



STATE OF NORTH CAROLINA

Fayetteville State University

Invitation for Bid #: 58-IFB2620001

Homecoming Production Services

Date of Issue: September 5, 2025

Bid Opening Date: September 17, 2025

At 11:00 AM ET

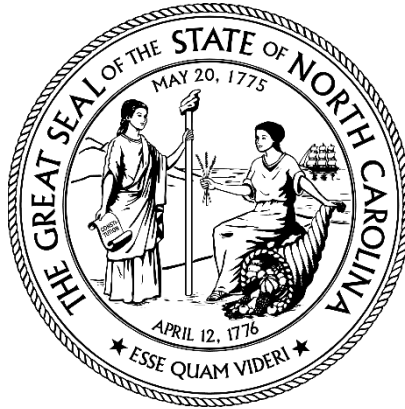
Direct all inquiries concerning this IFB to:

Victoria McAllister

Chief Procurement Officer

Email: purchasing@uncfsu.edu

Phone: 910-672-1082



STATE OF NORTH CAROLINA

Invitation for Bid

58-IFB2620001

For internal State agency processing, including tabulation of bids, provide your company's eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page shall be filled out and returned with your bid.
Failure to do so may subject your bid to rejection.**

Vendor Name

Vendor eVP#

Note: For a contract to be awarded to you, your company (you) must be a North Carolina registered vendor in good standing. You must enter the vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a vendor number, register at <https://vendor.ncgov.com/vendor/login>

Electronic responses ONLY will be accepted for this solicitation via Bonfire

STATE OF NORTH CAROLINA Fayetteville State University	
Refer <u>ALL</u> Inquiries regarding this IFB to: Victoria McAllister Chief Procurement Officer	Invitation for Bid #: 58-IFB2620001
	Bids will be publicly opened: via Microsoft Teams on Wednesday, September 17, 2025 at 11:30 A.M. E.T. See Section 2.4 IFB Schedule for more details
Using Agency: Fayetteville State University	Commodity No. and Description: 80141607- Events Management
Requisition No.: TBD	

EXECUTION

In compliance with this Invitation for Bid (IFB), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this bid, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this bid is submitted competitively and without collusion (G.S. 143-54),
- none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this bid, the undersigned certifies to the best of Vendor’s knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this IFB, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned vendor certifies will comply with all Federal and State requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public contracts; or awarding or administering public contracts; or inspecting or supervising delivery of the public contract of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of this response to the IFB, the undersigned certifies, for Vendor’s entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

By executing this bid, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS incorporated herein**. These documents can be accessed from the ATTACHMENTS page within this document.

Failure to execute/sign bid prior to submittal may render bid invalid and it MAY BE REJECTED. Late bids shall not be accepted.

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:	FAX NUMBER:	

Bid Number: 58-IFB2620001

Vendor: _____

VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:
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VALIDITY PERIOD

Offer shall be valid for at least sixty (60) days from date of bid opening, unless otherwise stated here: _____ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

ACCEPTANCE OF BIDS

If your bid is accepted, all provisions of this IFB, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

<p>FOR STATE USE ONLY: Offer accepted and Contract awarded this _____ day of _____, 20____, as indicated on</p> <p>The attached certification, by _____.</p> <p style="text-align: center;">(Authorized Representative of Fayetteville State University)</p>
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1.0 PURPOSE AND BACKGROUND

On behalf of the Division of Student Affairs, the Purchasing Department wishes to solicit bids for technical production for Fayetteville State University's Homecoming Week festivities. These events will take place during the week of October 6, 2025 through October 12th at 1200 Murchison Rd. Fayetteville, NC 28301. The University does wish to establish a multi-year contract by way of optional renewals for 2026 & 2027. Please see section 5.0 Specifications for more details.

The intent of this solicitation is to award an Agency Specific Contract.

1.1 CONTRACT TERM

The Contract shall have an initial term of one (1) year, beginning on the date of final Contract execution (the "Effective Date") or October 1, 2025 whichever is later.

At the end of the Contract's initial term, the State shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to two (2) additional one-year terms. The State will give the Vendor written notice of its intent to exercise each option no later than 30 (*thirty*) days before the end of the Contract's then-current term. In addition to any optional renewal terms, and with the Vendor's concurrence, the State reserves the right to extend the Contract after the last active term.

Bids shall be submitted in accordance with the terms and conditions of this IFB and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 INVITATION FOR BID DOCUMENT

This IFB is comprised of the base IFB document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

2.2 E-PROCUREMENT FEE

ATTENTION: The E-Procurement fee does not apply to this solicitation. See the paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions.

General information on the E-Procurement Services can be found at: <http://eprourement.nc.gov/>.

2.3 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this IFB and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this IFB.

If Vendors have questions or issues regarding any component of this IFB, those must be submitted as questions in accordance with the instructions in the BID QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an IFB addendum. The State may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.


Other than through the process of negotiation under 01 NCAC 05B.0503, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's bid or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor's bid that purports to vary any terms and conditions or Vendors' instructions herein or to render the bid non-binding or subject to further negotiation. Vendor's bid shall constitute a firm offer that shall be held open for the period required herein ("Validity Period" above).

The State may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this IFB Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed upon during negotiations and incorporated by way of a

Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s bid as nonresponsive.

2.4 IFB SCHEDULE

The table below shows the *intended* schedule for this IFB. The State will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue IFB	State	September 5, 2025
Submit Written Questions	Vendor	September 10, 2025
Provide Response to Questions	State	September 12, 2025
Submit Bids	Vendor	September 17, 2025 by 11:00 A.M. E.T.
Virtual Public Bid Opening	State	<p>September 17, 2025 by 11:30 A.M. E.T.</p> <p>Virtual Public Bid Opening Meeting Link Microsoft Teams Need help? Join the meeting now Meeting ID: 287 427 371 674 Passcode: 5iG9Br6G</p> <hr/> <p>Dial in by phone +1 910-491-9484,,692664739# United States, Fayetteville Find a local number Phone conference ID: 692 664 739# Join on a video conferencing device Tenant key: uncfsu@m.webex.com Video ID: 117 572 131 4 More info For organizers: Meeting options Reset dial-in PIN</p>  <p>Org help Privacy and security</p>
Contract Award	State	September 23, 2025 by 11:30 A.M. E.T.

2.5 BID QUESTIONS

Upon review of the IFB documents, Vendors may have questions to clarify or interpret the IFB in order to submit the best bid possible. To accommodate the Bid Questions process, Vendors shall submit any such questions by the “Submit Written Questions” date and time provided in the IFB SCHEDULE Section above, unless modified by Addendum.

Written questions shall be emailed to purchasing@uncfsu.edu by the date and time specified above. Vendors should enter “**IFB # 58-IFB2620001: Questions**” as the subject for the email. Question submittals should include a reference to the applicable IFB section and be submitted in the format shown below:

Reference	Vendor Question
IFB Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, the State’s response, and any additional terms deemed necessary by the State will be posted in the form of an addendum to *the electronic Vendor Portal (eVP)*, <https://evp.nc.gov>, and shall become an Addendum to this IFB. No information, instruction or advice provided orally or informally by any State personnel, whether made

in response to a question or otherwise in connection with this IFB, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the IFB and an addendum to this IFB.

2.6 BID SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor's sole responsibility to ensure its bid has been received as described in this IFB by the specified time and date of opening. The time and date of receipt will be marked on each bid when received. Any bid or portion thereof received after the bid deadline will be rejected.

If confidential and proprietary information is included in the bid, also submit one (1) signed, REDACTED copy of the bid within the Redacted Section listed within Bonfire. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services, or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

If the Vendor does not provide a redacted version of the bid with its bid submission, the Department may release an unredacted version if a record request is received.

Bonfire

All proposal responses shall be submitted electronically via the University's Bonfire portal using the following link: <https://uncfsu.bonfirehub.com/portal/?tab=openOpportunities>

Failure to submit a bid in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor's bids(s). Vendors are strongly encouraged to allow sufficient time to upload bids.

Critical updated information may be included in Addenda to this IFB. It is important that all Vendors responding to this IFB periodically check the State's eVP website for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this IFB and all Addenda thereto.

2.7 BID CONTENTS

Vendors shall populate all attachments of this IFB that require the Vendor to provide information and include an authorized signature where requested. Failure to provide all required items, or Vendor's submission of incomplete items, may result in the State rejecting Vendor's bid, in the State's sole discretion.

Vendor IFB responses shall include the following items and attachments, which shall be arranged in the following order:

- a) Cover Letter, which must include all of the following: (i) a statement that confirms that the Vendor has read the IFB in its entirety, including all links, and all Addenda released in conjunction with the IFB; (ii) a statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; and (iii) Vendor's agreement to comply with all instructions, terms and conditions, and attachments.
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Bid Number.
- c) Completed and signed version of all EXECUTION PAGES, along with the body of the IFB.
- d) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.
- e) Vendor's Response. **See Section 4.0 Requirements & Section 5.0 Specifications of Work for details.**
- f) Completed version of ATTACHMENT A: PRICING

- g) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- h) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- i) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- j) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

2.8 ALTERNATE BIDS

Unless provided otherwise in this IFB, Vendor may submit alternate bids for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate bid must specifically identify the IFB requirements and advantage(s) addressed by the alternate bid. Any alternate bid, in addition to the marking described above, must be clearly marked with the legend: "Alternate Bid # ___ [for 'name of Vendor']". Each bid must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate bid. Each bid must be complete and independent of other bids offered.

2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Relevant definitions for this IFB are provided in 01 NCAC 05A .0112 and in the Instructions to Vendors found below which are incorporated herein by this reference.

3.0 METHOD OF AWARD AND BID EVALUATION PROCESS

3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the State's best interest.

All responsive bids will be reviewed, and an award or awards will be based on the responsive bid(s) offering the lowest price that meets the specifications provided herein, to include any required verifications set out here in such as but not limited to past performance, references, and financial documents. .

While the intent of this IFB is to award a Contract(s) to a single Vendor, the State reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items, or to cancel this IFB in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.

The State reserves the right to waive any minor informality or technicality in bids received.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this IFB is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See the Paragraph 29 of the Instructions to Vendors entitled COMMUNICATIONS BY VENDORS.

Each Vendor submitting a bid to this IFB, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the purchaser named above, any department secretary, agency head, members of the General Assembly and Governor's office); or private entity, if the communication refers to the content of Vendor's bid or qualifications, the content of another Vendor's proposal, another Vendor's qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor's proposal may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (*i.e.*, the issuance date of the procurement until the date of contract award or cancellation of the

procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this IFB or inquiries directed to the purchaser named in this IFB regarding requirements of the IFB (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

3.3 BID EVALUATION PROCESS

Only responsive submissions will be evaluated.

The State will conduct an evaluation of responsive Bids, as follows:

Bids will be received according to the method stated in the Bid Submittal section above.

All bids must be received by the issuing agency not later than the date and time specified in the IFB SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

At the date and time provided in the IFB SCHEDULE Section above, unless modified by Addendum, the bids from each responding Vendor will be opened publicly and all offers (except those that have been previously withdrawn, or voided bids) will be tabulated. The tabulation shall be made public at the time it is created. When negotiations after receipt of bids is authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of offerors and the Goods and Services offered shall be tabulated at the time of opening. Cost and price shall become available for public inspection at the time of the award. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a Vendor's pricing position.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the bid. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all bids should be complete and reflect the most favorable terms available from the Vendor. Prices bid cannot be altered or modified as part of a clarification.

Bids will generally be evaluated, based on completeness, content, cost and responsibility of the Vendor to supply the requested Goods and Services. Specific evaluation criteria are listed in Section 3.1 METHOD OF AWARD.

Upon completion of the evaluation process, the State will make Award(s) based on the evaluation and post the award(s) to the State's eVP website under the IFB number for this solicitation. Award of a Contract to one Vendor does not mean that the other bids lacked merit, but that, all factors considered, the selected bid was deemed most advantageous and represented the best value to the State.

The State reserves the right to negotiate with one or more Vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with the State.

3.4 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this IFB, the State may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the State:

- a) Total cost to the State
- b) Level of quality provided by the Vendor
- c) Process and performance capability across multiple jurisdictions
- d) Protection of the State's information and intellectual property
- e) Availability of pertinent skills

- f) Ability to understand the State’s business requirements and internal operational culture
- g) Particular risk factors such as the security of the State’s information technology
- h) Relations with citizens and employees
- i) Contract enforcement jurisdictional issues

3.5 INTERPRETATION OF TERMS AND PHRASES

This IFB serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the State; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as “shall,” “must,” and “requirements” are intended to create enforceable contract conditions. In determining whether bids should be evaluated or rejected, the State will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the State’s needs as described in the IFB. Except as specifically stated in the IFB, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a bid in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this IFB. By submitting a bid, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this IFB. If a Vendor is unclear about a requirement or specification, or believes a change to a requirement would allow for the State to receive a better bid, the Vendor is urged to submit these items in the form of a question during the question and answer period in accordance with the Bid Questions Section above.

4.1 PRICING

Bid price shall constitute the total cost to the State for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor’s response.

4.2 INVOICES

Vendor shall invoice the Purchasing Agency. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Purchasing Agency with an invoice for each order. Invoices shall include detailed information to allow Purchasing Agency to verify pricing at point of receipt matches the correct price from the original date of order. The following fields shall be included on all invoices, as relevant:

Vendor’s Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyer’s Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

INVOICES MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS OR SERVICES ACCEPTED.

4.3 FINANCIAL STABILITY

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

Each Vendor shall certify it is financially stable by completing ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. The State is requiring this certification to minimize potential issues from contracting with a Vendor that is financially unstable. From the date of the Certification to the expiration of the Contract, the Vendor shall notify the State within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The Contract Manager may require annual recertification of the Vendor’s financial stability.

4.4 HUB PARTICIPATION

Pursuant to North Carolina General Statute G.S. 143-48, it is State policy to encourage and promote the use of small, minority, physically handicapped, and women contractors in purchasing Goods and Services. As such, this IFB will serve to identify those Vendors that are minority owned or have a strategic plan to support the State’s Historically Underutilized Business program by meeting or exceeding the goal of 10% utilization of diverse firms as 1st or 2nd tier subcontractors. Vendor shall complete ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.

4.5 REFERENCES

Vendor shall provide at least five (5) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided Services of similar size and scope to those proposed herein. The template only includes three sections therefore you will need to complete two sheets and upload both pages. The State may contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Vendor’s performance has been satisfactory. The information obtained may be considered in the evaluation of the Bid.

4.6 BACKGROUND CHECKS

Any personnel or agent of Vendor performing Services under any Contract arising from this IFB may be required to undergo a background check at the expense of the Vendor, if so requested by the State.

4.7 PERSONNEL

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. “Professional manner” means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the State. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

Should the Vendor’s bid result in an award, the Vendor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead. Vendor shall further agree that it will notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor’s recommended substitute personnel. The State will approve or disapprove the requested substitution in a timely manner. The State may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the State may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

4.8 VENDOR’S REPRESENTATIONS

If Vendor’s bid results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor’s proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.9 AGENCY INSURANCE REQUIREMENTS MODIFICATION

A. Default Insurance Coverage from the General Terms and Conditions applicable to this Solicitation:

- Small Purchases

- Contract value in excess of the Small Purchase threshold, but up to \$1,000,000.00
- Contract value in excess of \$1,000,000.00

5.0 SPECIFICATIONS AND SCOPE OF WORK

The purpose of this request is to solicit competitive bids for technical production and support of Fayetteville State University Homecoming 2025 events taking place in multiple locations as outlined within section 5.2 Specifications & Scope of Work. No sub-contracting, nor substitution of solicited support without prior approval of FSU contract administrator, resulting from this solution. Any planned, or anticipated, sub-contracting or substitution must clearly be identified in the vendor bid proposal and must be labeled/titled with the appropriate header “Sub-Contracting” or “Substitution”, to include the appropriate details of said. The University may request a post award meeting to be scheduled with the awarded vendor(s) if deemed necessary. These conditions will apply for subsequent option years that may be awarded.

Item #	Specifications
1	Homecoming Projected Technical Needs for Events Taking Place in Capel Arena as outlined in ATTACHMENT H: SCOPE OF WORK & SPECIFICATIONS
2	Homecoming Technical Needs for Countdown Sunday (Student Center Amphitheater) as outlined in ATTACHMENT H: SCOPE OF WORK & SPECIFICATIONS
3	Homecoming Technical Needs for Center Stage as outlined in ATTACHMENT H: SCOPE OF WORK & SPECIFICATIONS
4	Homecoming Technical Needs for Amp Friday Student Center Amphitheater as outlined in ATTACHMENT H: SCOPE OF WORK & SPECIFICATIONS

5.1 TASKS/DELIVERABLES

See **ATTACHMENT H: SCOPE OF WORK & SPECIFICATIONS** details.

5.2 CERTIFICATION AND SAFETY LABELS

Any manufactured items and/or fabricated assemblies provided hereunder that are subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization *acceptable to govern inspection where the item is to be located*, such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and /or National Electrical Manufacturers’ Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.

5.3 DEVIATIONS

The nature of all deviations from the Specifications listed herein shall be clearly described by the Vendor. Otherwise, it will be considered that items offered by the Vendor are in strict compliance with the Specifications provided herein, and the successful Vendor shall be required to supply conforming goods. Deviations shall be explained in detail on an attached sheet. However, no

implication is made or intended by the State that any deviation will be acceptable. Do not list objections to the North Carolina General Terms and Conditions in this section.

6.0 CONTRACT ADMINISTRATION

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor’s planning purposes.

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

The Vendor shall be required to designate and make available to the State a contract manager. The contract manager shall be the State’s point of contact for Contract related issues and issues concerning performance, progress review, scheduling, and service.

Contract Manager Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

The Vendor shall be required to designate and make available to the State for customer service. The customer service point of contact shall be the State’s point of contact for customer service-related issues (define roles and responsibilities).

Customer Service Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

6.2 POST AWARD PROJECT REVIEW MEETINGS

RESERVED

6.3 CONTINUOUS IMPROVEMENT

The State encourages the Vendor to identify opportunities to reduce the total cost the State. A continuous improvement effort consists of various ways to enhance business efficiencies as performance progresses.

6.4 PERIODIC STATUS REPORTS

RESERVED

6.5 ACCEPTANCE OF WORK

Performance of the work and/or delivery of Goods shall be conducted and completed at least in accordance with the Contract

requirements and recognized and customarily accepted industry practices. Performance shall be considered complete when the Services or Goods are approved as acceptable by the Contract Administrator.

Acceptance of Vendor’s work product shall be based on the following criteria:

The State shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or delivery of a deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the State shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable to the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any specifications, acceptance criteria or otherwise fail to conform to the Contract, the State may exercise any and all rights hereunder, including, for Goods deliverables, such rights provided by the Uniform Commercial Code, as adopted in North Carolina.

6.6 FAITHFUL PERFORMANCE

RESERVED

6.7 TRANSITION ASSISTANCE

If a Contract results from this solicitation, and the Contract is not renewed at the end of the last active term, or is canceled prior to its expiration, for any reason, Vendor shall provide transition assistance to the State, at the option of the State, for up to 6 (six) months to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the State or its designees. If the State exercises this option, the Parties agree that such transition assistance shall be governed by the terms and conditions of the Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The State shall agree to pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

6.8 DISPUTE RESOLUTION

During the performance of the Contract, the parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the State’s Contract Manager for resolution. Any claims by the State shall be submitted in writing to the Vendor’s Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.9 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the State and Vendor. Amendments to the contract can only be made through the contract administrator.

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7.0 ATTACHMENTS

****IMPORTANT NOTICE****

RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE
FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT

ATTACHMENT A: PRICING

Complete and return the Pricing associated with this IFB, which can be found on PG 16.

ATTACHMENT B: INSTRUCTIONS TO VENDORS

The Instructions to Vendors, which are incorporated herein by this reference, may be found here:

<https://www.doa.nc.gov/pandc/north-carolina-instructions-vendors-1-2025/open>

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

The North Carolina General Terms and Conditions, which are incorporated herein by this reference, may be found here:

<https://www.doa.nc.gov/north-carolina-general-terms-and-conditions-5-2025/open>

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

Complete and return the Historically Underutilized Businesses (HUB) Vendor Information form, which can be found at the following link:

<https://www.doa.nc.gov/pandc/onlineforms/form-hub-supplemental-vendor-information-9-2021/download>

ATTACHMENT E: CUSTOMER REFERENCE FORM

Complete and return the Customer Reference Form, which can be found at the following link:

<https://ncadmin.nc.gov/media/15503/open>

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

Complete and return the Location of Workers Utilized by Vendor, which can be found at the following link:

<https://www.doa.nc.gov/pandc/onlineforms/form-location-workers-09-2021/download>

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

Complete, sign, and return the Certification of Financial Condition, which can be found at the following link:

<https://www.doa.nc.gov/pandc/onlineforms/form-certification-financial-condition-09-2021/download>

ATTACHMENT H: SCOPE OF WORK AND SPECIFICATIONS

Complete Specifications and Scope of Work pertaining to this solicitation.

***** Failure to Return the Required Attachments May Eliminate
Your Response from Further Consideration *****

ATTACHMENT A: PRICING

Homecoming 2025 Events Taking Place in Capel Arena (Line 1)			
Homecoming 2025	Base Term	Optional Day	Optional Day
Details	(Day 1-Day 4, & Day 7)	Day 5	Day 6
	Monday - Thursday, & Sunday	Friday	Saturday
		University has decided to exercise this optional date for Homecoming 2025 and conduct the Pan-Hellenic Council Stepshow on this date Friday October 10, 2025), in Capel Arena. Technical production support will be needed as specified in the Capel Arena production specification schedule RFP	NO Event to Take Place in Capel Arena Homecoming 2025 requiring production Support
Bid Price			
Homecoming 2026 Events Taking Place in Capel Arena			
Homecoming 2026	Base Term	Optional Day	Optional Day
Details	(Day 1-Day 4, & Day 7)	Day 5	Day 6
	Monday - Thursday, & Sunday	Friday	Saturday
		University has until 90 calendar days prior to homecoming date 2026 to notified vendor if we plan to exercise this optional date without being charged	University has until 90 calendar days prior to homecoming date 2026 to notified vendor if we plan to exercise this optional date without being charged
Bid Price			
Homecoming 2027 Events Taking Place in Capel Arena			
Homecoming 2027	Base Term	Optional Day	Optional Day
Details	(Day 1-Day 4, & Day 7)	Day 5	Day 6
	Monday - Thursday, & Sunday	Friday	Saturday
		University has until 90 calendar days prior to homecoming date 2027 to notified vendor if we plan to exercise this optional date without being charged	University has until 90 calendar days prior to homecoming date 2027 to notified vendor if we plan to exercise this optional date without being charged
Bid Price			
Homecoming Technical Production Pricing (Lines 2-4)			
Description of Services	Base Term	Option Year 1 (2026)	Option Year 2 (2027)
Homecoming Technical Needs for Countdown Sunday (Student Center Amphitheater)			
Homecoming Technical Needs for Center Stage			
Homecoming Technical Needs for Amp Friday Student Center Amphitheater			
TOTAL BID PRICE (Per Term)			

LINE 1

LINE 2

LINE 3

LINE 4

ATTACHMENT H: SCOPE OF WORK & SPECIFICATIONS

Fayetteville State University

1200 Murchison Road
Fayetteville, NC 28301-4298
Phone (910) 672-1713

Homecoming Technical Needs for Amp Friday Student Center Ampletheater

Sunday Day 1

Amp Friday

Load-In

Student Center Ampletheater

6:00 am – 10:00 am (Load-In)

1. Professional outdoor sound system for house DJ to play through via a direct input and an emerging artist performance
2. Five wireless handheld microphones for MCs and entertainers
3. Sound mixing board on side of stage for talent to set levels
4. 20'X20' outdoor stage 2.5' high with steps on both sides of stage
5. Three stage monitors on the front edge of the stage
6. Two side fills, one on each side of the stage
7. Outdoor hush power generator capable of generating sufficient electricity to power all equipment provided via the provider, plus house DJ equipment and two university provided laptop computers.

Friday, Day 1

Amp Friday

Student Center Ampletheater

10:00 am – 4:30 pm

1. Two audio technicians (one for front of house and the other for microphones and house DJ)
2. Items listed for loaded in use

Friday, Day 1

Amp Friday

(Load Out)

Student Center Ampletheater

4:30 pm – 8:00 pm

Fayetteville State University

1200 Murchison Road
Fayetteville, NC 28301-4298
Phone (910) 672-1713

Homecoming Technical Needs for Countdown Sunday Student Center Ampletheater

Sunday Day 1

Count Down

Load-In

Student Center Ampletheater

4:00 pm – 9:30 pm (Load-In)

1. Professional outdoor sound system for house DJ to play through via a direct input and an emerging artist performance
2. Outdoor rear projected, video projector screen and high output video projector
3. Four intelligent moveable lights (and associated cabling and controllers) attached to video projector screen frame truss
4. Five wireless handheld microphones for MCs and entertainers
5. Sound mixing board on side of stage for talent to set levels
6. 20'X20' outdoor stage 2.5' high with steps on both sides of stage
7. Three stage monitors on the front edge of the stage
8. Two side fills, one on each side of the stage
9. An outdoor hush power generator capable of generating sufficient electricity to power all equipment provided via the provider, plus house DJ equipment and two university provided laptop computers.

Sunday Day 1 (Extending into early morning Day 2)

Count Down

Student Center Ampletheater

10:00 pm – 12:30 am

1. Two audio technicians to operate front of house, DJ input and microphones
2. Visual tech to operate projects and intelligent lights
3. Items loaded in for production

Monday, Day 2

Count Down

(Load Out)

Student Center Ampletheater

1:45 am – 3:00 am

Fayetteville State University

1200 Murchison Road
Fayetteville, NC 28301-4298
Phone (910) 672-1713

Homecoming 2025-2027 Projected Technical Needs for Events Taking Place in Capel Arena

Listed below are the technical requirements for the Student Activities Council and the Office of Student Engagements, Homecoming 2025-2027 activities and event production needs in Capel Arena. Bids are being solicited for the technical production specified herein this document, inclusive of all labor, associated equipment needed in association with said and etc. The University will not lend, nor provide, any of its equipment or labor for the installation, operating nor striking of vendor provided (for example forklift, a pallet jack, genie lift nor equipment operator).

The bids should be broken out into production type components, as follows:

1. Staging: Rental for the entire time period, to include load in and out
2. Audio: Rental for the entire time period, to include load in and loads out and staffing for all rehearsals and performances and any additional labor or expense associated with sound (to include FOH mix and monitors, support for house band, onstage entertainment and performance)
3. Lighting: Rental of lights (LEDs preferred but par cans acceptable, spotlights, light truss and associated equipment, load in and load out, light technician labor and spotlight operator labor and any additional labor or expense. **LED USE IS PREFERRED WHERE LOGISTICALLY POSSIBLE AND FINANCIALLY PRUDENT.**
4. Intelligent light: Rental for the entire time period, to include load in and out, technical personal support and programming and, any additional labor or expense
5. Two 10' X 6' LED walls hung from the far ends of the front leading light truss (to include all cabling, switches and etc to transmit video signal to LED walls). Video walls are to be in place and operational for Day 2, Day 3, and Day 4 events at a minimum, and optional days 5 and 6, should the University decide to exercise optional days for Homecoming 2026 and Homecoming 2027.
6. Miscellaneous expenses: Any additional expenses not included in the above-mentioned category. Please provide a detailed explanation and an all-inclusive total expense.

It is the responsibility of the contractor to provide any and all labor and equipment need to load, setup, operate and strike the below listed equipment. The cost to coordinate and execute these actions should be incorporated into vendors' bid.

Homecoming 2025-2027 Technical Needs for Events Taking Place in Capel Arena

Bidders are hereby put on notice that Capel Arena is a public facility, opened approximately 20 hours a day, and thus awarded contractor is advised to take precautionary measures to secure their equipment that might be pilferage, stolen, tampered with or damaged. Such precautionary measures may require certain equipment items to be broken down daily after each event, placed in a secure container, locked, and possibly removed from the premises. All precautionary measures taken by the bidder should be coordinated with the University contract administrator but provided at the vendor's expense.

*** Fayetteville State University, Homecoming 2025-2027**

Venue: *Capel Arena, on the campus of Fayetteville State University*

*** Day 1 & 2**

Load-In Can Commence, and Resume, As Follows:

Day 1: Loadin, 11:00 am till 9:00 pm

Day 2: Loadin continues, 9:00 am till 4:00 pm

Day 2: Participants rehearsal, 4:00 pm – 10:00 pm (Unsupported by production company personal but requiring use of leased/rented stage, runway and stage steps)

Load in Audio, Lights and Staging

Capel Arena (Load in must be completed by 4:00 pm on Day 2/Tuesday)

Lighting: (LED LIGHTING IS PREFERRED) Should be two (2) double hung LED truss (equivalent to 120k) upstage and downstage and flown and focus. Two (2) 1 k spotlights with operators (spotlight operators should attend rehearsal as noted on schedule). To include all hoists, pulleys, chains, ropes, anchors, lifts and etc., required for proper installation and positioning of lighting systems and truss.

Backdrop: Large black curtain extending from gym floor to above 2nd level windows top (At least 50 feet wide X 50 feet high). To include all hoist, pulleys, chains, ropes, anchors, lifts and etc., required for proper installation and positioning of backdrop.

LED Walls

Two 10' X 6' LED walls hung from the far ends of the front leading light truss (to include all cabling, switches and etc to transmit video signal to LED walls).

Audio: Concert series sound system (Nexo GEOs Line Array, or equivalent, EAW 650 or EV Manifold boxes for FOH. A minimum of eight (8) boxes over 4 Alpha Subs per side; 4 Side Arrays per side; Stage Fills; and Wedges per spec.

1. Two (2) dedicated cord microphone for master and mistress of ceremony (to include an elbow microphone stand and appropriate microphone holding retaining/holding clips for each microphone)

Homecoming 2025-2027 Technical Needs for Events Taking Place in Capel Arena

2. One (1) dedicated cord microphone for introduction of candidates (to include an elbow microphone stand and appropriate microphone retaining/holding clips for each microphone)
3. Two (2) dedicated wireless microphone for possible on-stage performers/singers (to include an elbow microphone stand and appropriate microphone retaining/holding clips for each microphone)
4. Two (2) lavalier microphones
5. Two (2) cordless microphones
6. Three (3) side fill monitors and three (3) wedge monitors for on stage
7. A 24-channel FOH console with two (2) monitors mixes is required
8. One (1) working CD players
9. Input for small pit band consisting of
 - a. Full drums set
 - b. 1 Keyboard
 - c. Bass Guitar
 - d. Guitar
 - e. Alto saxophone
 - f. Bass saxophone
 - g. Trumpet
 - h. Two (2) dedicated cord microphone for orchestra pit singers (to include an elbow microphone stand and appropriate microphone retaining/holding clips for each microphone) vocalists
 - i. Four wedge monitors for house pit band
10. One for house DJ, near front of house mix station
11. To include all hoist, pulleys, chains, ropes, anchors, lifts and etc., required for proper installation and positioning of backdrop.
12. Input source/method for MP3 music on a flash drive

Stage: Size should be 52 feet wide X 40 feet deep X 3.5 feet high with **three (3) set of steps (two on talent side entrance of the stage and one on the opposite side)**. The stage should be level and even with no excess gap between decks. All audience exposed sides of the stage should be nicely draped in black skirting and deck surface freshly

painted with gray nonslip paint, and the perimeter edges and colors outlined with a safety line.

Homecoming 2025-2027 Technical Needs for Events Taking Place in Capel Arena

*** Day 2/Tuesday**

Load in Audio, Lights and Staging Continued as Needed

Capel Arena (Load in must be completed by 4:00 pm Day 2/Tuesday)

The stage should also be sufficiently braced at the corners, sides and intermittently elsewhere to support up to 20 plus adult size individuals jumping and performing acrobatics on the stage simultaneously.

The technical company shall inspect the stage daily, at least two hours before the venue opens to the general public for admittance, and make sure it exceeds the minimum safety standards to accommodate the event. Any discrepancies found should be corrected to include tightening screws and/or fasteners, adjusting and/or straightening uneven or unstable decks, legs, deck frames, bracings and cross bracings and etc.

Runway: An 8' wide X 24' long runway should be erected for Coronation and Coronation Rehearsals Day 2/Tuesday - Day 4/Thursday. The runway should be immediately torn down at the conclusion of the Coronation on Day4/Thursday. While up, the runway should be draped on all exposed sides in the same black material as the stage.

All stage decking should be made out of wood, with the wooden finish side serving as the stage floor side. It is understood that the University will be affixing props and sets to the stage flooring utilizing nails, screws and staples and that, the University will not be penalized, charged or fined any additional expenses for affixing said props and sets to the stage utilizing these methods.

All stage and runway decking should be gray (freshly painted, not faded or worn) in color!

*** Day 2/Tuesday**

**Homecoming Coronation Rehearsal
Capel Arena**

Start Time: 4:00 pm

Estimated End Time: 11:00 pm

1. Two audio techs, one to operate FOH audio system and the other to work with house band
2. Light tech to operate light truss

*** Day 3/Wednesday**

**Homecoming Coronation Rehearsal
Capel Arena**

Start Time: 4:00 pm
Estimated End Time: 11:00 pm

**Homecoming 2024 Technical Needs for Events
Taking Place in Capel Arena**

*** Day 3/Wednesday**

1. Two audio techs, one to operate FOH audio system and the other to work with house band
2. Light tech to operate light truss
3. Light Tech
4. Two (2) Spot Light Operators

*** Day 4/Thursday**

**Coronation
Capel Arena**

Tech/Production Crew Call 3:00 pm
On Stage Participant Call 5:00 pm
Doors Open to Public 7:00 pm
Show Start: 8:00 pm
Estimated End Time: 11:00 pm

1. Use of stage, stage steps and runway:
2. Use of the entire sound system rented
3. Two audio tech (one for front of house and the other for monitors and house band support)
4. Light Tech
5. Two (2) Spot Light Operators
6. Use of the two LED walls provided, and hung, by production company.
7. Front of house DI's (Direct Inputs) for house DJ
8. Inputs and microphone for small combo band (Band will bring their own instruments):
 - i. Full drums set
 - j. 1 Keyboard
 - k. Bass Guitar
 - l. Guitar
 - m. Alto saxophone
 - n. Bass saxophone
 - o. Trumpet
 - p. 2 pit singers (microphones should be on stands with elbows)

All technicians must be dressed in black trousers and black shirts the day of Coronation.

NO TECHNICIANS UNDER 18 YEARS OF AGE. TECHNICIANS WILL NOT BE ALLOWED GUEST!

****** IMPORTANT NOTE.**

Homecoming 2025-2027 Technical Needs for Events Taking Place in Capel Arena

- **Day 4/Thursday PM and Day 5/Friday AM**

(Thursday night/Friday morning)

11:00 pm – 12:00 am

THE RUNWAY EXTENDING OFF OF THE LEADING EDGE OF THE STAGE SHOULD BE IMMEDIATELY TAKEN DOWN AND REMOVED AT THE CONCLUSION OF CORONATION

12:00 midnight to 7:00 am

Steppers Rehearsal

Check stage for sturdiness, safety and proper working order immediately before rehearsal is to begin and resolve any discrepancies.

No technical lights and sounds support is needed but requires the use of the stage.

- * **Day5/Friday**

Homecoming Stepshow

Capel Arena

****** Stage is to be re-inspected (stage decks, supporting legs and bracings, steps, and handrails) for sturdiness, safety and proper working order immediately before sound check, and any discrepancies immediately resolved.**

Sound Check:	1:00 pm
Show Start:	8:00 pm
Estimated End Time:	11:30 pm

1. Two Audio Techs
 - a. FOH
 - b. Monitors and microphones behind stage
2. Light Tech
3. Light truss (front, back and intelligent) must have and be programmed to project the following light combinations:
 - a. Pink and Green
 - b. Black and Gold
 - c. Purple and Gold
 - d. Blue and White
 - e. Red and White
4. Two (2) Spotlight Operators with spotlights
5. Use of the entire rented sound system
6. Use of both LED walls provided, and hung, by technical production company

8. Sufficiently mic stage underneath and the sides to pickup and amplify steppers steps and stomps and canes taps throughout the venue.

Homecoming 2025-2027 Technical Needs for Events Taking Place in Capel Arena

All technicians must be dressed in black trousers and black shirts. No Halloween mask, makeup, disguise and/or attire.

NO TECHNICIANS UNDER 18 YEARS OF AGE. TECHNICIANS WILL NOT BE ALLOWED GUEST!

No swapping out of personnel (technicians working lights and sounds for the sound check should be the same personnel working the concert)

CONTRACTOR WILL HAVE TO MOVE PRODUCTION VEHICLES AND CARS (COMPANY AND COMPANY EMPLOYEES AND/OR SUBCONTRACTORS) IMMEDIATELY AT THE CONCLUSION OF DAY 5 EVENT, AND VEHICLES WILL NOT BE PERMITTED BACK ONTO CAMPUS UNTIL NEXT CONTRACTUAL DATE EVENT (AND ONLY DURING THE SPECIFIED INCLUSIVE TIME OF DAY), OR LOAD OUT ON DAY 7. THERE IS TO BE NO OVERNIGHT PARKING IN THE VENUE PARKING LOT OR LOADING DOCK THIS EVENING.

Day 6/Saturday

Base term (Homecoming 2025)

Day 6/Saturday, October 11, 2025: No events are scheduled to take place in Capel Arena that would require technical production company support.

Optional Years 1 and 2 (Homecoming 2026 and 2027)

Possible concert and/or make major to take place in Capel Arena. See attached matrix. The university will provide the contractor with 90 calendar days advance notice if technical production support is needed on this date, from the respective homecoming year date. The University is not to be charged for production support on this date, if it gives sufficient notification that support is not needed on this date, according to the provided parameters.

*** Day 7/Sunday**

Striking of all contracted lights, sound and staging equipment must be completed prior to 4:00 pm on this day/date. This includes equipment used to unload and load equipment and contractor and employees' vehicles removed from the parking lot.

Listed below are the technical requirements for Fayetteville State University Homecoming “Center Stage” festival 2025, with optional years 2026 and 2027 included. Bids submitted in response to this solicitation should be all inclusive of all labor, materials, fees, incidentals and etc., necessary for the full delivery of solicited services and equipment rental. The University will not be able to lend nor provide any equipment (i.e., forklift, pallet jack, genie lift, platforms or risers) for the installation or striking of said technical production items. The contractor is responsible for providing all the support equipment needed to install and strike production equipment. Riggers must be licensed to do so and have all the proper equipment and supplies to do so.

Bidders are hereby put on notice that the facilities listed as homecoming activities and/or events sites are public facilities, opened to the public the majority of the day, and advised to take precautionary measures to secure their equipment that might be pilferage, stolen, tampered with or damaged. Such precautionary measures may require certain equipment items to be taken down daily after each event, placed in a secured container, locked and possibly removed from the premises. All precautionary measures taken by the bidder should be coordinated with the University contract administrator but are at the sole expense of the contractor/vendor.

Be advised that all vehicles parked on Fayetteville State University campus must have an FSU parking decal. Contractors, subcontractors and their employees must obtain a temporary FSU parking decal from Campus Police before they will be permitted to park on-campus.

Contractor will be permitted to park one production truck/vehicle in the immediate area of the Center Stage but all other vehicles (to include contractor stagehands, technicians, etc.) must park in the closest available visitor parking area and have a Fayetteville State University

Friday, Day1

Load-In Center Stage

Homecoming 2025 (East Campus Quad near Starbucks On-Campus

Homecoming 2026 & 2027 (On-Campus location to be announced)

8:00 am – 2:00 pm (This parking lot will be closed until 4:00 pm Sunday Day 3, and is only temporarily accessible during the specified specific time to allow for Center Stage delivery/setup, event presentation and loadout)

1. 9.5'X6.3' minimum LED video wall with video input switch capable of accommodating three input sources
2. Buildjack type of stage measuring 16' wide X 16' deep and 2' high with finely adjustable legs to accommodate being installed in an area with slight inclines, depression, uneven ground. Stage should have steps on both side of satge (with handrails) for talent/performers to access and egress stage.
3. Outdoor professional sound system, capable of producing clean sound for an audience of 5,000+ people, in an area of about ½ of an acre. Sound system must have a direct input for the house DJ onstage and three wireless microphones.
4. Two tri-LED light trees for lighting personalities onstage. Light trees must be on controller (giving operator the capacity to change the lights color and brightness)
5. Hush/quiet generator/battery power supply sufficient to power LED wall, the professional sound system, light trees, and canopy lights for at least six (6) hours.

Saturday, Day 2

Center Stage

3:00 pm – Dusk (approximately 7:30 pm)

1. Use of all equipment rented in association of the Center Stage
2. One audio/sound technician
3. One LED wall/light three technician
4. Stagehand with proper credentials to operate generator and provide general labor.

Sunday, Day 3

Loadout

Center Stage

Must be completed no later than 4:00 pm on this day, Sunday Day 3

				Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
				Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				October 6	October 7	October 8	October 9	October 10	October 11	October 12
Baseline	2025	Capel Arena	Activity	11:00 am – 9:00 pm	9:00 am – 4:00 pm	4:00 pm – 11:00 pm	3:00 pm – 11:00 pm	1:00 pm Sound Check 4:00 pm Doors Open 7:00 pm Show Start 11:30 pm Show End	NO events in Capel Arena on this date requiring technical production support	10:00 am – 4:00 pm
				Techs & Stagehands Load In Production	Techs & Stagehands Load In Production Equipment Continues	Tech Supported Coronation Rehearsal	Tech Supported Coronation	Tech Supported Step Show Team Sound Check & actual subsequent performance	NO Events in Capel Arena on this date that requires technical production support	Techs & Stagehands Loadout Production Equipment
			Activity		4:00 pm – 11:00 pm		11:00 pm – 12:00 am			

				Day 1	Day 2	Day 3	Day 4 or 5	Day 5	Day 6	Day 7
				Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				Date to Be Announced	Date to Be Announced	Date to Be Announced	Date to Be Announced	Date to Be Announced	Date to Be Announced	Date to Be Announced
Optional Year 1	2026	Capel Arena	Activity	11:00 am – 8:00 pm	9:00 am – 4:00 pm	4:00 pm – 11:00 pm	3:00 pm – 11:00 pm	1:00 pm Sound Check 4:00 pm Doors Open 7:00 pm Show Start 11:30 pm Show End	1:00 pm Sound Check 4:00 pm Doors Open 7:00 pm Show Start 11:30 pm Show End	9:00 am – 4:00 pm
				Techs & Stagehands Load In Production	Techs & Stagehands Load In Production Equipment Continues	Tech Supported Coronation Rehearsal	Tech Supported Coronation	Potential Concert Optional Step Show Or Possibly No Event	Potential Concert Optional Step Show Or Possibly No Event	Tech & Stagehands Loadout of Capel Arena
			Activity		4:00 pm – 11:00 pm		11:00 pm – 12:00 am			
				Tech Supported Coronation Rehearsal		Techs & Stagehands Reconfigure Stage Runway for Step Show				

				Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
				Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				Date to Be Announced	Date to Be Announced	Date to Be Announced	Date to Be Announced	Date to Be Announced	Date to Be Announced	Date to Be Announced
Optional Year 2	2027	Capel Arena	Activity	11:00 am – 8:00 pm	9:00 am – 4:00 pm	4:00 pm – 11:00 pm	3:00 pm – 11:00 pm	1:00 pm Sound Check 4:00 pm Doors Open 7:00 pm Show Start 11:30 pm Show End	1:00 pm Sound Check 4:00 pm Doors Open 7:00 pm Show Start 11:30 pm Show End	9:00 am – 4:00 pm
				Techs & Stagehands Load In Production	Techs & Stagehands Load In Production Equipment Continues	Tech Supported Coronation Rehearsal	Tech Supported Coronation	Potential Concert Optional Step Show Or Possibly No Event	Potential Concert Optional Step Show Or Possibly No Event	Tech & Stagehands Loadout of Capel Arena
			Activity	Techs & Stagehands Load In Production	4:00 pm – 11:00 pm		11:00 pm – 12:00 am	Potential Concert Optional Step Show Or Possibly No Event	Potential Concert Optional Step Show Or Possibly No Event	Tech & Stagehands Loadout of Capel Arena
					Tech Supported Coronation Rehearsal		Techs & Stagehands Reconfigure Stage Runway for Step Show			

* Option years 1 and 2 exact inclusive dates will be shared at least 10 months prior to the actual start date that year

** Optional years 1 and 2 detailed scheduling and production support needed will be shared at least three (3) months in advance of start date

*** Load out of production equipment in Capel Arena optional years 1 and 2 will always occur the Sunday, immediately after homecoming day

Center Stage						
Baseline	2025	East Quad, Near Starbucks On-Campus and Collins Building		Day 1	Day 2	Day 3
				Friday	Saturday	Sunday
				October 10	October 11, 2025	October 12, 2025
				10:00 am – 4:00 pm	3:00 pm – Dusk (Approx. 7:30 pm)	10:00 am – 4:00 pm
			Activity	Load In	Center Stage Activity Music, Video Screen, Stage Performances	Load Out

Center Stage						
Optional Year 1	2026	Location On-Campus to be Determined		Day 1	Day 2	Day 3
				Friday	Saturday	Sunday
				Date To Be Announced	Date To Be Announced	Date To Be Announced
				10:00 am – 4:00 pm	3:00 pm – Dusk (Approx. 7:30 pm)	10:00 am – 4:00 pm
			Activity	Load In	Center Stage Activity Music, Video Screen, Stage Performances	Load Out

Center Stage						
Optional Year 2	2027	Location On-Campus to be Determined		Day 1	Day 2	Day 3
				Friday	Saturday	Sunday
				Date To Be Announced	Date To Be Announced	Date To Be Announced
				10:00 am – 4:00 pm	3:00 pm – Dusk (Approx. 7:30 pm)	10:00 am – 4:00 pm
			Activity	Load In	Center Stage Activity Music, Video Screen, Stage Performances	Load Out

Homecoming Count Down				
Baseline	2025	Student Center Ampletheater / Bulter Bldg-CBE Quad		Day 1
				Sunday
				October 5, 2025
			Activity	4:00 pm – 9:30 pm
				Loadin
			Activity	10:00 pm – 12:30 am
				Count Down Program
			Activity	12:30 am – 3:00 am
				Load Out

Homecoming Count Down				
Optional Year 1	2026	Student Center Ampletheater / Bulter Bldg-CBE Quad		Day 1
				Sunday
				Date to be Announced
			Activity	4:00 pm – 9:30 pm
				Loadin
			Activity	10:00 pm – 12:30 am
				Count Down Program
			Activity	12:30 am – 3:00 am
				Load Out

Homecoming Count Down				
Optional Year 2	2027	Student Center Ampletheater / Bulter Bldg-CBE Quad		Day 1
				Sunday
				Date to be Announced
			Activity	4:00 pm – 9:30 pm
				Loadin
			Activity	10:00 pm – 12:30 am
				Count Down Program
			Activity	12:30 am – 3:00 am
				Load Out

Homecoming Amp Friday				
Baseline	2025	Student Center Ampletheater		Day 1
				Friday
				October 10, 2025
			Activity	6:00 am – 10:00 am
				Loadin
			Activity	10:00 am – 4:30 pm
				On Stage Entertainment/Program
			Activity	4:30 pm – 8:00 pm
				Load Out

Homecoming Amp Friday				
Optional Year 1	2026	Student Center Ampletheater		Day 1
				Friday
				Date To Be Announced
			Activity	6:00 am – 10:00 am
				Loadin
			Activity	10:00 pm – 4:30 pm
				On Stage Entertainment/Program
			Activity	4:30 pm – 8:00 pm
				Load Out

Homecoming Amp Friday				
Optional Year 2	2027	Student Center Ampletheater		Day 1
				Friday
				Date To Be Announced
			Activity	6:00 am – 10:00 am
				Loadin
			Activity	10:00 am – 4:30 pm
				On Stage Entertainment/Program
			Activity	4:30 pm – 8:00 pm
				Load Out