

## **REQUEST FOR BIDS**

The Village of Hoffman Estates is accepting sealed bids for the Stage, Sound, Lights and Band Gear Equipment for the 2018 Northwest Fourth Fest. The July 4<sup>th</sup> event is scheduled beginning the evening of July 4, 2018 and concluding July 8, 2018 at the Hoffman Estates Village Green, 5510 Prairie Stone Parkway, Hoffman Estates, Illinois. Sealed bids must be received by the Office of the Village Clerk before 11 a.m., Thursday, August 31, 2017 at which time they will be publicly opened and read aloud.

All sealed bids must conform to the requirements of the Village of Hoffman Estates Specifications For Stage, Sound, Lights and Band Gear Equipment. These requirements are attached. All sealed bids must be addressed to the following:

Office of the Village Clerk  
Village of Hoffman Estates  
1900 Hassell Road  
Hoffman Estates, IL 60169

**VILLAGE OF HOFFMAN ESTATES**  
**SPECIFICATIONS FOR STAGE, SOUND, LIGHTS**  
**AND BAND GEAR EQUIPMENT**

Sealed bids are requested for Stage, Sound, Lights and Band Gear Equipment for the Village of Hoffman Estates' Northwest Fourth Fest. The July 4<sup>th</sup> festival will be held on July 4, 2018 and conclude on July 8, 2018 at 5510 Prairie Stone Parkway, Hoffman Estates, Illinois. Stage and related equipment must be set up and operational by July 6 and completely removed no later than end of day on July 9, 2018. All sealed bids shall meet the following minimum requirements or **equipment equivalency**.

1. A. **Staging Requirements:**

- 1 Stageline SL 260, 32' x 24'
- 1 12' x 12' Monitor World with roof cover
- 2 8' x 8' sound wings
- 2 Step Unit 36" – 56" Articulating w/2 Handrails
- 1 Staging Skirt Black Blow Through
- 1 Staging Blackdrop Blow Through
- 1 16' x 12' FOH with roof cover
- 1 16"/24" 2-Step Unit w/2 handrails

Part A Subtotal \$ \_\_\_\_\_

B. **Sound System Requirements:** Sound system should be sufficient to cover the festival site surrounding the main stage (approximately 5 acres) with consistent, quality sound. See attached 4<sup>th</sup> Fest site Layout map.

- 1 Nexo Alpha Speakers; **flown speakers only**
- 4 Nexo S2 Subwoofers
- 2 Turbo sidefills
- 10 GCS-Pro stage monitors
- 1 GCS-Pro 218 drum subs
- 1 Yahmaha MCL digital mixer
- 1 Midas Verona analog mixer
- 1 Microphone Package
  - 1 Concert Mic Package
  - 1 Shure ULX-P wireless mic
    - 1 @ wireless mic for emcee/wired mics & DI's as needed for all acts
- 1 Cable Package
- 1 Clear Com System
- 1 3-phase power distro
- 1 All Necessary Stands, Cables, Accessories

Part B Subtotal \$ \_\_\_\_\_

**C. Lighting System Requirements:**

- 1 48k Par 64 Lighting Package
- 1 Cable Package
- 1 Leprecon LP 624 Console and Accessories Package
- 1 Feeder Package
- 1 Dimmer Rack 48 x 2.4 kw Leprecon VX Series II
- 6 12" x 18" Truss 10' Long
- 1 Motor Distro Package, Skjonberg 8 Channel
- 4 CM Chain Hoise 1/2-Ton Model F 16 fpm
- 1 Rigging Package
- 1 Consumables Package

Part C Subtotal \$ \_\_\_\_\_

**D. Band Gear Requirements:**

TBD if necessary.

Sealed bids must include all labor/technician expense to operate proposed equipment for duration of festival, including delivery, set-up and take-down. **Vendors may be required to attend a 4<sup>th</sup> of July Commission meeting to present/discuss their proposal.**

- 2. Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

All sealed bids shall meet the following minimum insurance requirements:

**A. Minimum Scope of Insurance:** Coverage shall be as least as broad as:

- 1. Insurance Service Office Commercial General Liability occurrence form CG 0001 (ED. 11/85) and, if requested, Owners and Contractors Protective Liability policy with the Village named as additional insured; and
- 2. Insurance Service Office Business Auto Liability coverage form number CA 0001 (ED. 10/90), Symbol 01 "Any Auto" or Business Auto Liability coverage form number CA 0001 (Ed. 1/87) and endorsement CA0029 (Ed. 2/88) changes in Business Auto and Truckers coverage forms: Insured Contract.
- 3. Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

- B. Minimum Limits of Insurance: Contractor shall maintain limits **no less** than:
1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000.
  2. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
  3. Workers' Compensation and Employers' Liability: Workers' compensation coverage with statutory limits and Employers' Liability limits of \$1,000,000 per accident.
- C. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retention's must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retention's as respects the Village, its officials, agents, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.
- D. Other Insurance Provisions: The policies of insurance are to contain, or be endorsed to contain, the following provisions:
1. General Liability and Automobile Coverages:
    - a. The Village, its officials, agents, employees and volunteers are to be covered as insureds as respects: liability arising out of the activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, agents, employees and volunteers.
    - b. The Contractor's insurance coverage shall be primary as respects the Village, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the Village, its officials, agents, employees and volunteers shall be excess of Contractor's insurance and shall not contribute with it.

- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officials, agents, employees and volunteers.
  - d. The Contractor's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
2. Workers' Compensation and Employers' Liability Coverage: The insurer shall agree to waive all rights of subrogation against the Village, its officials, agents, employees and volunteers for losses arising from work performed by the Contractor for the Village.
- E. Verification of Coverage: Contractor shall furnish the Village with certificates of insurance naming the Village, its officials, agents, employees and volunteers as additional insureds, and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Village before work commences. The Village reserves the right to request full certified copies of the insurance policies and endorsements.
3. All sealed bids shall include a list of at least three (3) references (including name and telephone number) for providing similar equipment/service to another festival/event.
4. MINIMUM WAGES

All laborers and mechanics employed by Contractors and Subcontractors on construction work for this project shall be paid wages at rates no less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), and shall receive overtime compensation in accordance with and subject to the provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), and the Contractors and Subcontractors shall comply with all regulations issued pursuant to these Acts and with other applicable Federal laws and regulations pertaining to labor standards. The Secretary of Labor has, with respect to the labor standards specified in this Section, the 1950 (5 U.S.C. 133z-15) and Section 2 of the Act of June 13, 1934, as amended (40 U.S.C. 276c).

Not less than the prevailing wage shall be paid for labor on the work to be done as required by law.

5. If any portion of this bid is sub-contracted, list all sub-contractors:

Part A Subcontractor:      Name: \_\_\_\_\_  
   Address: \_\_\_\_\_  
   Telephone: \_\_\_\_\_  
   Reference: \_\_\_\_\_

Part B Subcontractor:      Name: \_\_\_\_\_  
   Address: \_\_\_\_\_  
   Telephone: \_\_\_\_\_  
   Reference: \_\_\_\_\_

Part C Subcontractor:      Name: \_\_\_\_\_  
   Address: \_\_\_\_\_  
   Telephone: \_\_\_\_\_  
   Reference: \_\_\_\_\_

6. Multi-year contract. At the Village's option, the Village reserves the right to extend any contract an additional year pursuant to pricing for the multi-year proposal with approval of the President and Board of Trustees.

**REQUEST FOR SEALED BIDS**

Formal sealed bids to the Village of Hoffman Estates, Illinois for providing Stage, Sound, Lights and Band Gear Equipment for the Village's Northwest Fourth Fest for July 4 – July 8, 2018.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company Telephone Number: ( ) \_\_\_\_\_

Company Representative: \_\_\_\_\_

Title: \_\_\_\_\_

The undersigned, as submitter, declares that the only persons or parties interested in this bid proposal are the names herein; that this bid proposal is made without collusion with any other person, firm, company, and/or corporation; that he/she has carefully examined the bid proposal and its associated specifications for the above stated project, all of which are on file at the Village of Hoffman Estates, 1900 Hassell Road, Hoffman Estates, Illinois, and all other documents referred to or mentioned in the specifications; and that he/she bids and agrees to provide said equipment and service as specified or referred to in the proposal and specifications in the manner and time herein prescribed.

The undersigned certifies that his/her firm is not barred from bidding on this project as a result of a conviction for violation of State of Illinois laws prohibiting bid rigging or bid rotating as set forth in the provisions of 720 ILCS 5/33 E.

Bids shall be evaluated on the basis of total amount, compliance with bid specifications and a reference review of the bidder. The Village of Hoffman Estates reserves the right to reject any and all bids, to waive any and all technical defects, and to accept any bid which is deemed in the best interest of the Village of Hoffman Estates, Illinois.

TOTAL PRICE OF EQUIPMENT/SERVICES (Total Parts A, B, C and D):\$ \_\_\_\_\_

MULTI-YEAR PROPOSAL:

Option to Renew Contract for 2019 \$ \_\_\_\_\_  
Option to Renew Contract for 2020 \$ \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

TITLE (PRINT): \_\_\_\_\_

TELEPHONE NUMBER: ( ) \_\_\_\_\_