



Fox C-6 School District

Request for Proposal

New Stage Lighting System for Rickman Auditorium

11-14-25

Letter of Intent Due: 11-21-25

Questions/Requests for Clarification Due: 11-24-25

Proposal Due: 11-28-25

Fox C-6 School District Request for Proposal (RFP):

New Stage Lighting System for Rickman Auditorium

Acknowledgement: Please acknowledge receipt and interest in this Request for Proposal (RFP) by completing the information requested below and emailing it to jimenezt@foxc6.org

Acknowledgement due date is **11-21-25**

Provider Name: _____ Contact Name: _____

Address (include City, State, Zip): _____

Phone: _____ Fax: _____ Email: _____

Date: _____

Contact Information

Trey Jimenez (Rickman Manager)

Deadline for Questions: **11-24-25**

Phone: (314) 956-1846

747 Jeffco Blvd. Arnold, MO 63010

Award of Contract On or after Date

Board Meeting: All vendors who respond to the RFP will receive a notification letter by email within one week after the Board meeting.

Terms

- All proposals must be mailed or hand delivered in a **sealed, clearly marked** envelope with company name and proposal description and marked **SEALED PROPOSAL New Stage Lighting System for Rickman Auditorium**. **Faxes or emails are not acceptable.**
- Complete and return this page as evidence of an intent to bid. Any addendums will be communicated to all participants submitting this document via email to jimenezt@foxc6.org.
- All proposals must be signed by an authorized representative of the company.
- The District reserves the right to reject all proposals.
- Fox C-6 School District is tax exempt.
- Do not include a copy of this entire RFP document with your response. Only include this page and the associated responses.
- Budgets must be clearly subtotaled and totaled, with one “bottom line dollar amount.”
- The District has the right to accept or deny any proposal considered to be incomplete during the assessment of bidders.
- All questions must be sent through email to the assigned contact person:

Contact: Jimenezt@foxc6.org / 314-956-1846

Deliver Sealed Proposals to: Fox C-6 School District 745 Jeffco Blvd,
Arnold MO 63010

I. Introduction

The Fox C-6 School District desires to contract with a vendor to replace and install a new stage lighting setup for Rickman Auditorium during the length of the contract for the District. The vendor shall be a qualified individual or business that possesses experience in lighting installation and setup. **Questions in reference to proposals shall be directed to Trey Jimenez by email: Jimenezt@foxc6.org.** The last day for questions being November 24th, 2025 at 11:00 AM.

II. Background

The District is a diverse, public school district located in Jefferson County in Missouri. The District covers approximately 75 square miles, serves approximately 11,000 students and employs approximately 1,200 staff. It contains 18 school facilities, including 11 elementary schools, 4 middle schools, 2 high schools, and 1 specialty campus. Additionally, the district has an auditorium that is used by both the schools and outside renters. The governing body of the District is a seven-member Board of Education. The Administration of the District is headed by the Superintendent of Schools.

Rickman Auditorium has provided a stage for many schools and outside renters to perform on since 1986. The District is requesting formal bids for services to provide for an efficient and cost effective lighting system for Rickman Auditorium.

III. Scope of Service and Performance Requirements

The purpose of this Request for Proposal is to replace the old par can truss lights for Rickman Auditorium's stage with new and power efficient RGBMA LED lighting. Furthermore, a new lighting console is required to work with the new system of lights since it will need multiple universes to function. Lastly, a DMX receiver will be needed. Each submission must contain the following: RGBMA LEDs, DMX Receivers, and lighting console along with the material and labor costs. The description also must specifically address the performance requirements listed below:

a. RGBMA LEDs

- i. (21) Elation KL Core IP Kit SB 19 Channel Mode
- ii. (21) Elation KL Core IP Fresnel Lens

b. DMX Receiver

- i. (2) Elation Aria X2 Transceiver

- c. Lighting Console
 - i. Elation NXP Fader Wing
 - ii. Elation NXX Keypad for Onyx
- d. Installation Materials
 - i. (22) Black Safety Cable Rated for 67lbs.
 - ii. (22) Elation Trigger Clamp BLK
- e. List of all requirements that must be done prior labor, such as electrical work needed on locations where the lights are installed and/or if a lift is needed.
- f. Any minimum or maximum number of participants at each location.
- g. Describe scheduling and communications

IV. Proposal Format

A. Preface

The Bidder will provide a summary of the installation being proposed. The Bidder will provide a clear cost per unit and any other costs associated outside of the cost per unit. Additional costs for overages must be outlined if the costs may be nuanced to their organization but which are not specifically outlined within this request for proposal.

B. Proposal

The District is requesting responses from qualified bidders for the installation of a new Stage Lighting System for Rickman Auditorium. Please include an additional price per unit for the RGBMA LEDs, DMX Receivers, Lighting Console, and Installation along with the costs for the labor and shipping. The successful bidder will provide a new and modern lighting system to a stage that many students and staff within the District use every year. Further information will be outlined within section III.

C. References

References are to be from other auditoriums, theatres, and school districts, which are substantially serviced by the vendor (references most similar to the District should be provided). Each reference must contain the reference's name, address, telephone number, and point of contact (including email address). Provide a reference for each. At minimum three (3) references are to be provided by the bidder.

D. Questionnaire

Each Bidder's response must include an introductory letter. Please provide responses to the following information in order to provide a summary of qualifications.

- a. How long has your company been installing stage lighting?
- b. How many public school districts, auditoriums, and theatres does your company currently service within the St. Louis Metropolitan region?
- c. Provide a detailed description of the services and any limitation in either hours of operation or location of proposed services that would affect the applicant's ability to provide the services.
- d. Provide a detailed description on your ability and approach to delivering the service.
- e. Provide detailed information on past performance with other similar entities.
- g. Describe any work that would be required for our electrician in order to be compatible with the lights.

F. Locations for Services

BUILDING	ADDRESS CITY STATE ZIP CODE
Rickman Auditorium	747 Jeffco Blvd Arnold MO 63010

G. Qualifications

Qualified bidders are required to employ any necessary staff to meet the conditions of this agreement. Any necessary licenses legally required in the state of Missouri are the responsibility of the successful bidder.

H. Timeline

The District has many concerts and events within Rickman Auditorium, so this project will need to be done during a free and available week. Dates of availability would be preferable to be in a one week period but would be negotiable between parties. Preference is the month of December or January to complete the project before 2nd semester events.

I. Value Added Service

Respondents should outline any other value added service they intend to provide, if any.

V. Competitive Selection / Evaluation

- A. This is a NEGOTIATED procurement and as such, award will not necessarily be made to the offer or submitting the lowest priced proposal. Award will be made to the firm submitting the best responsive proposal satisfying the District's requirements, price and other factors considered.
- B. As part of a preliminary review the District will evaluate each vendor's proposal in the areas of the proposed plan, experience/service capabilities, and best value on the

following predetermined criteria to determine the finalist(s) who may be requested to provide further oral demonstrations of their product to an appointed panel.

VI. Key Dates

Activity Date

- Solicitation is publicly advertised: November 14th, 2025
- Written questions due November 24th, 2025
- Responses to questions: November 24th, 2025
- Proposal submission deadline at 2:00 PM: November 28th, 2025
- Analysis of Proposals: December 1st, 2025
- Anticipated approval by the District Board of Education: December 16th, 2025

VII. Policy and Instructions

Procurement of goods and services shall be made by the method that provides the best value for the District. This competitive solicitation **Request for Proposals (RFP)** advertised under Fox C-6 School District policies:

DJF Purchasing DJFA Federal Programs and Projects BBFA Board
 Member Conflict of Interest and Financial Disclosure GBCA Staff
 Conflict of Interest

Individuals or entities considering whether to submit a bid or proposal are encouraged to review the entirety of these policies before submitting a bid or proposal. All can be accessed on the District's web site <http://www.foxc6.org> in Board Docs and then Policies. Selected portions are restated here for emphasis.

Purchasing The District will select the lowest or best bid. The District reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

Debarred or Suspended Providers The District will not do business with providers who have been suspended or debarred on a state or federal level unless the superintendent authorizes the transaction and provides the Board with written justification. District employees are directed to verify that selected providers are in good standing before making a purchasing decision.

Confidentiality Sealed bids and related documents will be kept confidential until bids are opened. District staff will not disclose offers, bids or price quotations to competitors except as necessary to conduct negotiations beneficial to the district or as required by law. All contract negotiations and related documents are considered closed until a contract is executed or all proposals are rejected.

Bid openings and the receipt of proposals will be held at the offices of:

Fox C-6 School District (Rickman Auditorium)
Central Office 745 Jeffco Blvd Arnold, MO 63010

Bids and proposals are due no later than 2:00 PM on November 28th, 2025.

The public and all bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

Instructions

1. Read the entire contents of the solicitation and respond with a complete and accurate bid or proposal (offer). Failure to do so may be grounds for disqualification of your offer. All supplemental information required by the RFP must be included.
2. Bidders may make written inquiries concerning this solicitation to obtain clarification of the requirements. Inquiries shall be submitted no later than the time and date specified on the cover page (November 24th, 2025). Submit inquiries via email (jimenezt@foxc6.org) to the contact person listed on the cover page. In the subject line of the email, type: **“Questions, Rickman Auditorium Stage Lighting System”**.
3. **Submit ORIGINAL plus three (3) COPIES** in a sealed, plainly marked envelope.
4. Bid Proposals must be fixed and firm to the extent required.
5. The bidder must provide a description on how they will provide the requested stage lighting system including the Contractor's experience specific to the services requested in this RFP, along with the relevant experience of the staff who would be assigned to this project.
6. Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in determining the lowest net cost for Bid evaluation purposes. Any available discounts should be clearly outlined and how discounts can be obtained.

7. Employees of a selected bidder may be required to submit to a background check.

8. PREPARATION/SUBMISSION OF BIDS:

- Each bid must be submitted on this form in a sealed envelope with the bid number, closing date, and time on the outside.
- All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your bid. Corrections shall be initiated in ink by the person signing the bid.
- Corrections and/or modifications received after the closing time specified will not be accepted.
- Time of delivery may be a consideration in the award.
- Prices will be considered as net if no cash discount is shown.
- All bids shall be signed by an authorized officer or employee of the bidder.
- Bids must be submitted by the date and at, or prior to, the time specified to be considered. No late bids, telegraphic or telephone, will be accepted.

9. BRAND NAMES:

- Brand names and numbers, when used, are for reference to indicate the character or quality desired.
- Equal items will be considered, provided your offer clearly describes the article. Offers for equal items shall state the brand and number, or level of quality. The determination of the Purchasing Agent as to what items are equal shall be final and conclusive.
- When brand, number, or level of quality is not stated by the bidder, it is understood the offer is exactly as specified.

10. TAXES:

The District is tax exempt.

11. LIABILITIES:

The vendor shall hold the District; its officers, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted, or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this bid, and agrees to defend, at his own expense any and all actions brought against the District or himself because of the unauthorized use of such articles.

12. DEFAULT BY BIDDER:

In case of default by the bidder, the District may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the vendor, the difference between the price named in the contract or purchase order and actual cost thereof to the District. Prices paid by the District shall be considered the prevailing market price at the time such lease is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Agent.

13. AWARDS:

The District reserves the right: (1) to award bids received on the basis of individual items, or groups of items, or on the entire list of items, (2) to reject any or all bids, or any part thereof, (3) to waive any informality in the bids; and (4) to accept the bid that is in the best interest of the District. The Business Office's decision shall be final. In determining and evaluating the best quotation, the prices will not necessarily be the controlling factor, but quality, equality, efficiency, utility, suitability of the equipment offered and the reputation of the equipment in general use will also be considered with any other relevant factors.

14. RIGHT TO AUDIT:

The District reserves the right to verify, by examination of vendors' records, all invoiced amounts when firm prices are not set forth in the lease agreement.

VIII. Termination of Contract

The District may, by written notice to the successful Bidder, terminate the contract if the Bidder has been found to have failed to perform its service in a manner satisfactory to the District as per specifications; including delivery as specified. The date of termination shall be stated in the notice. The District shall be the sole judge of non-performance.

The District may cancel the Contract upon thirty (30) days written notice for reasons other than cause. This may include the Bidder's inability to continue with the contract due to the elimination or reduction of funding.

IX. Claims and Disputes

A Claim is a demand or assertion by one of the parties seeking an adjustment or interpretation of the terms of the Contract Documents, payment of money, extension of time or other relief with respect to the terms of the Contract Documents. The term "Claim" also includes other disputes and matters in question between District and Contractor arising out of or relating to the Contract documents. The responsibility to substantiate a Claim shall rest with the party making the Claim.

Claims by the Contractor shall be made in writing to the District within forty-eight (48) hours after the first day of the event giving rise to such Claim or else the Contractor shall be deemed to have waived the Claim. Written supporting data shall be submitted to the District within fifteen (15) calendar days after the occurrence of the event, unless the District grants additional time in writing, or else the Contractor shall be deemed to have waived the Claim. All claims shall be priced in accordance with the contractor's proposal.

The Contractor shall proceed diligently with its performance to the Contract Documents. As directed by the District, regardless of any pending Claim, action, suit or administrative proceeding, unless otherwise agreed to by the District in writing. The District shall continue to make payments in accordance with the Contract Documents during any pending Claim.

It is expressly understood that any agreement which may result from this RFP will not grant the seller an exclusive privilege to furnish to the District any or all of the type of products and services which are the subject of said agreement which the District may require. The District expressly reserves the right to contract with others for the purchase of products and services comparable or identical to the products and services that are the subject of this RFP.

Required Forms

Proposer shall execute the following required forms (located at the end of this solicitation, and return the **signed original** with the proposal:

- Offer Certification
- Notification of Criminal History of Contractor
- Debarment, Suspension and Ineligibility Certification (Sam.gov)
- W-9
- E-Verify
- Bid Worksheet

Bid

Certification

Bidder certifies that they have not offered any pecuniary benefit or thing of value to gain advantage or influence a decision in this matter.

Notification of Criminal History of Contractor

A person or business entity that enters into a contract with a school district must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony

Debarment, Suspension and Ineligibility Certification

Contractors and all sub-recipients must certify that their organization and its principal owners are not suspended or debarred by a federal agency through the sam.gov system. **W-9**

Form W-9 is the IRS form used by the District to request your taxpayer identification number. You may get a blank Form W-9 to fill out if you or your business is hired to provide goods or services. Filling out a W-9 is straightforward. Just provide your name and Social Security Number, or the name and Employer Identification Number of your business. By submitting a W-9, you are certifying that the tax id number you are providing is correct and accurate.

E-Verify

E-Verify compares information from an employee's Employment Eligibility Verification Form I-9 to

data from U.S. government records. If the information matches, that employee is eligible to work in the United States. If there is a mismatch, E-Verify alerts the employer and the employee is allowed to work while he or she resolves the problem; they must contact the appropriate agency to resolve the mismatch within eight (8) federal government work days from the referral date. The program is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration.

BID CERTIFICATION

The undersigned Bidder (Contractor), by signing and executing this bid, certifies and represents to the District that Bidder has not offered, conferred or agreed to confer any pecuniary benefit or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this bid; the Bidder also certifies and represents that Bidder has not offered, conferred or agreed to confer any pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this bid; the Bidder certifies and represents that Bidder has neither coerced nor attempted to influence the exercise of discretion by any officer, member of the board of education, agent or employee of the District concerning this bid on the basis of any consideration not authorized by law; the Bidder also certifies and represents that Bidder has not received any information not available to other bidders so as to give the undersigned a preferential advantage with respect to this bid; the Bidder further certifies and represents that Bidder has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Bidder will not in the future, offer, confer, or agree to confer any pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the District in return for the person having exercised the person's official discretion, power or duty with respect to this bid; the Bidder certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the District in connection with information regarding this bid, the submission of this bid, the award of this bid or the performance, delivery or sale pursuant to this bid.

FIRM NAME _____

PHONE _____ EMAIL _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

SIGNED BY TITLE _____

PRINTED NAME DATE _____

FELONY CONVICTION NOTIFICATION

The person or business entity that enters into an agreement with this school district must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

The district may terminate this agreement with a person or business entity if the District determines that the person or business entity failed to give notice by the next preceding subsection, or misrepresented the conduct resulting in the conviction. The District will compensate the person or business entity for services performed before the termination of the agreement".

By submitting this offer and signing this certificate, this bidder:

- Certifies that the owner/operator has not been convicted of a felony, except as indicated on a separate attachment to this offer, and
- Certifies that no employee who will enter school buildings or potentially have contact with school children has been convicted of any felony or a misdemeanor involving violence or sexual contact or sexual abuse. It shall be the duty of the vendor to conduct the appropriate background checks on its employees and the vendor agrees to share this information with the District upon request.

Vendor Name: _____

Vendor Address: _____

Vendor E-mail Address: _____

Vendor Telephone: _____ Fax Number: _____

Authorized Company Official's Name: _____

(Printed)

Signature of Company Official: _____

Date: _____

DEBARMENT, SUSPENSION AND INELIGIBILITY CERTIFICATION

To provide a complete proposal, a Contractor must certify that neither their organization nor principal officers and agents nor subcontractors are debarred, suspended, proposed for debarment, or otherwise declared ineligible by a Federal agency.

I, the undersigned officer or agent for the contractor named below, certify that neither this organization nor principal officers and agents nor subcontractors are debarred, suspended, proposed for debarment, or otherwise declared ineligible by a Federal agency.

VENDOR'S NAME:

Authorized Officer or Agent:

Printed name of company official signing above:

Date Signed:

FEDERAL WORK AUTHORIZATION PROGRAM ("E-VERIFY") ADDENDUM

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a) agrees to have an authorized person execute the attached "Federal Work Authorization Program Affidavit" attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the "E-Verify" (formerly known as "Basic Pilot") work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print- out (or equivalent documentation) confirming your participation in E-Verify;

f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and

g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: _____
(signature)

Name and Title: _____
(printed)

For and on behalf of: _____
(printed company name)