

BIDDING REQUIREMENTS for PURCHASING

NOTICE AND INFORMATION FOR BIDDERS

**Attachment A: Bid Breakdown & Schedule**

Bidder:

DASNY Contact: Theresa Graffeo, Purchasing Coordinator, tgraffeo@dasny.org

Services/Product Required By: November 2021

Description: Furnish, Deliver and Install Theater Lighting

Bid Open Location: DASNY, Corporate Headquarters, 515 Broadway, Albany, NY 12207

Bid Open Date and Time: October 6, 2021 at 2:30PM

Item No.	Manufacturer	Make/Model	Description	QTY	UOM	Unit Price	Extended Price
1			Specified Equipment (attach itemized breakdown)		LS		
2			Cost of Payment Bond		LS		
3			Installation		LS		
4			Integration		LS		

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**INSTALLATION LABOR (if required)**  
**LABOR TO INSTALL \_\_\_\_\_**

**Estimated No. of Hours \_\_\_\_\_**  
**Hourly Rate (*Prevailing Wage rates are required for this work*) \_\_\_\_\_**

Total Materials/Equipment/Commodities: \_\_\_\_\_

Total Installation: \_\_\_\_\_

**TOTAL BID \_\_\_\_\_**

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(The below questions 1) and 2) need only be answered if the above total bid is for one million dollars or more)

- 1. Does your firm anticipate the use of subcontractors and outside suppliers specific to this procurement  
Yes  No
- 2. Does your firm anticipate the creation of employment opportunities arising from this procurement?  
Yes  No

(The below information must be completed for all bids.)

Identify all subcontractors, if any: \_\_\_\_\_

STATE, PROVINCE FOR FOREIGN COUNTRY  
THAT YOUR FIRM'S PRINCIPAL PLACE OF  
BUSINESS IS LOCATED:

ADDRESS OF FACTORY OR PLANT WHERE  
ITEMS ARE MANUFACTURED AND/OR  
ASSEMBLED. (Attach additional sheet(s) if more  
than one manufacturer)

\_\_\_\_\_  
BIDDER (FIRM NAME)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME (TYPE/PRINTED)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
Date

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**Attachment B: Drawings & Detailed Specifications**

See attached drawings as basis of design

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### Attachment C: Scope of Work

#### Scope for Lighting – Queensborough Performing Arts Center

#### New Repertory Lighting – Anticipated timeline: 4 weeks

##### **DELIVERY OF EQUIPMENT:**

Awarded Bidder is required to be onsite for all furniture deliveries. Inside Delivery will be required as part of the equipment delivery. Bidder will also be required to provide an inventory of all equipment delivered and check for completion per the specifications.

##### **INSTALLATION AND INTEGRATION:**

Labor and Crew to hang and safely secure fixtures and circuit effectively to ensure power and proper DMX control. Installation/focus of overhead lighting on stage, must be counterweighted & balanced on rigging system. All lighting equipment both on stage and front of house, must be adequately secured & safety chained to meet industry standard safety recommendations.

- Create and program new repertory lighting plot for use in different theatrical settings.
- Integrate newly purchased equipment with existing system and equipment. This to include:
  - Repertory Light Plot in Vectorworks
  - Lighting Section in Vectorworks
  - Lighting System Diagram
  - Magic Sheet
  - Focus Chart
  - Rep Eos File
  - Virtual Magic Sheet in ETC Ion console
  - Lightwright paperwork with Circuit and Address information for new repertory plot
  - Prepare New Inventory List
  - Test all DMX connections (sound booths on 1<sup>st</sup> & 2<sup>nd</sup> floor, stage right/left and DMX audience house light controls) for continuity with use of new and existing lighting equipment

##### **Training:**

Train technicians to be able to operate the new system. This to include:

- Addressing and patching the new instruments
- Lighting console tutorials
- How to run a show utilizing the new equipment
- How to troubleshoot