

**Lyndonville Central School District
25 Housel Avenue
Lyndonville, NY 14098
(585) 765-2251**



Request For Proposal
for
Flying Services for the School Musical

Proposals will be due on Friday, December 9, 2022, at 1:00pm.

General Requirements

Lyndonville Central School District

Request For Proposal for Flying Services for the School Musical

Instructions to Firms

The submission of a proposal will indicate that the submitter (1) has read the instructions, (2) will abide by the terms and conditions governing the Request for Proposal, and (3) understands the requirements for delivery of the services specified.

A. General Information

The Lyndonville Central School District (“the District”) is requesting a proposal for professional flying services and specifically related to the upcoming high school musical of The Wizard of Oz performances on March 24, 25 and 26, 2023, with pre-performance flying services.

Proposals shall be submitted to Bart Schuler, Lyndonville Central School District, 25 Housel Avenue, Lyndonville, New York, 14098, or electronically via email in PDF to bschuler@lcsdk12.org to be received no later than 1:00pm on December 9, 2022. Proposals received later than the aforementioned date and time will not be considered.

All information required in the Request for Proposal, except the original signature, should be typewritten for legibility. Proposals must be signed by an authorized individual or officer of the firm submitting the proposal.

In order to control information disseminated regarding this Request for Proposal, firms interested in submitting proposals are directed not to make personal contact with members of the Board of Education or District Administration with the exception of Daniel Dragula, Tech Director. A building “walk through” with Mr. Dragula must be scheduled before 1:00pm December 9, 2022. Mr. Dragula can be contacted at 585-765-2251 ext. 6110 or preferably via email at ddragula@lcsdcsdk12.org.

The Lyndonville Central School District reserves the right to accept or reject any or all proposals at the total discretion and determination of the district. The district is not obligated to award any work for flying services contained in the request or submissions made by others. The district’s determination to award or not to award flying services is at the total and final determination of the Superintendent of Schools, Sharon Smith. Her decision is final and may not be appealed. Submitters shall be responsible for any and all expenses that they may incur in preparing proposals and participating in the selection processes.

B. Description of Specific Services Desired

Responses received from the Request for Proposal will be used by the District to select a company to provide materials, training, and services related to the installation and use of the flying rigging for the upcoming musical. The District has already identified some of the conditions that will need to be addressed, namely these include the flying of The Witch, Monkey(s), Glinda the Good (potentially without a bubble), and the Wizard in a basket. Additional considerations will be given for a Tornado effect, as well as flying Dorothy and Mrs. Gulch.

C. Items for Inclusion in Proposal

All proposals shall address the following items listed below and shall be numbered accordingly in the proposal document:

1. Description of Firm
2. Experience relative to District needs
3. Background of the Firm's personnel
4. Project Plan to provide the service
5. Insurance carried
6. Preparation of all documents and plans for the bid process, coordination and facilitation of the bid process

D. Evaluation

Flying Firms submitting proposals are advised that all proposals will be evaluated to determine the "best" firm that will be able to meet the needs of the District. Evaluation will include, but not be limited to, the criteria listed below:

1. Experience and expertise of the firm.
2. Proposed price and services offered
3. Insurance carried by the flying firm
4. Proposed plan/methodology outlined in the proposal.
5. Completeness of proposal.

- E. The selection process may include additional phone interviews to be conducted by administration or musical directors. The Lyndonville Central School District reserves the right to accept or reject any or all proposals at the total discretion and determination of the district. The district is not obligated to award any work for flying services contained in the request or submissions made by others. The district's determination to award or not to award flying services is at the total and final determination of the Superintendent of Schools, Sharon Smith. Her decision is final and may not be appealed