

**STAGING SERVICES FOR
HOMETOWN HOLIDAYS 2023
RFQ 040 FY23**

DEADLINES:

Quotations and all documents must be received via email to kfrance@rockvillemd.gov by **Tuesday, March 14, 2023 at 10:00 am.**

Questions regarding scope must be sent in writing to kfrance@rockvillemd.gov by **Friday, March 10, 2023 at 10:00 am.**

SCOPE

The City of Rockville is soliciting competitive quotes to provide turnkey staging services for Hometown Holidays Music Festival to be held on Saturday, May 27, 2023 and Sunday, May 28, 2023 at Redgate Park in Rockville, MD. The stage will be placed on grass The City of Rockville will provide direct truck access for the mobile stage to the final position.

GENERAL REQUIREMENTS

The City requires staging, services that meet the exact or acceptable equivalent as required by the technical specifications. The City requires experienced competent stage operators to install and dismantle stage. At least one operator must be Stageline certified on the provided stage. Staging contractor must provide a competent operator onsite each show day.

The following pages encompass a list of required equipment and setup requirements. Equipment shall be the exact or equivalent to the items specified. The mobile stage must be fully operational in accordance with the manufacturers guidelines and be current on all Stageline stage inspection certifications. Any failed parts must not affect the performance of the stage while onsite and cannot delay or affect the production company's or artist's abilities to perform. Please provide map indicating warehouse location of equipment to event site at Redgate Park (formerly Redgate Golf Course) 14500 Avery Road, Rockville, MD 20853. Bidders must include detailed justification for proposed equivalent items.

EVENT TIMELINE

Below is an approximate timeline of events. Specific times will be determined at production meeting to be held prior to the event.

Friday, May 26, 2023

Equipment Load-In

Start Time	Complete Time	
9:00 am	1:00 pm	Load in SL250/SL260 stage Production company to provide motors and rigging while the roof is down. City of Rockville to provide custom printed scrims to hang.
12:00 pm	5:00 pm	Sound and lighting load in
2:00 pm	8:00 am on Saturday	Overnight Security Onsite

Saturday, May 27, 2023

Main Stage

Start Time	Complete Time	
	Until 8:00 am	Overnight Security Onsite
8:00 am		Call Time
11:00am	7:00pm	Festival Hours
8:00 pm	7:30 am on Sunday	Overnight Security Onsite

Sunday, May 28, 2023

Main Stage

Start Time	Completion Time	
	Until 7:30 am	Overnight Security Onsite
7:30 am		Call time
8:30 am	9:30 am	Yoga Class
11:00 am	7:00 pm	Festival hours
7:30 pm	11:00 pm	Production and Stage Strike and Load Out

EQUIPMENT REQUIREMENTS

MAIN STAGE

Staging Requirements

Trailer Mounted Stages (Stageline SL250 or SL260) with Stage floor of 32' x 24' with the following:

- Stage floor to be 32'w x 24'd
 - No additional decking to attach to stage or structure to fit this dimension
 - Deck rated at 100 lbs/sq. ft (minimum)
 - Deck surface to be plywood on steel
 - Overall deck height 3'6" to 5'3"
 - Hydraulic stabilizers for leveling
- Roof surface to be fiberglass bonded to steel.
- Maximum roof height from ground to ceiling not to exceed 30'
- Roof Lifting Capacity of 8000lbs (minimum)
- (2) Sound wing decks (tented)
 - Each wing to be 12x 12' with a (minimum) 10x10 tent cover.
 - Sound wings load bearing capacity 2000lb (minimum)
- Fire Retardant wind walls for three sides
 - Black or gray
- Gust wind resistance of 60 MPH with wind walls installed (minimum)
- One (1) set of steps w/ railings
- One (1) Aluminum Ramp to be set off side of stage
- Guardrails
- (1) Rolling Drum Riser
 - Dimension of 8'x8'x18"
 - Carpeted and skirted in black
 - With single box step unit
- Installation time of (4) hours (Maximum)
- Stage will be located on grass.
- Please specify if you are quoting an SL250 or SL250 NG or SL260.
- Please provide technical drawings for the proposed stage with your bid.
- All necessary crew for load in and load out.
- One competent stage operator for show days.

Additional Stage Information

- City of Rockville will contract separately professional sound and lighting to be installed on the stage.

DISMANTLE

- Dismantle and load out to begin immediately following last performance of the festival.

- All equipment and vehicles must be clear from the site by 11:00 pm on Sunday, May 28, 2023.

REFERENCES

Vendor must include in quotation (3) references and contact information for events that have similar scope of work as RFQ 040 FY23

SUBCONTRACTING

There is to be no subcontracting of work and equipment. Vendor must present proof of ownership of the Stageline stage with quotation. Example: copy of title and/or registration. There is to be no re-rents of the stage.

CHECKLIST

The following items must be submitted with quotation:

- Completed RFQ 040 FY23 Quotation Form
- Technical drawings for the proposed stage
- Stage Proof of Ownership
- References (3)
- The City of Rockville reserves the right to request a current stage inspection certificate for the proposed stage issued by Stageline.