



**OREGON STATE UNIVERSITY  
REQUEST FOR QUOTE (RFQ)**

		<b>ISSUE DATE:</b>	<b>November 18, 2015</b>
<b>RFQ #</b>	179508	<b>RFQ DUE DATE:</b>	<b>December 15, 2015 2:00PM PST</b>
<b>DELIVER TO:</b>		<b>REQUESTED BY / RETURN QUOTE TO:</b>	
<b>DEPARTMENT:</b>	Theatre Department	<b>NAME:</b>	Shoshana Shabazz
<b>ADDRESS:</b>	Withycombe Hall, 2901 SW Campus Way	<b>E-MAIL:</b>	<a href="mailto:Shoshana.Shabazz@oregonstate.edu">Shoshana.Shabazz@oregonstate.edu</a>
<b>CITY, STATE ZIP:</b>	Corvallis, OR, 97331	<b>TELEPHONE:</b>	541-737-0922
<b>REQUIRED DELIVERY DATE:</b>	December 31, 2015	<b>FAX:</b>	541-737-4810

Oregon State University (OSU) is seeking responsive, responsible quotes to **provide and install** Theatre curtains. In order to qualify as responsive you must meet the following specifications and qualifications:

Specifications:

- Materials:
  - Theatre Curtains, See Exhibit B.
- Services:
  - Installation
    - **Installation MUST be performed by a commercially licensed contractor or subcontractor. This license must be issued by the Oregon Construction Contractors Board prior to submitting a quote.**

In response to this RFQ, interested parties shall submit the following:

The Quote Price Form on the following page, fully completed and signed.

**Mandatory pre-bid walk through: December 1, 2015 10:00 a.m. Pacific Time. Contractors should meet the Owner at Withycombe Hall in Room 62 on the Oregon State University Campus, Corvallis, Oregon.**

**The deadline for questions regarding this RFQ is 10:00 a.m. Pacific Time on December 8, 2015. Questions submitted after the deadline will not be entertained.**

**DO NOT SUBMIT ANY OTHER DOCUMENTS INCLUDING BUT NOT LIMITED TO, A QUOTE ON COMPANY LETTERHEAD, COMPANY TERMS AND CONDITIONS OR PRODUCT BROCHURE. ONLY SUBMIT THE REQUIRED SUBMITTALS LISTED ABOVE. ANY DOCUMENTS SUBMITTED OTHER THAN THE REQUIRED SUBMITTALS LISTED ABOVE MAY CONSTITUTE CAUSE FOR QUOTE REJECTION.**

**OSU'S TERMS AND CONDITIONS GOVERNING THE PURCHASE RESULTING FROM THIS RFQ ARE INCLUDED IN EXHIBIT A AND WILL PREVAIL.**

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**179508 – Withycombe Main Theatre Curtain Install  
QUOTE PRICE FORM**

<b>Installer Name and Valid Oregon CCB Number</b>	<b>Name:</b>
	<b>Oregon CCB Number:</b>
<b>ITEM</b>	<b>PRICE</b>
Theatre Drapes, Fabric: 25 oz. IFR (inherently flame retardant), black velour	\$
Installation, Drapes	\$
Traveler tracks for the legs	\$
Installation, Traveler tracks for the legs	\$
Alternate- Theatre Drapes, Fabric: 20 oz. IFR (inherently flame retardant), black velour	\$

**Shipping, freight and handling must be included in quoted prices. Additional costs for such are disallowed.**

<b>DELIVERY TIME AFTER RECEIPT OF ORDER:</b>	<b>PRICES VALID THROUGH:</b>
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<b>SPECIAL INSTRUCTIONS:</b>	<b>VENDOR INFORMATION:</b>
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1. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way.  
 2. Brand names are for the purpose of describing and establishing the characteristics desired and are not intended to limit or restrict competition. Interested firms may submit quotes for substantially equivalent products unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by OSU.  
 3. You must clearly identify all products quoted. Brand name and model or number must be shown.  
 4. Only documents issued as addenda by OSU serve to change the RFQ in any way.  
 5. OSU reserves the right to make the award by item, partial or whole lots, groups of items or entire quote, whichever is in the best interest of OSU.  
 6. OSU may reject any Quote not in compliance with the RFQ, attachments, and addenda, or if it is in the best interest of OSU.

<b>COMPANY:</b>	
<b>ADDRESS:</b>	
<b>CITY, STATE, ZIP:</b>	
<b>CONTACT NAME:</b>	
<b>E-MAIL:</b>	
<b>TELEPHONE:</b>	
<b>FAX:</b>	

**VENDOR SIGNATURE:**  
*By signature below the undersigned certifies that they are authorized to act on behalf of the quoter and will comply with all aspects of the quote herein.*

<b>SIGNATURE:</b>	
<b>NAME/TITLE:</b>	

This procurement is subject to the indicated Oregon State University Standard Terms and Conditions for:  Goods  Services  Purchase Order Construction  Software. The indicated terms and conditions may be viewed at <http://pacs.oregonstate.edu/terms-and-conditions>

**EXHIBIT A**  
**TERMS AND CONDITIONS**

The following Terms and Conditions are in addition to those included on the following pages:

- Compliance with Bureau of Labor and Industries
  - Labor provided on site to support this RFQ falls under the Bureau of Labor Industries guidelines and as such, along with the Terms and Conditions located further in Exhibit A, the following is incorporated into this RFQ. **Installation MUST be performed by a commercially licensed contractor or subcontractor. This license must be issued by the Oregon Construction Contractors Board prior to submitting a quote.** Contractor and all subcontractors shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage Rates as outlined in Sections C.1 and C.2 of the General Conditions. This Solicitation and the resulting Purchase Order are subject to the following BOLI wage rate requirements, which are incorporated herein by Exhibit C.

These BOLI wage rates are available on line at: [http://www.boli.state.or.us/BOLI/WHD/PWR/pwr\\_state.shtml](http://www.boli.state.or.us/BOLI/WHD/PWR/pwr_state.shtml).

- Insurance Certificates and associated Endorsements will be required after award and prior to issuance of purchase order. Specifically required are
  - General Liability and associated Endorsement
  - Auto Liability and associated Endorsement
  - Workers Compensation

Include as additional insured, by endorsement, on the liability policies, " Oregon State University, its officers, board members, agents and employees." **Provide the endorsement w/policy # attached.** Insurance coverages required under this Contract shall be obtained from acceptable insurance companies or entities authorized to do business in the State of Oregon. The Contractor shall be financially responsible for all deductibles, self-insured retentions and/or self-insurance included hereunder. See Exhibit D

**Note: Insurance documents must come directly from your agent by either email (PDF) or standard mail. Faxed copies or documents delivered by the contractor/vendor, unless in a sealed envelope from your agent, will not be accepted. Insurance documents must be provided to OSU prior to the execution of a purchase order.**

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**EXHIBIT B  
EQUIPMENT SPECIFICATIONS**

**Background:**

The theatre facility was remodeled as a temporary space around 1990 and does not house the standard rigging equipment. There is no fly system or fly space. The borders are currently tied to standard 1 ½” pipes suspended from a shallow grid by short snatch chains; the legs are tied to 1” aluminum pipes suspended by hemp ropes from the grid; the upstage traveler operates on a traveler track from the university’s abandoned auditorium and works adequately, but the traveler hangs over the backstage floor which drops to the Right and Left approximately 8 “; and, the sky drop which OSU constructed from nylon trichot which is raised and lowered by a makeshift pulley system which should be replaced.

Minimum specifications for the drapes and traveler tracks for the legs to be located in the Withycombe Hall Main Stage Theatre on the Oregon State University Campus, Corvallis, Oregon:

<u>Quantity</u>	<u>Description</u>
4	Legs with vertical seams 12 feet wide X 18 feet-three inches high Black flame retardant velour with 0% fullness with webbing, grommets, hooks & ties at top Right and Left flat hems Bottom flat hem with chain pocket
2	Legs with vertical seams 8 feet wide X 24 feet-four inches high Black flame retardant velour with 0% fullness with webbing, grommets, hooks & ties at top Right and Left flat hems Bottom flat hem with chain pocket
4	Borders with vertical seams 6 feet high X 44 feet wide Black flame retardant velour with 50% fullness pleats with webbing, grommets, hooks & ties at top Right and Left flat hems Bottom flat hem without chains
2	Traveler panels with vertical seams 18 feet high X 22 feet-six inches wide each panel Black flame retardant velour with 50% fullness pleats with webbing, grommets, hooks & ties at top Right and Left flat hems Bottom flat hem with chain pocket
1	Sky Drop, seamless scenic muslin with horizontal fabric 20 feet high X 40 feet wide Light blue muslin, flame retardant with 0% fullness and webbing, grommets, hooks & ties on center at top



## OREGON STATE UNIVERSITY REQUEST FOR QUOTE (RFQ)

Right and Left flat hems  
Bottom pipe hem

- 4 Stub traveler tracks, 16 feet with attachment hardware for the four 12 feet wide legs
- 2 Stub stage battens with attachment hardware for the two 8 feet wide legs
- 4 Standard stage battens with attachment hardware for the four 44 feet wide borders
- 1 Standard stage batten with attachment hardware for the 40 feet wide sky drop
- 7 Additional standard stage battens with attachment hardware to replace existing overhead pipes



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**EXHIBIT C  
PREVAILING WAGE RATES**

In compliance with Oregon Prevailing Wage Law, the following is incorporated into this Request for Quote:

The Contractor and all subcontractors shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage Rates as outlined in Sections C.1 and C.2 of the General Conditions. This ITB and the resulting Contract are subject to the following BOLI wage rate requirements, which are incorporated herein by reference:

- October 1, 2015 Amendments to PWR Apprenticeship Rates
- July 1, 2015 PWR Apprenticeship Rates
- October 1, 2015 Amendments
- July 1, 2015 Prevailing Wage Rates for Public Works Contracts in Oregon
- July 1, 2014 Definitions of Covered Occupations for Public Works Contracts in Oregon

These BOLI wage rates are available on line at: [http://www.boli.state.or.us/BOLI/WHD/PWR/pwr\\_state.shtml](http://www.boli.state.or.us/BOLI/WHD/PWR/pwr_state.shtml)

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**EXHIBIT D**  
**INSURANCE CHECKLIST**

To meet insurance requirements **all** Insurance Certificates must:

- 1. Be sent to Capital Projects Contract Administration, Oregon State University, 3015 SW Western Blvd. Corvallis OR 97333. The certificates must be "originals". We can accept PDF documents directly from your agent's office. Faxed copies from your agent will not be accepted. Documents delivered by the contractor/vendor via fax or email will not be accepted. Documents delivered by the contractor/vendor via mail or in person, unless in a sealed envelope from your agent, will not be accepted.**
2. Contain policy numbers on the Certificate(s) **and** on any endorsements or attachments affixed to the Certificate.
3. The insurance shall contain the project name "Withycombe Main Theatre Curtain Install" in the description on the Certificate.
4. Show the beginning and ending dates for all policies.
5. Be issued by a company licensed to do business in Oregon.
6. Contain auto liability with minimum limits of \$1,000,000 per occurrence. If coverage does not include all autos (owned, non-owned, and hired) contractor must provide written certification to OSU that only covered autos will be used for the contract. If it becomes necessary to use non-covered autos, coverage must be purchased as required by the contract and a Certificate of Insurance must be forwarded to Capital Projects Contract Administration prior to such use.
7. Contain comprehensive general liability with broad form CGL endorsement or commercial general liability (CGL) with minimum limits of \$1,000,000 per occurrence/ \$1,000,000 annual aggregate. If the "Claims Made" form of insurance is utilized, the contractor shall certify that "Tail Coverage" will be provided if such insurance is canceled, non-renewed or not replaced in like form. This is to cover claims made up to twenty-four (24) months following work acceptance. The policy shall include an occupancy clause.
8. Contain workers' compensation insurance or a signed and dated independent contractor certification statement (Form CO-3233) from the contractor.
9. Include as additional insured, by endorsement, on the liability policies, "Oregon State University, its officers, board members, agents and employees."
- 10. Provide the endorsements for the general liability and auto liability w/policy # attached.**
- 11. The general liability endorsement must not contain the language: *That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as part of the same project.* If that language is included in the endorsement a completed operations with the policy number typed on it shall be provided.**
12. Give 30 days' notice of cancellation to Capital Projects Contract Administration. Any reservations must be crossed off the Certificate (i.e., "...will endeavor to mail 30 days' notice to the Certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives."



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13. Be signed, dated **and** contain the title of the project , “ **Withycombe Main Theatre Curtain Install**”.

At all times, Capital Projects Contract Administration must have a valid Certificate of Insurance (with policy dates that have not expired) as evidence that the insurance is in force. The contractor must ensure that renewal Certificates of Insurance are forwarded to Capital Project Contract Administration prior to the expiration date(s) on the Certificates. Any conflicts between this checklist and the contract requirements will be resolved in favor of the contract.

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