can verify the correct equipment will arrive at our performance. "Borrowing" backline gear from your friends is **absolutely unacceptable**. We will only work with reputable Backline Rental Companies. The backline company must be loading in the backline no later than 30 minutes to our scheduled arrival for load in.

GUITAR/BASS:

- (1) Fender Telecaster guitar with Strap
- (1) Fender Precision Bass w/ strap
- (1) Fender twin
- (1) JCM2000 100W amp (dual channel)
- (1) 4x12 slanted cabinet
- (1) Aguilar AG500 dual channel
- (1) Aguilar 4x12 cabinet
- (1) Six space Ultracase guitar rack
- (3) single guitar stands
- (10) 25' Guitar Chords
- (1) single x-style keyboard stands
- (1) double x-style keyboard stand

DRUMS:

Please note our drummer is endorsed by Pearl and must use Pearl drums and hardware.
Please contact our TM if there are any problems locating a set.

DRUMS: Pearl Master Custom: 22" kick drum, 12" tom, 16" floor tom, (2) 14" snares,
14" timbale

CYMBALS: Sabian HHX or AAX 21" ride cymbal, 18/19" crash, 17/18" crash, 18" china, 14" hihats

HARDWARE: 5 boom cymbal stands, (2) snare stands, hi-hat stand(with swivel base), throne and **double kick drum pedal**

INTERNATIONAL

We need 110 power at 3 points on stage. 15amp each (total 45 amps)
grounded with Edison out (3 prong)

I. LIGHTING REQUIREMENTS:

We will not be carrying an LD for these performances. This list is merely a guideline.

BIDDER'S NAME: _____ **BY:** _____
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LIGHTING FIXTURES:

Overhead: 18 - Vari*Lite VL3000 Spot

8- 8-Lite Molefay with colorchanger Atmosphere:

2 - MDG Atmosphere Hazers (control from console) 1- MDG Max Fog 3000
(control from console)

LIGHTING CONTROL:

1 - Grand MA full size, (if not available Avolites Diamond 4 or pearl 2008)

- Provide UPS 600KVA
- Provide backup console + DMX switcher FOH

Position: 1 – 8' x 8' x 1'h riser; locate within 100' of the stage as close to center house as possible with unobstructed view of stage and lighting

INTERCOM:

1 - Six Station Clear-Com system with the following stations:

- 2 – LD FOH -single muff
- 1 - Backstage at dimmers – double muff
- 1 - Venue house light position – double muff

SYSTEM SUPPORT:

Contractor will provide all rigging, dimming, distro, feeder, signal distribution, hoists, cable, hardware, work lights, houselights, spares, delivery/pickup, etc. and all necessary components to comprise a complete and working lighting system as per attached Lightplot. In addition, **Contractor** will procure all necessary permissions to install said system and to operate atmospheric effects in venue.

LIGHTING STAFF & LABOR:

Contractor will provide at least one lead technician familiar with all aspects of the lighting equipment. This technician shall be professional, sober and English speaking. They must be on-site from the start of load-in through the end of load-out. This lead technician is responsible for configuring, installing, adjusting and repairing the lighting system to the satisfaction of **ARTIST's** Lighting Director. Further, **Contractor** will provide at least one designated audio technician with the sound system. **Contractor** will provide adequate labor for installation & removal of lighting system. This labor pool shall not be the same as those required by **ARTIST** or shall be made available on a first priority basis to **ARTIST** Production

TOTAL COST OF EVENT: \$_____ **(attach itemized quote)**

BIDDER'S NAME:_____ **BY:** _____
Signed by Company Representative