



THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
MATERIALS MANAGEMENT DEPARTMENT
101 OLD VENICE ROAD • OSPREY, FLORIDA 34229
TELEPHONE (941) 486-2183 • FAX (941) 486-2188

MEMORANDUM

TO: Members of the School Board
Lori White, Superintendent
Mitsi Corcoran, Chief Financial Officer

FROM: Pat Black, CPPB, Director of Materials Management

TITLE: APPROVAL TO AWARD BID #14-0288 FOR THEATRICAL STAGE EQUIPMENT, RIGGING, LIGHTING SYSTEMS AND RELATED STAGE ELECTRICAL EQUIPMENT, INSPECTION, MAINTENANCE, AND REPAIR SERVICES

A bid to provide 'Theatrical Stage Equipment, Rigging, Lighting Systems and Related Stage Electrical Equipment, Inspection, Maintenance, and Repair Services was received on March 6, 2014. The bid of Heritage Product Resources, Inc., met the advertised specifications and falls within budgetary guidelines. This bid is for a period of one year with the option to renew for two additional one-year periods. The funds for these purchases are contained in the transfer from capital budget allocated to the Facilities Services Department.

Requested by:
Jody Dumas

"Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the protest bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

Posting Date: 03/25/2014

Fiscal Impact:

Not to exceed
\$100,000.00

Recommended Motion: That the bid of Heritage Products Resources, Inc., to provide 'Theatrical Stage Equipment, Rigging, Lighting Systems and Related Stage Electrical Equipment, Inspection, Maintenance, and Repair Services in an amount not to exceed \$100,000.00, be approved as presented.

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Tabulation for Theatrical Stage Equipment, Inspection, Maintenance, & Repair Services - Bid #14-0288

Opened March 6, 2014 at 2:00 p.m.

The bidder shall provide all materials, labor, supervision, equipment, tools, travel, fuel, etc., to perform the work required in accordance with the bid documents for the following price:		Unit	Heritage Product Resources, Inc.
PROJECT: Hands-on yearly inspection of the stage equipment, rigging, lighting systems, and related stage electrical equipment for the following:			
1	Elementary School	per inspection	\$400.00
2	Middle School	per inspection	\$550.00
3	High School	per inspection	\$950.00
4	Performing Arts Stages	per inspection	\$1,350.00
PROJECT: Provide maintenance, supply, and repairs to stage equipment, rigging, lighting systems, and related stage electrical equipment as required per inspection reports. The SBSC will pay a maximum of one and one half (1 1/2) hours labor rate for travel from Contractor's or Subcontractor's shop to a SBSC project. The SBSC will not pay any travel from the SBSC project.			
5	Standard working hours (Monday through Friday 7:00 A.M. - 5:00 P.M.); hourly rate, including overhead and profit.	per hour	\$75.00
6	Non-standard working hours (Monday through Friday prior to 7:00 A.M. and after 5:00 P.M., and Saturday and Sunday); hourly rate, including overhead and profit.	per hour	\$125.00
MATERIALS			
7	Materials are to be billed at net cost. Include a percentage allowed for overhead and profit. A MAXIMUM OF 10% MARK-UP of materials will be allowed. Indicate this percentage in the space to the right. No mark-up of sales tax allowed. The SBSC will not pay a use tax for in state or out of state materials used in our facilities. A copy of the itemized materials invoice from the supplier must be included with all billings to the SBSC for materials.	% markup	10%
RENTAL OF EQUIPMENT - On occasion, it is recognized that rental of equipment may be necessary. This category is for special rental equipment that are used on occasion, not in the regular course of theatrical stage equipment, rigging, lighting systems, and related stage electrical equipment inspection, maintenance, and repair services and only used with prior written approval from the Facilities Services representative. Rental is for active use of equipment. Payment for inactive use will not be allowed.			
8	Rentals are to be billed at net cost. Include a percentage allowed for overhead and profit. A MAXIMUM OF 10% MARK-UP of cost of rental equipment will be allowed. Indicate this percentage in the space to the right. No mark-up of sales tax allowed. A copy of the itemized rental invoice from the supplier must be included with all billings to the SBSC for materials.	% markup	10%

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Tabulation for Theatrical Stage Equipment, Inspection, Maintenance, & Repair Services - Bid #14-0288

Opened March 6, 2014 at 2:00 p.m.

The bidder shall provide all materials, labor, supervision, equipment, tools, travel, fuel, etc., to perform the work required in accordance with the bid documents for the following price:		Unit	Heritage Product Resources, Inc.
SUBCONTRACTED SERVICES - On occasion, it is recognized that subcontracted services may be necessary. This category is for special subcontracted services that is used on occasion, not in the regular course of theatrical stage equipment, rigging, lighting systems, and related stage electrical equipment inspection, maintenance, and repair services and only used with prior written approval from the Facilities Services representative.			
9	Subcontracted services are to be billed at net cost. Include a percentage allowed for overhead and profit. A MAXIMUM OF 10% MARK-UP of subcontracted services will be allowed. Indicate this percentage in the space to the right. No mark-up of sales tax allowed. A copy of the itemized subcontracted services invoice from the Subcontractor must be included with all billings to the SBSC for subcontracted services.	% markup	10%
Notes		Exceptions: Electrical, lighting, sound system work may have to be subcontracted out.	
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		Mulberry, FL 33860	
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Recorded by: JoAnn Joyce		Witnessed by: Joyce E. Haney	