

**TOWN OF TRUMBULL
REQUEST FOR PROPOSAL
COSTUME DESIGN& COSTUME WORK
TRUMBULL YOUTH DEPARTMENT**

GENERAL INFORMATION

RFP: # 6103

DUE: MARCH 17, 2015 @ 2:00 PM

The Town of Trumbull Youth Department (hereinafter referred to as Town) invites qualified parties (hereinafter referred to as vendor, proposer or service provider) to submit a proposal for Costume Design & Costume Work Staffing to the Town of Trumbull Youth Department as per the specifications, requirement, terms and conditions detailed in this request.

It is requested that proposals conform to this request as closely as possible. Any exceptions or alternative proposal shall be clearly delineated in a separate attachment to the proposal submitted.

A. PREPARATION OF PROPOSALS

1. One (1) ORIGINAL and one (1) EXACT COPY of your proposal shall be submitted using the PROPOSAL FORM contained herein. All proposals shall be submitted in a clear, concise and legible manner to permit proper evaluation.
2. Proposers may also submit, under separate cover with their proposal, any additional reports and documents that are necessary to meet the requirements of this request.
3. It is requested that the proposer submit with their proposal a Sample copy of their standard contract service contract for EMS Staffing.

B. PROPOSAL SUBMISSION

1. Proposals are to be submitted in a sealed envelope and addressed as follows:

**RFP #6103 COSTUME DESIGN & COSTUME WORK
Attention: Kevin J. Bova
Purchasing Agent
Town of Trumbull
5866 Main Street, Trumbull, CT 06611**
2. Proposals must be signed by an authorized principal or agent of your organization and the person signing the Proposal Form must be authorized by the organization to contractually bind that organization with regard to price and related contractual obligations. Unsigned proposals or proposals received after the due date and time noted above shall not be considered.
3. A proposal may be withdrawn at any time prior to the above scheduled date.
4. A proposal received after the above scheduled date and time shall not be considered or opened.

C. TOWN OPTIONS

The Town reserves the right to reject any or all proposals and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.

D. TAXES

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in proposal prices. A Town Tax Exemption Certificate shall be furnished upon request.

E. INQUIRIES

1. Inquiries regarding this request may be directed to Kevin J Bova 203-452-5042 or kbova@trumbull-ct.gov. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all proposers will be made available in writing as an Addendum on the Town web site www.Trumbull-ct.gov or by Fax as appropriate to all proposers.
2. Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the proposers to clarify the provisions of this request. The Town further reserves the right to request additional information at any time after proposals are opened.

F. AWARD AND AUTHORITY

Final acceptance and award by the Town shall occur upon mutual agreement by the Town and service provider and upon execution by both parties of a signed contract.

G. CONTRACT AND PRICING

1. All pricing quoted shall remain firm fixed for a period of one (1) year from date of proposal opening.
2. The duration of the contract shall be for one (1) year at the price stated in the Proposal Form
3. Notwithstanding the foregoing the Town may cancel a contract at any time upon material breach by the service provider with seven (7) days written notice prior to the termination date.

H. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS AND SUBCONTRACTING

Any assignment or subcontracting for service to be performed related to this request, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town.

F. HOLD HARMLESS CLAUSE

The selected service provider agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this request and subsequent Contract, whether or not due in whole or in part of any act, omission or negligence of the Town or any of its representatives or employees.

G. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal, State and Local labor regulations. All services performed shall also conform to the latest OSHA standards and/or regulations as well as other standards and requirements stated in this request.

H. INSURANCE

The successful shall furnish a Certificate of Insurance naming the Town of Trumbull as the additional insured. The Insurance is to include Contractor's Liability and Worker's Compensation, thereby holding the Town of Trumbull Harmless from all eventualities that may occur relative to this Proposal and the resulting purchase order or Contract. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will Be in amounts of \$500,000 General Aggregate, \$1,000,000 Automobile Liability and Worker's Compensation, And Employer's Liability \$100,000 (each accident) to the Town of Trumbull. Such policies shall provide that no Coverage shall be changed or cancelled unless thirty- (30) days prior notice of such change or cancellation shall Be made to the owner.

I. CONFLICT OF INTEREST

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made , in the office of the agency making such purchase and in a public place in the Trumbull Town Hall. No Contractor(s) submitting a bid may be employed by the Town of Trumbull in any capacity.

ADDENDUMS

It is the responsibility of all proposers to verify with the Town if any addendums or changes to this have been. All and any addendums will be posted on the Town of Trumbull – Purchasing department website. www.trumbull-ct.gov .

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GENERAL

The Trumbull Youth Department is a combination volunteer & paid services that provides Broadway like Theatre plays & shows to the community & the residents of Trumbull, CT. Trumbull is a vibrant community of more than 34,000 citizens that combines small-town New England character and charm with extensive retail, commercial, and light manufacturing activity. The costume designer looks specifically at the characters, the characters' actions, how the characters change through the play, the times and locations of the play, and the style of the play.

- A. The Town of Trumbull is accepting proposals for a costume design & costume work to provide TYD to support the producers and Director for 4 plays.
- B. We anticipate a need of at least 1-2 people onsite for duration of the Play /Show. There is no minimum or maximum number of hours per day that may be required and the number of hours may vary from week to week.

QUALIFICATIONS & SERVICE PROVIDER RESPONSIBILITIES

SPECS FOR COSTUME DESIGN AND COSTUME WORK FOR SUMMER 2015

Show Schedule: end of the school year through August 3, 2015

1. Attend 4 production meetings with production team (TBD)
Before rehearsals begin, the costume designer must be able work within a director's concept for the play, which may shift the time, place, or style from that indicated by the playwright, and coordinate with the Director's ideas.
2. Costumes for a cast of approximately 80 cast members (some may require more than one Costume). The 2 play/Shows the producers are considering is Legally Blonde and or Oklahoma
3. Onsite person for Full cast measurements at all times.
4. Input and support to help create costume plot for each character to include all costume change(s). The costume designer may present initial ideas in the form of thumbnail sketches, color palettes, fabric swatches, or pictures drawn from outside sources.
5. Help Design, build, purchase or rent costumes per director's specifications.
The costume designer does not usually build or buy the costumes; this is the job of the costume shop. So the Costume designer chosen will be responsible for the costume shop as a Subcontractor to support the production.
6. Fittings and alterations for all costumes is the responsibility of the selected vendor
7. Director's revisions and add ins for costumes, Costume designer must support the director's concept and must work with the other designers to create a coordinated visual effect

8. Costume designer will need to provide Wig(s) for any character that needs one (Rent or purchase)
9. Hair and makeup – design for the cast, Will need to apply makeup to all leads.
10. Must conduct a Costume parade - A costume parade is when actors come out singly or in groups in their costumes outside the context of the play, simply to examine the look of each costume, its appropriateness to a scene, and how groups of actors will look together.
11. Delivery and load all costumes to where they need to be.
12. The Onsite Tech is needed Saturday through end of run of the show
Attend all dress rehearsals and all shows
13. Mending of alterations on site through run of the play/Show
14. Break down of all costumes, makeup, wigs Etc.
15. Load out all costumes for cleaning ,Dry cleaning and laundry for all costumes
16. Responsible for returning the Costumes to the place of rental .Again
Responsible for a subcontract that being a Costume shop.
17. All Plays/Shows are in Trumbull , please consider travel time

Additional requirements

- A. Ensuring that the Costume designer staff maintains a High professional manner at all times.
- B. The Selected vendor will also ensure that the staff will maintain, & work the producers.

Additional Requirements: (To be submitted with Proposal)

- A. Provide a list of existing clients with contact names and numbers for references.

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REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least three (3) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

CLIENT 1:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 2:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 3:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

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PROPOSAL FORM

The undersigned, in compliance with this RFP, affirms that the specifications and related documents contained herein have been examined and proposes to provide the service requested in accordance with this RFP and any contract documents within the time frames set forth herein and at the prices (fees) proposed below.

The undersigned certifies that this proposal meets all the specifications, requirements, standards, and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted and attached. Any alternate proposals are presented in similar format as requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals in whole or in part.

PROPOSED FEE PER COSTUME		\$ _____	
Proposed Total FEE (including all specifications and requirements)		\$ _____	

 Company Name

 by (Signature)

 Address

 Print Name (A Duly Authorized Representative)

 Address

 Title

 Date

 Telephone/Fax

 Email

 Website