



Bank of Springfield Center
1 Convention Center Plaza
Springfield, IL 62701

REQUEST FOR PROPOSAL

Theatrical Drapery Curtains

November 28, 2022

Bank of Springfield Center
REQUEST FOR PROPOSAL

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SECTION I – INTRODUCTION

This Request for Proposal is an invitation to submit proposals for theatrical drapery curtain replacement for the Springfield Metropolitan Exposition & Auditorium Authority (d/b/a Bank of Springfield Center).

All questions and inquiries regarding this RFP should be directed to:

Rich Sherwood
Director of Operations
BOS Center
1 Convention Center Plaza
Springfield, IL 62701
Phone: 217-788-8800
Fax: 217-788-0811
rich@theboscenter.com

Anticipated Time Frames for Evaluation and Selection Process

Issue RFP	November 28, 2022
Response to RFP Due By 4:00 pm	December 16, 2022
Present to SMEAA Board at 11:45 am	December 19, 2022

**Please submit one (1) copy of your response to the above address.
Responses must be received by 4:00 pm CST on December 16, 2022 to be considered.**

SECTION II – FACILITY PROFILE

1. The Springfield Metropolitan Exposition & Auditorium Authority (SMEAA) was created pursuant to the Illinois Compiled Statutes to oversee the Bank of Springfield Center (formerly Prairie Capital Convention Center). SMEAA is classified as a municipality with taxing powers and is governed by an elected board, consisting of eleven members.
2. The Bank of Springfield Center is an approximately 65,000 square foot, multi-purpose facility. The building broke ground for construction in 1975, held a grand opening in November 1979, and completed an \$18 million renovation in 2013.
3. The SMEAA Board will contract for theatrical curtains.

SECTION III – CRITERIA FOR EVALUATION OF RESPONSES

The Bank of Springfield Center will evaluate the responses to this RFP based on the submitter's ability to:

- Meet the requirements described in this RFP as evidenced by the RFP response.
- Provide evidence of qualifications and technical expertise to produce theatrical curtains for the Bank of Springfield Center.
- Demonstrate expertise as evidenced by similar theatrical drapery curtains.
- Provide a superior level of customer service and support.
- Provide a sample of fabric that will be used based on the RFP.

SECTION IV – SUBMITTER PROFILE

1. Identify the company name, address, city, state, zip code, and telephone numbers.
2. Identify the name, title, address, phone numbers, and e-mail address of the primary contact person for this project.
3. Provide a brief overview of your company including number of years in business, number of employees, and description of clients.
4. Identify any parent corporation and/or subsidiaries, if appropriate.

SECTION V – Theatrical Drapery Curtain Proposal

Provide a theatrical drapery curtain proposal that includes:

1. Fabric must be at minimum 22oz, Inherently Flame Retardant (IFR) and a brushed velour fabric.
2. Bottom hems on all curtains will be 6” with chain pocket and chain unless otherwise stipulated.
3. All side hems will be 2”
4. All curtains will be box pleated on 12” centers and will be finished with 3” black poly webbing with 2” of face fabric turned under.
5. Curtains will have grommets on pleat centers.
6. 40 @ Height = 40’ x Width = 20’ Fullness = 50% Color =black Fabric = IFR 22oz
7. 14 @ Height = 40’ x Width = 10’ Fullness = 50% Color =black Fabric = IFR 22oz
8. 2 @ Height = 25’ x Width = 29’ Fullness = 50% Color =black Fabric = IFR 22oz
9. 4 @ Height = 5’ x Width = 29’ Fullness = 50% Color =black Fabric = IFR 22oz
10. 2 @ Height = 15’ x Width = 25’ Fullness = 50% Color =black Fabric = IFR 22oz
11. 2 @ Height = 18’ x Width = 25’ Fullness = 50% Color =black Fabric = IFR 22oz