

REQUEST FOR QUOTATION

February 11, 2025

RFQ: FY25-RFQ-17

REPLY BY: February 21, 2025 @ 10 A.M.

REPLY TO: Krista Scherpf, Procurement Specialist

PHONE NUMBER: 803-323-2143

EMAIL: scherpfk@winthrop.edu

DELIVERY DESTINATION: purchasing@winthrop.edu

INVOICE TO:

Winthrop University

Accounts Payable

125 Tillman Building

Rock Hill, SC 29733

PAYMENT TERMS: NET 30

SCOPE OF WORK:

1. Winthrop University is seeking quotes from qualified and experienced companies (individually or collectively, the “Proposer”) interested in providing a drama residency in conjunction with SC/FL/GA SDE Theatre Standards with performance production as part of the Winthrop ABC Institute’s CARE Project (the “Work”), dates of performances during Spring 2025. Details of the requested Work are attached hereto.
2. Bid only as specified. No substitutions will be allowed.
3. Bids/Quotes will be submitted electronically to Krista Scherpf at scherpfk@winthrop.edu.
4. Questions: Any prospective offerer desiring an explanation or interpretation, of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding the original solicitation or any amendment must be received by the Procurement Officer by **Monday, February 17th at 12:00 PM EST**. Questions should be submitted via email to scherpfk@winthrop.edu.

5. Protest: If you are aggrieved in connection with the solicitation or award of the contract, you may be entitled to protest but only as provided in Section 11-35-4210. To protest a solicitation, you must submit a protest within fifteen days of the date the applicable solicitation document is issued. To protest an award, you must (i) submit notice of your intent to protest within seven business days of the date the award notice is posted, and (ii) submit your actual protest within fifteen days of the date the award notice is posted. Days are calculated as provided in Section 11-35-310(13). Both protests and notices of intent to protest must be in writing and must be received by the appropriate Chief Procurement Officer within the time provided. See clause entitled "Protest-CPO". The grounds of the protest and the relief requested must be set forth with enough particularity to give notice of the issues to be decided. [02-2A085-2]
6. Unit price to be shown for each performance.

REQUIREMENTS FOR THEATRE PERFORMANCES:

All services provided below would be completed from the specified elementary/primary school location during Spring 2025. Selected vendor will also have to comply with the local municipal codes and provide the services in conjunction with SC/FL/GA SDE Theatre Standards with performance production.

BIDDING PROPOSAL/COST PROPOSAL

ITEM NO.	SERVICE	LOCATION	COST	TOTAL
1	4-Day Drama Residency, 2 performances	Allendale Elementary School		
2	2-Day Drama Residency, 2 performances	Brunson Elementary School		
3	2- Day Drama Residency, 2 performances	Hampton Elementary School		
4	2-Day Drama Residency, 2 performances	Ben Hazel Primary School		
	TOTAL			

DATE: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

PRINTED NAME OF PERSON SUBMITTING QUOTE:

SIGNATURE OF PERSON SUBMITTING QUOTE:

***Your signature confirms pricing and delivery completion date. Return all pages of this
Request for Quote. ****