



REQUEST FOR QUOTE (RFQ)

Invitation to Submit Quote for Annual Stage Lighting and Rigging Inspection of Waukee CSD Performing Arts Facilities

April 1, 2025

Description: The RFQ is issued with the intent of submitting a Quote for goods/services with the Waukee Community School District. Waukee Community School District is accepting quotes for the goods/services listed below:

<u>Quantity</u>	<u>Description</u>
Submit a one year agreement with the option to extend two additional years	<p>The Waukee Community School District seeks an Experienced and ETCP Certified Inspector with whom we can establish an agreement for annual stage and theatrical rigging inspection for lighting and counterweight systems, fire curtains, and smoke hatches in the District's four performing arts facilities.</p> <p>The following spaces will be inspected annually beginning in July 2025:</p> <ul style="list-style-type: none"> • Northwest High School Auditorium (Proscenium with single purchase counterweight line sets and motorized electrics; walkable loading grid above stage) • Northwest High School Black Box Theatre (flexible space with walkable tension wire grid) • Prairieview School Theatre Arts Center (thrust space with walkable tension wire grid) <p>The following space will be in addition to the above beginning in July 2026</p> <ul style="list-style-type: none"> • Waukee High School Auditorium (proscenium) - scheduled to open in February 2026 <p>Inspections are to be done in accordance with ANSI E1.47 - Recommended Guidelines for Entertainment Rigging System Inspections. This scope will include all labor, equipment, and materials necessary to provide comprehensive services; a suggested scope of inspection services includes:</p> <ol style="list-style-type: none"> 1. All aforementioned facilities to be evaluated by ETCP certified Theatre Rigger 2. Rigging Equipment Evaluations to include: <ol style="list-style-type: none"> a. Rigging equipment and related components b. System Safety c. Overhead components and attachments d. Overhead grids, catwalks and accesses e. Evaluation of motorized line sets including limits and emergency stops f. Testing of fire safety curtain in applicable spaces g. Stage draperies and masking curtains h. Curtain tracks and suspension methods 3. General Conditions to include: <ol style="list-style-type: none"> a. General Safety concerns b. Operation and any unsafe practice observations 4. Evaluation will contain recommendations for: <ol style="list-style-type: none"> a. Safety implementation

	<ul style="list-style-type: none"> b. Immediate concerns including quotes for repair c. Equipment improvements d. System improvements e. Improved recommended practices <p>5. Deliverables</p> <ul style="list-style-type: none"> a. Documented results in pdf form with recommended prioritization <p>The District will require the vendor to show proof of insurance prior to awarding the bid.</p> <p>The inspection reports will be delivered to the following personnel:</p> <ul style="list-style-type: none"> • Director of Operations • Northwest High School Performing Arts Center Manager • Waukee High School Performing Arts Center Manager • Prairieview Theatre Arts Center Assistant Performing Arts Center Manager <p>Please visit waukeeschools.org to locate a staff directory for specific contact information.</p> <p>Upon successful awarding of a bid and Waukee CSD Board approval, inspections should be completed between July 1 - July 31 of each year.</p> <p>Submit a one year agreement with the option to extend two additional years.</p>
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Quote Due Date: Quotes must be received at the Waukee Community School District's District Office no later than 1:00 PM CST on April 16, 2025.

Questions to the District are due by April 14, 2025 @ 1pm. Responses to questions will be emailed to vendors upon request. All questions should be directed to Brittany Smith via email only. bsmith@waukeeschools.org

Deliver Quotes to: By email: bsmith@waukeeschools.org
By mail:
Brittany Smith
Waukee Community School District
560 SE University Ave
Waukee, IA 50263

NOTE: Large files delivered via email may be spammed. Please confirm receipt of any digital files.

Notice to Vendors: Subject to the conditions, provisions and the specifications associated with this RFQ, quotes will be received at the designated location until the stated date and time. Selection criteria will be based on many factors, including but not limited to price, inclusions/exclusions, contract terms, service levels, etc.

The District reserves the right to reject any or all bids or to seek clarification upon responses received.