

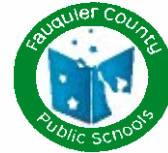


## DEPARTMENT OF FINANCE

### Procurement Division

Fauquier County Government & Public Schools  
320 Hospital Drive, Suite 23  
Warrenton, VA 20186-3037

[procurement@fauquiercounty.gov](mailto:procurement@fauquiercounty.gov)



Phone (540) 422-8352

Fax (540) 422-8355

### FAUQUIER COUNTY GOVERNMENT PROCUREMENT DIVISION

320 Hospital Drive, Suite 23  
Warrenton, Virginia 20186

Phone: (540) 422-8351 Fax: (540) 422-8355

[Andy.johnson.fin@fauquiercounty.gov](mailto:Andy.johnson.fin@fauquiercounty.gov)

January 30, 2025

I and L DJing  
11453 General Jeb Stuart Lane  
Culpeper, VA 22701

Attn: Ian Chini

RE: Renewal 1—IL50-24mrc—Entertainment and Production Services

Fauquier County Government wishes to exercise its option to renew the above referenced contract for a one-year period. The renewal period will be from **February 26, 2025, through February 27, 2026.**

It is understood and agreed that all terms, conditions, modifications, and prices will remain the same during the contract renewal period indicated above. Please forward a current Certificate of Insurance, with **"Fauquier County Government endorsed as additional insured."**

If this is agreeable with your company, please sign and return this contract renewal letter upon receipt. If you have any questions pertaining to this renewal, please do not hesitate to contact me. A copy of the fully executed contract renewal will be returned for your files.

Sincerely,

Andy Johnson  
Procurement Officer I

I and L DJing

By: Ian P. Chini

Title: Ian P. Chini, Owner

Date: January 30, 2025

Fauquier County Government & Schools

By: KSEHL  
Kristen Hylton

Title: Procurement Manager

Date: 1/31/2025

**FAUQUIER COUNTY SCHOOL BOARD**  
a political subdivision of the Commonwealth of Virginia  
**Contract # IL-50-24mrc, Entertainment and Production Services**

This Agreement is made and entered into this 26<sup>th</sup> day of February 2024, by the Fauquier County School Board, a political subdivision of the Commonwealth of Virginia, collectively referred to as "Owner" (such reference is for the matter of convenience only) and **I and Ls DJing**, having its principal place of business at **11453 General Jeb Stuart Lane, Culpeper VA, 22701**, hereinafter referred to as "Contractor".

**WITNESSETH** that the Contractor and the Owner, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF SERVICES:** The Contractor shall provide Entertainment and Production services and other related supplies and services on an as needed basis to the Owner, as set forth in the Contract Documents.

**COMPENSATION:** The Owner will pay and the Contractor will accept in full consideration for services rendered during the contract term the fees as set forth within the referenced RFP Proposal labeled Exhibit A.

**CONTRACT PERIOD:** **Date of Award through February 27, 2025.** This Contract may be extended up to four (4) times, for one (1) additional year per extension, upon the request of Fauquier County Public Schools and written agreement by the Contractor.

The contract documents shall consist of and in the event of conflict or ambiguity, shall be interpreted in the following order of priority:

- (1) This signed form inclusive of Insurance Checklist;
- (2) General Terms & Conditions, State Corporation Commission Form, and No Crimes Against Children
- (3) Exhibit A: Contractor proposal submitted under RFP 50 24mr issued on December 21, 2023, inclusive of any Addenda and/or Attachments, and RFP 50-24mr which is incorporated herein by reference;

**IN WITNESS WHEREOF**, the parties have caused this Contract to be duly executed intending to be bound thereby.

	<b>I and L DJing</b>		<b>Fauquier County School Board, a political subdivisions of the Commonwealth of Virginia</b>
<b>By:</b>	<i>San P. Chini</i>	<b>By:</b>	<i>Jeff Campbell</i>
<b>Title:</b>	Company Owner	<b>Title:</b>	Procurement Manager
<b>Date:</b>	02/26/2024	<b>Date:</b>	2/27/24



FAUQUIER COUNTY GOVERNMENT INFORMAL REQUEST FOR PROPOSAL

RFP 50-24mr, Entertainment and Production Services

**DIVISION OF RISK MANAGEMENT  
INSURANCE CHECKLIST**

Items marked "X" are required to be provided if award is made to your firm.  
Limits  
(figures denotes minimum)

<u>Required</u>	<u>Coverage Required</u>	<u>Limits</u> (figures denotes minimum)
<u>X</u>	1. <b>Workers' Compensation and Employers' Liability;</b> Admitted in Virginia Employers' Liability All States Endorsement USL & H Endorsement Voluntary Compensation Endorsement Best's Guide Rating-A-VIII or better or its equivalent	1. Statutory Limits of the Commonwealth of VA Yes \$100,000/\$500,000/\$100,000 Statutory Statutory
<u>X</u>	2. <b>Commercial General Liability</b> General Aggregate Products/Completed Operations Personal and Advertising Injury Fire Legal Liability Best's Guide Rating-A-VIII or better or its equivalent	2. \$1,000,000 (CSL) Each Occurrence \$2,000,000 \$2,000,000 \$1,000,000 \$100,000 Per Occurrence
<u>X</u>	3. <b>Automobile Liability</b> Owned, Hired, Borrowed & Non-owned Motor Carrier Act End. Best's Guide Rating-A-VIII or better, or its equivalent	3. \$1,000,000 combined Single Limit Bodily Injury and Property Damage Each Occurrence (note, symbol "1" on liability coverage)
—	4. <b>Prof. Errors and Omissions</b> Best's Guide Rating-A-VIII or better or its equivalent	4. \$1,000,000 (CSL) Each Claim
—	5. <b>Garage Liability</b>	5. \$1,000,000 CSL Each Occurrence
—	6. <b>Garage Keeper's Legal Liability</b> Best's Guide Rating-A-VIII or better, Or its equivalent	6. a) Maximum Value of One Vehicle b) Maximum Value of All Vehicles Held by Contractor
—	7. <b>Umbrella Liability</b> Best's Guide Rating-A-VIII or better, or its equivalent.	7. \$1,000,000 Minimum
—	8. <b>Other Insurance:</b> Cyber Liability as needed	8. \$1,000,000 Minimum
<u>X</u>	9. <b>Auto and General Liability Policies shall be endorsed to name Fauquier County and/or Fauquier County Public School Board as additional insured</b> (This coverage is primary to all other coverage The County and Schools may possess and must be shown on the certificate)	
<u>X</u>	10. The Contractor shall provide 30 days written notice of any policy cancellation for policies specified on this Checklist to Fauquier County and/or Fauquier County School Board in accordance with the timelines and stipulations in Code of Virginia Section 38.2-231.	
<u>X</u>	11. <b>The Certificate must state Bid/RFP No. and Bid/RFP Title.</b>	
<u>X</u>	12. <b>Contractor shall submit Certificate of Insurance within five (5) business days from notification of award, and shall provide updated Certificates for the duration of the contract.</b>	

**OFFEROR STATEMENT**

We understand the Insurance Requirements of these specifications and will comply in full if awarded this contract.

I&L's DJing & Event Production

FIRM

*San P. Chini*

SIGNATURE

Revised 4/8/2021, Proc/HR

**RETURN THIS PAGE**

## GENERAL TERMS, CONDITIONS AND INSTRUCTIONS TO BIDDERS/OFFERORS

Revised 08/05/2021

Vendor: These general rules and conditions shall apply to all purchases and be a part of each solicitation and every contract awarded by the Procurement Division, unless otherwise specified. The Procurement Division is responsible for the purchasing activity of Fauquier County, which is comprised of the Fauquier County Board of Supervisors, a body politic and political subdivision of the Commonwealth of Virginia, and the Constitutional Officers of Fauquier County, Virginia, and the Fauquier County School Board, a body corporate. The term "Owner" as used herein refers to the contracting entity which is the signatory on the contract and may be either Fauquier County or the Fauquier County School Board, or both. Bidder/Offeror or their authorized representatives are expected to inform themselves fully as to the conditions, requirements, and specifications before submitting bids/proposals: failure to do so will be at the bidder's/Offeror's own risk and except as provided by law, relief cannot be secured on the plea of error.

Subject to all Federal, State and local laws, policies, resolutions, regulations, rules, limitations and legislation, bids/proposals on all solicitations issued by the Procurement Division will bind bidders/Offerors to applicable conditions and requirements herein set forth unless otherwise specified in the solicitation.

1. **AUTHORITY** - Except as delegated in the Procurement Procedures Manual, the Purchasing Agent has the sole responsibility and authority for negotiating, placing and when necessary modifying every solicitation, contract and purchase order issued by the Owner. In the discharge of these responsibilities, the Purchasing Agent may be assisted by assigned buyers. Unless specifically delegated by the Purchasing Agent, no other Owner officer or employee is authorized to order supplies or services, enter into purchase negotiations or contracts, or in any way obligate the Owner for an indebtedness. Any purchase order or contract made which is contrary to these provisions and authorities shall be of no effect and void and the Owner shall not be bound thereby.
2. **COMPETITION INTENDED:** It is the Owner's intent that this solicitation permit competition. It shall be the Bidder's/Offeror's responsibility to advise the Purchasing Agent in writing if any language, requirement, specification, etc., or any combination thereof, stifles competition or inadvertently restricts or limits the requirements stated in this solicitation to a single source. The Purchasing Agent must receive such notification not later than five (5) business days prior to the deadline set for acceptance of the bids/proposals.

### CONDITIONS OF BIDDING

3. **CLARIFICATION OF TERMS:** Unless otherwise specified, if any Bidder/Offeror has questions about the specifications or other solicitation documents, the prospective Bidder/Offeror should contact the buyer whose name appears on the face of the solicitation no later than five (5) business days prior to the date set for the opening of bids or receipt of proposals. Any revisions to the solicitation will be made only by addendum issued by the Buyer. Notifications regarding specifications may not be considered if received in less than five (5) business days of the date set for opening of bids/receipt of proposals.
4. **MANDATORY USE OF OWNER FORMS AND TERMS AND CONDITIONS:** Failure to submit a bid/proposal on the official Owner forms provided for that purpose shall be a cause for rejection of the bid/proposal. Unauthorized modification of or additions to any portion of the Invitation to Bid or Request for Proposal may be cause for rejection of the bid/proposal. However, the Owner reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject any bid or proposal which has been modified.
5. **LATE BIDS/PROPOSALS & MODIFICATION OF BIDS/PROPOSALS:**  
Any bid/proposal/modification received at the office designated in the solicitation after the exact time specified for receipt of the bid/proposal/modification is considered a late bid/proposal/modification. The Owner is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private carriers or the inter-office mail system. It is the sole responsibility of the Bidder/Offeror to ensure their bid/proposal reaches the Procurement Division by the designated date and hour.
  - a. The official time used in the receipt of bids/proposals is that time stamp within the Bonfire Portal.
  - b. Late bids/proposals/modifications will be returned to the Bidder/Offeror UNOPENED, if solicitation number, acceptance date and Bidder/Offeror's return address is shown on the container.
  - c. If the Owner closes its offices due to inclement weather or other unforeseen emergency scheduled bid openings or receipt of proposals will be extended to the next business day, same time.
6. **WITHDRAWAL OF BIDS/PROPOSALS:**  
A Bidder/Offeror for a contract other than for public construction may request withdrawal of his or her bid/proposal under the following circumstances:
  - a. Bids/Proposals may be withdrawn on written request from the Bidder/Offeror received at the address shown in the solicitation prior to the time of acceptance.
  - b. Requests for withdrawal of bids/proposals after opening of such bids/proposals but prior to award shall be transmitted to the Purchasing Agent, in writing, accompanied by full documentation supporting the request. If the request is based on a claim of error, documentation must show the basis of the error. Such documentation may take the form of supplier quotations, vendor work sheets, etc. If bid bonds were tendered with the bid, the Owner may exercise its right of collection.No Bid/Proposal may be withdrawn under this paragraph when the result would be the awarding of the contract on another bid/Proposal of the same bidder/Offeror or of another bidder/Offeror in which the ownership of the withdrawing bidder/Offeror is more than five percent. In the case of Invitation for Bids, if a bid is withdrawn under the authority of this paragraph, the lowest remaining bid shall be deemed to be the low bid. No bidder/Offeror that is permitted to withdraw a bid/proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid/proposal was submitted.
7. **ERRORS IN BIDS/PROPOSALS** - When an error is made in extending total prices, the unit bid price will govern. Erasures in bids/proposals must be initialed by the bidder/Offeror. Carelessness in quoting prices, or in preparation of bid/proposal otherwise, will not relieve the Bidder/Offeror. Bidders/Offerors are cautioned to recheck their bids/proposals for possible error. Errors discovered after public opening cannot be corrected and the bidder will be required to perform if his or her bid is accepted.
8. **IDENTIFICATION OF BID/PROPOSAL ENVELOPE:** The signed bid/proposal and requested copies should be returned in a separate envelope or package, sealed and identified with the following information:

ADDRESSED AS INDICATED ON PAGE 1

**IFB/RFP NUMBER****TITLE****BID/PROPOSAL DUE DATE AND TIME****VENDOR NAME AND COMPLETE MAILING ADDRESS (RETURN ADDRESS)**

If a bid/proposal is not addressed with the information as shown above, the Bidder/Offeree takes the risk that the envelope may be inadvertently opened and the information compromised, which may cause the bid/proposal to be disqualified. Bids/Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

9. **ACCEPTANCE OF BIDS/PROPOSALS:** Unless otherwise specified, all formal bids/proposals submitted shall be valid for a minimum period of one hundred twenty (120) calendar days following the date established for acceptance. At the end of the one hundred twenty (120) calendar days the bid/proposal may be withdrawn at the written request of the Bidder/Offeree. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
10. **CONDITIONAL BIDS:** Conditional bids are subject to rejection in whole or in part.
11. **BIDDERS PRESENT:** At the time fixed for the opening of responses to a bid, bid contents will be made public for the information of bidders and other interested parties who may be present either in person or by representative. All bids will be opened at the time and place specified and read publicly. Bid tabulations are posted on the Procurement Division's Bulletin Board for a minimum of 10 days from award date. At the time fixed for the receipt of responses for Request for Proposals, only the names of the Offerors will be read and made available to the public.
12. **RESPONSE TO SOLICITATIONS:** In the event a vendor cannot submit a bid on a solicitation, the vendor is requested to return the solicitation cover sheet with an explanation as to why the vendor is unable to bid on these requirements. Because of the large number of firms listed on the Owner's Bidders List, it may be necessary to delete from this list the names of those persons, firms or corporations who fail to respond after having been invited to bid for three (3) successive solicitations. Such deletion will be made only after formal notification of the intent to remove the firm from the Owner's Bidders List.
13. **BIDDER INTERESTED IN MORE THAN ONE BID:** If more than one bid is offered by any one party, either directly or by or in the name of his or her clerk, partner, or other persons, all such bids may be rejected. A party who has quoted prices on work, materials, or supplies to a bidder is not thereby disqualified from quoting prices to other bidders or firms submitting a bid directly for the work, materials or supplies.
14. **TAX EXEMPTION:** The Owner is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be net, exclusive of taxes. Tax exemption certificates will be furnished if requested by the Bidder/Offeree.
15. **DEBARMENT STATUS:** By submitting their bids/proposals, Bidders/Offerees certify that they are not currently debarred from submitting bids/proposals on contracts by the Owner, nor are they an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by the Owner or any agency, public entity/locality or authority of the Commonwealth of Virginia.
16. **ETHICS IN PUBLIC CONTRACTING:** The provisions contained in *Code of Virginia* §§ 2.2-4367 through 2.2-4377 (the Virginia Public Procurement Act), as amended from time to time, shall be applicable to all contracts solicited or entered into by the Owner. By submitting their bids/proposals, all Bidders/Offerees certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Bidder, Offeror, supplier, manufacturer or subcontractor in connection with their bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
17. **NO CONTACT POLICY:** No Bidder/Offeree shall initiate or otherwise have contact related to the solicitation with any Owner representative or employee, other than the Procurement Division, after the date and time established for receipt of bids/proposals. Any contact initiated by a Bidder/Offeree with any Owner representative, other than the Procurement Division, concerning this solicitation is prohibited and may cause the disqualification of the Bidder/Offeree from this procurement process.
18. **VIRGINIA FREEDOM OF INFORMATION ACT:** All proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act (*Code of Virginia* § 2.2-3700 *et. seq.*) and § 2.2-4342 of the Virginia Public Procurement Act except as provided below:
  - a. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.
  - b. Any competitive sealed bidding bid, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of bids but prior to award, except in the event that the Owner decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract. Any competitive negotiation Offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award except in the event that the Owner decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to the public inspection only after award of the contract except as provided in paragraph "c" below. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
  - c. Trade secrets or proprietary information submitted by a bidder, Offeror or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information and Virginia Public Procurement Acts; however, the bidder, Offeror or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
  - d. Nothing contained in this section shall be construed to require the Owner, when procuring by "competitive negotiation" (Request for Proposal), to furnish a statement of reasons why a particular proposal was not deemed to be the most advantageous to the Owner.
19. **CONFLICT OF INTEREST:** Contractor certifies by signing bid to the Owner that no conflict of interest exists between Contractor and Owner that interferes with fair competition and no conflict of interest exists between Contractor and any other person or organization that constitutes a conflict of interest with respect to the contract with the Owner.

**SPECIFICATIONS**

20. **BRAND NAME OR EQUAL ITEMS:** Unless otherwise provided in the solicitation, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the Owner

in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Owner to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding, only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid non-responsive. Unless the Bidder clearly indicates in its bid/proposal that the product offered is "equal" product, such bid/proposal will be considered to offer the brand name product referenced in the solicitation.

21. **FORMAL SPECIFICATIONS:** When a solicitation contains a specification which states no substitutes, no deviation therefrom will be permitted and the bidder will be required to furnish articles in conformity with that specification.
22. **OMISSIONS & DISCREPANCIES:** Any items or parts of any equipment listed in this solicitation which are not fully described or are omitted from such specification, and which are clearly necessary for the completion of such equipment and its appurtenances, shall be considered a part of such equipment although not directly specified or called for in the specifications.

The Bidder/Officer shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.

23. **CONDITION OF ITEMS:** Unless otherwise specified in the solicitation, all items shall be new, in first class condition.

#### AWARD

24. **AWARD OR REJECTION OF BIDS:** The Purchasing Agent shall award the contract to the lowest responsive and responsible bidder complying with all provisions of the IFB, provided the bid price is reasonable and it is in the best interest of the Owner to accept it. Awards made in response to a RFP will be made to the highest qualified Offeror whose proposal is determined, in writing, to be the most advantageous to the Owner taking into consideration the evaluation factors set forth in the RFP. The Purchasing Agent reserves the right to award a contract by individual items, in the aggregate, or in combination thereof, or to reject any or all bids/proposals and to waive any informality in bids/proposals received whenever such rejection or waiver is in the best interest of the Owner. Award may be made to as many bidders/Officer's as deemed necessary to fulfill the anticipated requirements of the Owner. The Purchasing Agent also reserves the right to reject the bid if a bidder is deemed to be a non-responsive bidder.
25. **ANNOUNCEMENT OF AWARD:** Upon the award or announcement of the decision to award a contract as a result of this solicitation, the Procurement Division will publicly post such notice on the Procurement Website at <http://www.fauquiercounty.gov/government/departments-h-z/procurement>
26. **QUALIFICATIONS OF BIDDERS OR OFFERORS:** The Owner may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder/Officer to perform the work/furnish the item(s) and the Bidder/Officer shall furnish to the Owner all such information and data for this purpose as may be requested. The Owner reserves the right to inspect Bidder's/Officer's physical facilities prior to award to satisfy questions regarding the Bidder's/Officer's capabilities. The Owner further reserves the right to reject any bid or proposal if the evidence submitted by or investigations of, such Bidder/Officer fails to satisfy the Owner that such Bidder/Officer is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.
27. **TIE BIDS:** In the case of a tie bid, the Owner may give preference to goods, services and construction produced in Fauquier County or provided by persons, firms or corporations having principal places of business in the County. If such choice is not available, preference shall then be given to goods and services produced in the Commonwealth pursuant to *Code of Virginia* § 2.2-4324. If no County or Commonwealth choice is available, the tie shall be decided by lot.

#### CONTRACT PROVISIONS

28. **APPLICABLE LAW AND COURTS:** Any contract resulting from this solicitation shall be governed and construed in all respects by the laws of Virginia, and any litigation with respect thereto shall only be brought in the appropriate General District or Circuit Court of Fauquier County, Virginia. The Contractor shall comply with all applicable federal, state and local laws and regulations.
29. **ANTITRUST:** By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Owner all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Owner under said contract. This includes, but is not limited to, overcharges as to goods and/or services provided in connection with this contract resulting from antitrust violations that arise under United States' or the Commonwealth's antitrust laws. Consistent and continued tie bidding could cause rejection of bids by the Purchasing Agent and/or investigation for antitrust violations.
30. **INVOICING AND PAYMENT TERMS:** Unless otherwise provided in the solicitation payment will be made forty-five (45) days after receipt of a proper invoice, or forty-five (45) days after receipt of all goods or acceptance of work, whichever is the latter.
- Invoices for items/services ordered, delivered/performance and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the contract number, purchase order number, and any federal employer identification number.
  - Any payment terms requiring payment in less than 45 days will be regarded as requiring payment 45 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 45 days, however.
  - The date of payment shall be deemed the date of postmark in all cases where payment is made by mail.
  - The Owner's fiscal year is July 1 - June 30. Contractors must submit invoices, especially for goods and/or services provided in the month of JUNE, for the entire month i.e. June 1 - June 30, so that expenses are recognized in the appropriate fiscal year.
  - Any payment made by the Contractor to the Owner shall only be made in U.S. Dollars. If payment is received in foreign currency the Owner may, in its sole discretion, reject such payment and require immediate compensation in U.S. Dollars.
31. **PAYMENT TO SUBCONTRACTORS:** A contractor awarded a contract under this solicitation is hereby obligated:
- To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Owner for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
  - To notify the Owner and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month compounded monthly (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Owner, except for amounts withheld as stated in 2 above. The date of mailing of any payment by postage prepaid U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Owner.

32. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Purchasing Agent.
  33. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Owner, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to another remedies which the Owner may have.
  34. **ANTI-DISCRIMINATION:** By submitting their bids/proposals, Bidders/Offeree's certify to the Owner that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act, the Virginia Human Rights Act (*Code of Virginia* § 2.2-3900 *et seq.*) and § 2.2-4311 of the Virginia Public Procurement Act. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1(E)).
- In every contract over \$10,000 the provisions in A and B below apply:
- a. During the performance of this contract, the Contractor agrees as follows:
    - 1) The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
    - 2) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
    - 3) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
  - b. The Contractor will include the provisions of a. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
35. **CHANGES TO THE CONTRACT:** Changes can only be made to the contract in one of the following ways:
    - a. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
    - b. The Owner may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Owner a credit for any savings. Said compensation shall be determined by one of the following methods:
      - 1) By mutual agreement between the parties in writing; or
      - 2) By agreeing in writing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Owner's right to audit the Contractor's records and/or determine the correct number of units independently; or
      - 3) By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Owner with all vouchers and records of expenses incurred and savings realized. The Owner shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Procurement Division within thirty (30) days from the date of receipt of the written order from the Procurement Division. If the parties fail to agree on an amount of adjustment, the questions of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for relieving disputes provided by the Disputes Clause of this contract. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by the Owner or with the performance of the contract generally.
    - c. No modification for a fixed price contract may be increased by more than 25% or \$50,000, whichever is greater without the advanced written approval of the Board of Supervisors or the School Board, as applicable.
  36. **INDEMNIFICATION:** Contractor shall indemnify, keep and save harmless the Owner, its agents, officials, employees and volunteers against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, cost and expenses which may otherwise accrue against the Owner in consequence of the granting of a contract or which may otherwise result therefrom, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the Owner in any such action, the Contractor shall, at his or her own expenses, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Owner as herein provided.
  37. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

38. **TERMINATION:** Subject to the provisions below, the contract may be terminated by the Owner upon thirty (30) days advance written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- Termination for Convenience:** In the event that the contract is terminated upon request and for the convenience of the Owner, without the required thirty (30) days advance notice, then the Owner shall be responsible for payment of services up to the termination date.
  - Termination for Cause:** Termination by the Owner for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any shall not apply. However, pursuant to the Default provision of these General Conditions, the Owner may hold the contractor responsible for any resulting additional purchase and administrative costs. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.
  - Termination Due to Unavailability of Funds in Succeeding Fiscal Years:** When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be canceled without any liability or penalty to Owner.

39. **USE OF CONTRACT BY OTHER PUBLIC BODIES:** Except as prohibited by the current *Code of Virginia*, all resultant contracts will be extended, with the authorization of the Contractor, to other public bodies of the Commonwealth of Virginia and all currently active members of the Metropolitan-Washington Council of Governments (MWCOC) or, Mid-Atlantic Purchasing Team, to permit their ordering of supplies and/or services at the prices and terms of the resulting contract. If any other public body decides to use the final contract, the Contractor must deal directly with that public body concerning the placement or orders, issuance of the purchase order, contractual disputes, invoicing and payment. Fauquier County acts only as the "Contracting Agent" for these public bodies. Any resulting contract with other public bodies shall be governed by the laws of that specific entity. It is the Contractor's responsibility to notify the public bodies of the availability of the contract. Fauquier County shall not be held liable for any costs or damage incurred by another public body as a result of any award extended to that public body by the Contractor.

40. **AUDIT:** The Contractor hereby agrees to retain all books, records and other documents relative to this contract for five years after final payment, or until audited by the Owner, whichever is sooner. The agency, its authorized agents, and/or Owner auditors shall have full access to and right to examine any of said materials during said period.
41. **SEX OFFENDER REGISTRY NOTIFICATION:** The Contractor shall not employ on school property any employee who is a registered sex offender and shall enforce the same restriction upon all sub-contractors and agents of Contractor. Prior to starting work and quarterly during performance of the work, the Contractor shall check the Virginia State Police Sex Offender Registry to verify sex offender status of all employees and agents of Contractor and Sub-Contractors who are employed on school property by the Contractor or Sub-Contractor. The Contractor shall furnish the Owner with evidence verifying compliance with the services.

Prior to starting work on-site, the Contractor shall submit a completed Fauquier County Public Schools "CERTIFICATION OF NO CRIMES AGAINST CHILDREN" form, a copy of which is included in this solicitation.

42. **COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS AND FEDERAL IMMIGRATION LAW:** During the term of any contract, the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth of Virginia, knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.
43. **ASBESTOS NOTIFICATION:** As required by the Environmental Protection Agency Asbestos Hazard Emergency Response Act 40 CFR, subpart E, 763.93, information regarding asbestos inspections, response actions, and post response activities is on file in a full asbestos report located in the main office of each school. Contractors bear full responsibility to review this material prior to commencing any activity at a school site.
44. **VIRGINIA STATE CORPORATION COMMISSION:** If required by law, the Contractor shall maintain a valid certificate of authority or registration to transact business in Virginia with the Virginia State Corporation Commission as required by Title 13.1 of the *Code of Virginia*, during the term of the Contract or any Contract renewal. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth to be revoked or cancelled at any time during the terms of the contract. If the Contractor fails to remain in compliance with the provisions of this section, the contract is voidable at the option of Owner.
45. **ADA WEBSITE-RELATED ACCESSIBILITY:** Any Contractor who performs services, designs, develops content, maintains or otherwise bears responsibility for the content and format of Owner's website(s) or third-party programs accessed through Owner's website(s), acknowledges receipt of, and responsibility to implement the accessibility standards found in the U.S. Department of Justice publication entitled "Accessibility of State and Local Government Websites to People with Disabilities," available at [www.ada.gov/websites2.htm](http://www.ada.gov/websites2.htm) or, as attached directly to the solicitation. Contractor services as noted, shall conform to § 508 of Title III of the Americans with Disabilities Act (ADA) and the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG 2.0 AA), most current versions, in addition to the Owner's web accessibility policy.

#### DELIVERY PROVISION

46. **SHIPPING INSTRUCTIONS-CONSIGNMENT:** Unless otherwise specified in the solicitation each case, crate, barrel, package, etc., delivered under the contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, name of the Contractor, the name of the item, the item number, and the quantity contained therein. Deliveries must be made within the hours of 8:00 a.m. – 2:30 p.m. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the designated individual at the delivery point. No deliveries will be accepted on Saturdays, Sundays and holidays unless previous arrangements have been made. It shall be the responsibility of the contractor to insure compliance with these instructions for items that are drop-shipped.
47. **RESPONSIBILITY FOR SUPPLIES TENDERED:** The Contractor shall be responsible for the materials or supplies covered by the contract until they are delivered at the designated point, but the Contractor shall bear all risk on rejected materials or supplies after notice of rejection. Rejected materials or supplies must be removed by and at the expense of the contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the Contractor within ten (10) days after date of notification, the Owner may return the rejected materials or supplies to the Contractor at his or her risk and expense or dispose of them as its own property.

48. **INSPECTIONS:** The Owner reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to the specification. Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. If inspection is made after delivery at destination herein specified, the Owner will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the Owner for such materials or supplies as are not in accordance with the specifications.
49. **COMPLIANCE:** Delivery must be made as ordered and in accordance with the solicitation or as directed by the Procurement Division when not in conflict with the bid/contract. The decision as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the Procurement Division, such extension applying only to the particular item or shipment affected. Should the Contractor be delayed by the Owner, there shall be added to the time of completion a time equal to the period of such delay caused by the Owner. However, the contractor shall not be entitled to claim damages of extra compensation for such delay or suspension. These conditions may vary for construction contracts.
50. **POINT OF DESTINATION:** All materials shipped to the Owner must be shipped F.O.B. DESTINATION unless otherwise stated in the contract. The materials must be delivered to the "Ship To" address indicated on the purchase order.
51. **REPLACEMENT:** Materials or components that have been rejected by the Procurement Division, in accordance with the terms of the contract, shall be replaced by the Contractor at no cost to the Owner.
52. **PACKING SLIPS OR DELIVERY TICKETS:** All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:
- Purchase Order Number,
  - Name of Article and Stock Number,
  - Quantity Ordered,
  - Quantity Shipped,
  - Quantity Back Ordered,
  - The Name of the Contractor.
- Contractors are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the goods.

#### BIDDER/CONTRACTOR REMEDIES

53. **PROTEST OF AWARD OR DECISION TO AWARD:** Any Bidder/Offeree who desires to protest the award or decision to award a contract, by either Fauquier County or the Fauquier County School Board, shall submit such protest in writing to the County Administrator (if the award or decision to award was made by Fauquier County) or the Superintendent of Schools (if the award or decision to award was made by the Fauquier County School Board), no later than ten (10) days after public notice of the award or announcement of the decision to award, whichever comes first. No protest shall lie for a claim that the selected bidder/Offeree is not a responsible bidder/Offeree. The written protest shall include the basis for the protest and the relief sought. The County Administrator or the Superintendent of Schools, as the case may be, shall issue a decision in writing within ten (10) days stating the reasons for the action taken. This decision shall be final unless the bidder/Offeree appeals within ten (10) days of the written decision by instituting legal action as provided in § VIII.H.3 of the County's Procurement Policy. Nothing in this paragraph shall be construed to permit an Offeree to challenge the validity of the terms or conditions of the solicitation.
54. **DISPUTES:** Contractual claims, whether for money or other relief, shall be submitted in writing to the Superintendent of Schools (if the claim is against the Fauquier County School Board) or the County Administrator (if the claim is against Fauquier County) no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amount agreed due in the final payment. A written decision upon any such claims will be made by the School Board (if the claim is against the Fauquier County School Board) or the County Board of Supervisors (if the claim is against Fauquier County) within sixty (60) days after submittal of the claim. The Contractor may not institute legal action prior to receipt of the School Board or Board of Supervisors (whichever is applicable) decision on the claim unless the applicable party fails to render such decision within sixty (60) days. The decision of the School Board or Board of Supervisors (as applicable) shall be final and conclusive unless the Contractor within six (6) months of the date of the final decision on a claim, initiates legal action as provided in *Code of Virginia* § 2.2-4364. Failure of the School Board or Board of Supervisors to render a decision within sixty (60) days shall not result in the Contractor being awarded the relief claimed nor shall it result in any other relief or penalty. Should the School Board or Board of Supervisors (as applicable) fail to render a decision within sixty (60) days after submittal of the claim, the Contractor may institute legal action within six (6) months after such 60-day period shall have expired, or the claim shall be deemed finally resolved. No administrative appeals procedure pursuant to *Code of Virginia* § 2.2-4365 has been established for contractual claims under this contract.



FAUQUIER COUNTY GOVERNMENT INFORMAL REQUEST FOR PROPOSAL

RFP 50-24mr, Entertainment and Production Services

**PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA**

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission ("SCC"). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator or School Superintendent, as applicable.

If this quote for goods or services is accepted by the County of Fauquier, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information.

A. ☐ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is \_\_\_\_\_.

B. ☐ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is \_\_\_\_\_.

C. ☒ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Company is structured as a sole proprietorship, and is registered to do business in the State of Virginia under a dba / assumed name.

**Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.**

I and Ls DJing

Legal Name of Company (as listed on W-9)

Ian P. Chini

Legal Name of Offeror/Bidder

1/16/2024

Date

*Ian P. Chini*

Authorized Signature

Ian P. Chini, Owner

Print or Type Name and Title

**RETURN THIS PAGE**





FAUQUIER COUNTY GOVERNMENT INFORMAL REQUEST FOR PROPOSAL

RFP 50-24mr, Entertainment and Production Services



**Fauquier County Public Schools  
And  
Fauquier County**



**CERTIFICATION  
OF  
NO CRIMES AGAINST CHILDREN**

Contractor acknowledges that the implementation of this Contract requires Contractor, Contractor's employees, or other persons that will provide services under this Contract to have direct contact with students and children. Therefore, Contractor hereby certifies that neither Contractor, Contractor's employees, nor any person that will provide services under this Contract who will have direct contact with students and children on Fauquier County Public School and/or Fauquier County property have been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

Contractor understands that, pursuant to Code of Virginia §22.1-296.1, making a materially false statement regarding offenses which are required to be included in the certification referenced above is a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. Fauquier County Public Schools and/or Fauquier County shall not be liable for materially false statements regarding the certifications required under this Contract.

Contractor certifies that employees, or any person who will have direct contact with students and children under this contract have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of child.

I&L's DJing & Event Production

Company Name

RFP 50-24mr, Entertainment and Production Services

Solicitation # and Title

11453 General Jeb Stuart Lane, Culpeper, VA, 22701

Company Address

540-219-1724

Company Phone Number

Ian P. Chini

Print Name of Authorized Representative

Company Owner

Authorized Representative Title

*Ian P. Chini*

Authorized Representative Signature

1/16/2024

Date

**RETURN THIS PAGE**



## FAUQUIER COUNTY GOVERNMENT INFORMAL REQUEST FOR PROPOSAL

RFP 50-24mr, Entertainment and Production Services

## Request for Proposal Cover Sheet

**PROPOSAL REQUEST:** Topic: Entertainment and Production Services Issue Date: December 21, 2023 at 1:00PM EST. To be considered, Respond Electronically by: January 19, 2024 by 4:00PM EST, via our solicitation portal: <https://fauquiercounty.bonfirehub.com/opportunities/>. Vendor questions shall be submitted via Bonfire Portal by January 5, 2024 by 4:00PM EST. No mailed, faxed, or hand delivered submissions will be accepted. If necessary, any addendums will be posted on the Bonfire Portal and on the Fauquier County Government and Public Schools Procurement website which can be found at the link below: <https://www.fauquiercounty.gov/government/departments-h-z/procurement/bids-proposals> (Late responses cannot be accepted.)

**For Any Questions Perspective Offerors May Have, please submit via the Bonfire Portal.** All inquiries for additional information and any updates to this solicitation can be found at the referenced link below: <https://fauquiercounty.bonfirehub.com/opportunities/>

Period of Contract: One (1) year from Date of Award, with the option to renew for four (4) additional (1) one- year periods (see section "Additional Information" for additional details).

This solicitation is issued by the Fauquier County Government and Public Schools, on behalf of the Fauquier County Board of Supervisors and Fauquier County School Board, political subdivisions of the Commonwealth of Virginia, herein referred to as "Owner" or "County" or "Schools". Vendors responding to the solicitation are referred to as "Offeror" or "Bidder" and post-contract award as "Contractor".

The awarded Contractor shall be expected to sign a contract with the Owner; the contract will incorporate this Request for Proposal, the awarded offeror(s) response, and any other pertinent information by reference. The contract will be prepared, released, and executed by the County Procurement Division on behalf of Fauquier County Government and Fauquier County Public Schools.

Embedded are the General Terms and Conditions, which shall be a part of every bid submitted in response thereto and incorporated by a reference into the resulting contract. In accordance with this electronic proposal request and subject to all conditions and attachments, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiations.

**Receipt of the following Addenda are acknowledged:**

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_; Addendum No. \_\_\_\_\_, dated \_\_\_\_\_;

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_; Addendum No. \_\_\_\_\_, dated \_\_\_\_\_;

**Proposal Submission for (Check all applicable Groups):**

- ☒ Group I, Convocation  
☒ Group II, DJ Services  
☒ Group III, Graduation

<b>OFFEROR'S FULL, LEGAL NAME (PRINT)</b>	<b>F.E.I.N OR S.S. NUMBER</b>
I and Ls DJing	276-98-1870
<b>Street Address</b>	<b>City, State, Zip Code</b>
11453 General Jeb Stuart Lane	Culpeper, Virginia, 22701
<b>Print Name / Title</b>	<b>Telephone No.</b>
Ian P. Chini, Owner	540-219-1724
<b>E-mail Address</b>	<b>Fax No.</b>
ian@ildservices.com	540-825-0237

RETURN THIS Certification Page &amp; PROPOSAL RESPONSE

**RFP 50-24mr, Entertainment and Production Services**

## **Proposal Response Form**

Please reference section 1, part B of this RFP for additional services that we offer for school dances. In appendix "A" of this RFP, you will find the I&L Event Production Pricing structure, which lists our equipment inventory, and its associated costs for events.

*(Continue w/attachments if needed)*

**RETURN THIS FORM WITH ATTACHMENTS AS APPLICABLE**



FAUQUIER COUNTY GOVERNMENT INFORMAL REQUEST FOR PROPOSAL

RFP 50-24mr, Entertainment and Production Services

**Entertainment/Production Services, RFP 50-24mr (Ref. 4.2.2)**

**Proposal Response Form**

*Offeror's Headquarters (nearest*

*offices):* I&L's DJing & Event Production, 15025 Jats Drive, Ste. 3, Brandy Station, VA, 22714

*Offeror's Phone Number:*

540-219-1724

*Offeror's Facsimile Number:*

540-825-0237

*Offeror's E-mail Address:*

ian@ildjservices.com

*Name of individual(s) that will be assigned to the contract if awarded:*

Ian P. Chini, Owner & Chris Davis, Production Sales Manager

*Additional pertinent information relative to the size and organizational structure of the*

*company:* Please reference the "I&L Event Production Company Background" section of this RFP for detailed history of the firm.

**RETURN THIS FORM W/ATTACHMENTS AS APPLICABLE**

**FAUQUIER COUNTY GOVERNMENT INFORMAL REQUEST FOR PROPOSAL**

### RFP 50-24mr, Entertainment and Production Services

**Entertainment/Production Services, RFP 50-24mr**

## Proposal Response Form

Offeror Name: I&L's DJing & Event Production

**Plan and Methodology (Ref. 3.1.1, 3.1.2, 3.1.3, and 4.2.5):** Indicate in this section and/or through attached additional material, Offeror's experience and specific plan and methodology for providing the goods/services within the groups relative to the Statement of Needs contained in this RFP and to the proposal submitted. Provide a brief history of the Offeror and its experience in providing the services within the Groups. (Ref. Section "Scope of Services").

**Please reference numbered responses in this RFP submission.**

(Continue w/attachments if needed)

**RETURN THIS FORM WITH ATTACHMENTS AS APPLICABLE**



## FAUQUIER COUNTY GOVERNMENT INFORMAL REQUEST FOR PROPOSAL

## RFP 50-24mr, Entertainment and Production Services

**Entertainment/Production Services, RFP 50-24mr****Proposal Response Form**

***Experience and Qualification (Ref. 3.1.1, 3.1.2, 3.1.3, 4.2.4, and 4.2.5):*** Indicate in this section the Offeror's history, expertise, qualifications, and experience of the Contractor in providing the goods/services within the groups; please add additional categories if desired; provide examples of the types of events offered. Provide hourly rates for all proposed personnel by title and type of services offered.

Please reference numbered responses in this RFP submission.

(Continue w/attachments if needed)

<b><i>Personnel Rates: (Ref. 4.2.5)</i></b>			
<b><i>Personnel Title:</i></b>	<b><i>Rate per Hour:</i></b>	<b><i>Type of Services Offered:</i></b>	<b><i>Expertise Level:</i></b>
	Please reference response "20" in this RFP submission.		

**RETURN THIS FORM W/ATTACHMENTS AS APPLICABLE**



## FAUQUIER COUNTY GOVERNMENT INFORMAL REQUEST FOR PROPOSAL

RFP 50-24mr, Entertainment and Production Services

**Entertainment/Production Services, RFP 50-24mr****Proposal Response Form**

<b><i>Additional Pricing as referenced in 4.2.6 and 4.2.7</i></b>					
<b><i>Additional Service:</i></b> _____					
	<b><i>Equipment/ Labor:</i></b>	<b><i>Quantity:</i></b>	<b><i>Unit Price:</i></b>	<b><i>Total:</i></b>	<b><i>Additional Information:</i></b>
Please reference					
Appendix A of this RFP submission for additional					
information					
<b><i>Additional Service:</i></b> _____					
	<b><i>Equipment/ Labor:</i></b>	<b><i>Quantity:</i></b>	<b><i>Unit Price:</i></b>	<b><i>Total:</i></b>	<b><i>Additional Information:</i></b>
<b><i>Additional Service:</i></b> _____					
	<b><i>Equipment/ Labor:</i></b>	<b><i>Quantity:</i></b>	<b><i>Unit Price:</i></b>	<b><i>Total:</i></b>	<b><i>Additional Information:</i></b>
<b><i>Additional Service:</i></b> _____					
	<b><i>Equipment/ Labor:</i></b>	<b><i>Quantity:</i></b>	<b><i>Unit Price:</i></b>	<b><i>Total:</i></b>	<b><i>Additional Information:</i></b>
<b><i>Additional Service:</i></b> _____					
	<b><i>Equipment/ Labor:</i></b>	<b><i>Quantity:</i></b>	<b><i>Unit Price:</i></b>	<b><i>Total:</i></b>	<b><i>Additional Information:</i></b>

**RETURN THIS FORM W/ATTACHMENTS AS APPLICABLE**



## FAUQUIER COUNTY GOVERNMENT INFORMAL REQUEST FOR PROPOSAL

## RFP 50-24mr, Entertainment and Production Services

**Entertainment/Production Services, RFP 50-24mr****Proposal Response Form**

*References (Ref. 4.2.3): Include three (3) references of similar size and scope for the applicable services noted in the proposal response; include project/contract description, name of company the services were provided for with contact person and contact information, length of services.*

Reference #1	
Agency/ Company Name	Culpeper County Public Schools
Street Address	471 James Madison Highway
City, State, Zip	Culpeper, Virginia, 22701
Contact Person	Dr. Anthony Brads, Division Superintendent
Telephone/ Fax Number	540-825-3677
Email	tbrads@culpeperschools.org
Length/Dates of Services	11 Years
Type of Services	Audio / Visual Services, Sound Reinforcement, DJ Production Services
Comments	

Reference #2	
Agency/ Company Name	Virginia State University
Street Address	1 Hayden Street
City, State, Zip	Petersburg, Virginia, 23806
Contact Person	Yourdonus James, Executive Director of University Events
Telephone/ Fax Number	804-524-5000
Email	yjames@vsu.edu
Length/Dates of Services	3 Years
Type of Services	Audio / Visual Services, Sound Reinforcement, Live Streaming, Lighting Design
Comments	

Reference #3	
Agency/ Company Name	Madison County High School
Street Address	68 Mountaineer Lane
City, State, Zip	Madison, Virginia, 22727
Contact Person	Betty-Jo Wynham, School Principal
Telephone/ Fax Number	540-948-3785
Email	Bwynham@madisonschools.k12.va.us
Length/Dates of Services	4 Years
Type of Services	Audio / Visual Services, Sound Reinforcement, Live Streaming
Comments	

**RETURN THIS FORM W/ATTACHMENTS AS APPLICABLE**



## FAUQUIER COUNTY GOVERNMENT INFORMAL REQUEST FOR PROPOSAL

## RFP 50-24mr, Entertainment and Production Services

**Entertainment/Production Services, RFP 50-24mr****Proposal Response Form**

**Offeror Staff (Ref. 4.2.4):** Include staff's experience in providing similar services. Specifically identify the name and contract information for the individual(s) assigned to act as the contact for both the Offeror's proposal and any subsequent responses required of the Offeror as part of the RFP process.

<i>Contact #1</i>	
<i>Name of Contact</i>	Ian P. Chini, Owner
<i>Street Address</i>	11453 General Jeb Stuart Lane
<i>City, State, Zip</i>	Culpeper, Virginia, 22701
<i>Contact Person</i>	
<i>Telephone/ Fax Number</i>	540-219-1724
<i>Email</i>	ian@ildjservices.com
<i>Experience in providing similar services</i>	15+ Years in the Audio / Visual, Entertainment industry. Expert in designing and deploying large scale audio reinforcement systems.
<i>Comments</i>	

<i>Contact #2</i>	
<i>Name of Contact</i>	Chris Davis
<i>Street Address</i>	11453 General Jeb Stuart Lane
<i>City, State, Zip</i>	Culpeper, Virginia, 22701
<i>Contact Person</i>	
<i>Telephone/ Fax Number</i>	434-989-7987
<i>Email</i>	chris@ildjservices.com
<i>Experience in providing similar services</i>	10+ Years in the Audio / Visual, Entertainment industry.
<i>Comments</i>	

<i>Contact #3</i>	
<i>Name of Contact</i>	
<i>Street Address</i>	
<i>City, State, Zip</i>	
<i>Contact Person</i>	
<i>Telephone/ Fax Number</i>	
<i>Email</i>	
<i>Experience in providing similar services</i>	
<i>Comments:</i>	

**RETURN THIS FORM W/ATTACHMENTS AS APPLICABLE**



**I&L'S DJ<sup>ING</sup> & EVENT PRODUCTION**

**11453 General Jeb Stuart Ln  
Culpeper, VA 22701**

**Responses to Section 4.2.5:**

*(Each number correlates to the order that each point was addressed in the initial RFP)*

**I&L Event Production Company Background**

I&L Event Production is a full service, live event production company which specializes in providing top-tier audio / visual services for live events. Founded by Ian Chini in 2013, I&L Event Production is located in Culpeper, Virginia which serves as a centralized location for operations to our service area. We provide our services for hundreds of live events in any given year. The events in which we service, range from anywhere between 25 to 20,000 attendees. Those events include, but are not limited to, groundbreaking events, building dedications, corporate meetings and conferences, fundraisers and galas, to high school and collegiate commencement ceremonies, political debates, and even small-scale music festivals and concerts.

Through the past ten years of operations, we have expanded and grown our offerings to allow us to service much larger events, as well as provide more specialized services to the region. These additional services include a full lighting department which boasts an extensive inventory of lighting equipment, as well as allowing us to offer customized, full service lighting design. We have also invested heavily into our video department, which has the ability to provide projectors and screens of various outputs and sizes, as well as the ability to produce complete, multi-camera live video productions. In addition to the audio / visual aspect of our services, we also offer a full line of event support services which enhances the overall aesthetic of the event. These event support services include full service pipe and drape, lectern rentals, as well as staging.

One of the greatest distinguishing factors of our company is our attention to detail and our level of service with our clients. We work closely with our point of contact for every event; from initial outreach, all the way through to following up after an event. Through extensive communication and thorough site visits, we are able to assist our clients in recommending and specifying the best equipment to ensure the success of their event. We are always available to answer any questions or provide as much insight as we can to allow the event to run as smoothly as possible. At I&L Event Production, we strive for event perfection.

1. No two events are exactly the same in the live event industry. A key component to any event's success is meeting with the organizer of the event to discuss the details, specifics, and overall vision for the event. From there, completing a thorough site visit of where the event will be taking place is crucial. These site visits allow us to decide what equipment will best serve the space, as well as allow us to locate and test proper, adequate electrical receptacles, and then create a plan for the site logistics for the event. These logistics allow us to determine the best, and most efficient methods for loading equipment into the venue, properly deploying and configuring, and then removing it from the venue following the event.
  - A. **Convocation:** Convocation, or the annual kickoff for the school year for Fauquier County Public School's Employees, is an important event for the entire school system. It is imperative that all staff members are able to hear every word that is spoken, and clearly see every graphic and video that is displayed. With our extensive background in producing corporate meetings and events, I&L Event Production has the resources to ensure the event's success. We are easily able to provide and deploy large projection screens, wireless microphone systems, audio reinforcement systems, and video support to ensure that the event runs smoothly and efficiently. From testing all digital assets prior to the opening of doors for guests, to meeting with and coordinating with presenters prior to their presentations, these are just a couple "behind the scenes," steps that we take to ensure that the event has the professional appearance that is intended.
  - B. **DJ Services:** I&L Event Production produces some of the largest high school dances throughout the state of Virginia. We work with multiple districts, and in an average year, we provide the production for over a dozen homecoming dances and proms. We serve as a "one stop shop" for the production of the dances, and offer a turn-key operation providing power distribution, lighting, audio, photo booth services, and DJ services for the events.
  - C. **Graduation:** I&L Event Production proudly provides the production support for Culpeper County Public Schools' Commencement Ceremonies, and has worked with Eastern View High School for their ceremony for the past 10 years. We also work with Madison County, and Virginia State University to produce their commencement ceremonies as well. The services for these clients include a combination of audio support / reinforcement, pipe & drape services, portable staging, and complete video production and live streaming of the ceremonies.
2. All specific details regarding the logistics of load-in, set up, and tear down are determined on an event to event basis, and communicated with the specific point of contact. Under normal circumstances, delivery and load-in is scheduled just prior to the scheduled set-up time. Set up time for a specific event could be just prior to the event, or the day(s) prior depending on the complexity of the event. Typically, tear-down and load-out occurs immediately following an event. This procedure is to minimize the storage of equipment on-site, and to make sure that the equipment is

not left unattended. This protocol is sometimes modified depending on specific time and or parking restraints that may be present for a particular event.

Events with quick turnaround times are not a problem to accommodate. In these instances, we are easily able to expedite our typical process to provide our services. We are commonly faced with tight deadlines in the live event industry. In order to meet these tight deadlines, we will typically add more labor than a specific event would normally require, and if necessary, adding a second shift / continuing work through the night is an option as well. We ensure that everything will be "show ready" by the scheduled "doors open" time.

3. After receiving an initial request, our communication will begin within 24 hours during a standard business week (Monday through Friday). From there, we will work with the point of contact to determine the specific needs and to schedule a site visit of the specific location where the event will be held. Following the site visit, and after receiving all necessary pertinent information, event proposals will be completed and emailed to the point of contact for their review within 2-3 working business days.
4. We maintain a strict dress code for all events that we are a part of. The formality of the event determines which specific attire will be worn. For casual events, and for setups and tear-downs, all crew members will wear a company issued T-Shirt that has our logo clearly depicted on the front, and states "Event Crew" on the back. These t-shirts can be worn with shorts that are free of tears (either cargo or golf shorts), or pants. For formal events, crew is issued company polo shirts, and will be required to wear dress slacks. Also, we require that all crew members wear closed toe shoes on job sites at all times.
5. In the event that a function needs to be cancelled, we simply require written confirmation from our point of contact no less than 48 hours in advance of our scheduled arrival time on site. If the event is to be rescheduled to a later point in time, then we will work alongside the point of contact in securing the details and logistics for the new date. If communication is received less than 48 hours prior, purchaser is responsible for payment in full.
6. All crew members with I&L Event Production are thoroughly trained on the proper use and safety protocols of all equipment. Crew members are also fully instructed on, and consistently implement "safe rigging practices" in all events. These rigging practices consist of the proper deployment of audio equipment and lighting fixtures to ensure that they are properly secured, as well as the utilization of "fail safe" redundancies to ensure the safety of all performers and spectators. Multiple members of I&L Event Production are also forklift, man lift, and aerial lift certified

operators as well.

7. Our invoicing policy is a very straightforward process. Upon requesting our services for an event, we will work with the point of contact to create a proposal of our services for the event. These proposals clearly list the equipment and their associated costs. We also break down the labor, delivery, and logistics charges on these proposals. Following the event, we change the verbiage of the approved proposal to state "invoice" and submit to the point of contact for processing. Our payment terms are typically "Net-45" from the event day, unless communicated otherwise in advance. Please see "Appendix B,C,&D" at the end of this document for sample invoices.
8. Through the use of electronic scheduling software and inventory management programs, scheduling conflicts seldomly occur within the company. In the event that a scheduling conflict occurs with a Fauquier County scheduled event, the Fauquier County event will receive top priority on our schedule. If fully satisfying the needs of the Fauquier County event means that we will no longer be able to satisfy the needs of the other events "in-house," then those other events will be subcontracted to qualified companies.
9. As a full service audio / visual entertainment production company, we maintain a vast inventory of professional, industry standard, equipment in a turn-key operation format. This equipment inventory consists of everything needed for the success of many types of events. We are able to supply everything from wired and wireless microphone systems, audio mixers, lighting control consoles, complete audio and lighting systems, video feeds, projectors and projection screens, staging, pipe and drape, and even lecterns.
10. As part of maintaining the inventory of audio / visual equipment, it is also critical to maintain an inventory of the appropriate, safe, operational support equipment. This equipment includes all of the necessary power cables and adapters, as well as the proper power distribution systems and appropriate gauge drop cord for those systems. In the event that required power is not readily available (ie, outdoor event), we do have the ability to provide temporary power solutions in the form of generators. We also inventory the appropriate rigging equipment to properly secure lighting and sound systems. Operational support equipment would also consist of the proper audio and video cabling which is another aspect of the equipment that we inventory.
11. Please See "Appendix A" below for a complete list of our production equipment inventory and its associated costs.

12. Please refer to point "2" listed above for a general time line regarding the logistics for the delivery, set-up, and removal of equipment for an event. The cost for this aspect of our service varies and depends on the amount of equipment required for the event, and the amount of time that is required to successfully implement and remove it from an event space.
13. I&L Event Production has the full ability to provide feeds to external media sources in the form of audio and video. We do request that these media feeds are requested and communicated in advance so we can ensure that we can make all accommodations on our end to provide them to the requesting organization.
14. In addition to our response for point "6" above, the team at I&L Event Production is well versed in their respective fields. Our audio team stays up to date on implementing the latest audio technologies, as does our lighting team. Through extensive research, and countless hours of hands-on, in-house training, our team's performance in live event production is thoroughly refined. Each of our events boasts an on-site lead who is always present on the job site to oversee and direct all crew to ensure deadlines are met, and no detail is left untouched. These site leads will also coordinate with the event point of contact, fellow vendors, and are also able and available to answer any questions that might arise.
15. As part of our quoting process, we work closely with the event's specific point of contact to ensure that we are able to provide the best service possible. This comes as a result of conducting thorough site visits of the specific location where the event will be held, as well as asking key questions such as the anticipated attendance of the event, discussing room / space layout, as well as discussing a complete itinerary and "run of show" for the event. Very frequently, key technical details of events are overlooked or deemed "insignificant" preliminarily, however, these details arise when discussing the itinerary of the event. This allows for us to make technical recommendations as well as more accurately quote the exact equipment needed to make the event a success.
16. Please see "Appendix B, C, & D" at the end of this document to view sample invoices / proposals for a Graduation, High School Homecoming, and High Profile, Corporate / Convocation Type Event.

17. The primary contacts for all Fauquier County events with I&L Event Production will be:

Ian Chini, Owner  
(540) 219-1724  
ian@ildjservices.com

Chris Davis, Production Sales Manager  
(434) 989-7987  
chris@ildjservices.com

18. All of our equipment is thoroughly inspected and individually checked to ensure that it is properly functioning in its full ability before being sent to a job site. In the rare occurrence that a piece of equipment that is being rented for an event fails, or does not properly perform to its intended ability, that piece of equipment will not be charged on the final invoice.

19. In addition to standard "Audio / Visual" services, I&L Event Production also offers event support services. These services include full service pipe and drape, small to medium sized staging services, and lectern rental. Please reference "Appendix A" for specific pricing related to these services.

20. There are multiple different classifications for our crew and their specific role on the job site. They are as follows:

- General AV Technician- These individuals are the backbone of our production operation. These skilled individuals specialize in the moving, setup, configuration, and tear down of Audio / Visual equipment. They are also responsible for running cables and ensuring that equipment functions as it should upon setup. These individuals also assist in stage changeovers and provide assistance to lead positions during an event.
- Camera Operators- These individuals are responsible for our video operations. They will typically set up cameras and tripods, run video feed cables, and configure cameras for the room. During an event, these individuals will operate the specific camera that they are assigned to and follow direction from the Video Director.
- A-1 Lead Sound Engineer- The lead sound engineer is responsible for designing and implementing the appropriate audio reinforcement system for the specific application. This individual also chooses the appropriate microphones for specific applications, as well as physically mixes the full program at the helm of the audio console.
- L-1 Lead Lighting Designer- The lighting designer is responsible for selecting the specific lighting to be utilized for the event. The L-1 works closely with the general AV technicians to ensure that lighting is placed, focused, and configured to their

specifications. The L-1 also designs the lighting aspect of the show, and physically operates the lighting console.

- V-1 Video Director- The video director is responsible for all aspects related to video broadcasts. The V-1 communicates with all camera operators to assist with their framing, as well as physically transitioning from camera to camera on a video broadcast.

Please reference "Appendix A" for all specific pricing related to these roles.

## Appendix A; I&L Event Production Pricing Structure:



## FAUQUIER COUNTY GOVERNMENT INFORMAL REQUEST FOR PROPOSAL

## RFP 50-24mr, Entertainment and Production Services

**Entertainment/Production Services, RFP 50-24mr****Proposal Response Form**

**Offeror Name:** I&L's DJing & Event Production

The Offeror has carefully examined the specification to furnish Entertainment/Production Services according to the specifications.

1. **Group I, Convocation:** Production cost to include, but not limited to audio, video, lighting, staging, equipment, and media content:

Similar services starting from \$2,000.00  
Not enough information provided to  
\$ accurately quote event.

2. **Group II, DJ Services:** For the following events, please provide your base cost which shall include any pre-planning of music, event set-up and teardown, and actual performance time for the time block specified.

a.	In-School Event (2 hour block)	\$	Services Starting from \$600.00	/event
b.	After-School Event (3 hour block)	\$	Services Starting from \$800.00	/event
c.	End of the Year Event	\$	Services Starting from \$600.00	/event
	1. Specify the time block included in the event cost			2 hours
d.	Homecoming Event (4 hour block)	\$	Services starting from \$2,500.00	/event
e.	Prom Event (4 hour block)	\$	Services starting from \$2,500.00	/event
f.	Additional Event Type: _____	\$		/event
	1. Specify the time block included in the event cost			hours
g.	Additional Event Type: _____	\$		/event
	1. Specify the time block included in the event cost			hours
h.	Additional Event Type: _____	\$		/event
	1. Specify the time block included in the event cost			hours

3. **Group III, Graduation:** Production cost to include, but not limited to outdoor staging, printed banners, video feed, audio & power, equipment, and indoor setup:

Services starting from \$4,000.00  
Not enough information provided to  
\$ accurately quote event.

**RETURN THIS FORM W/ATTACHMENTS AS APPLICABLE**



## Equipment Inventory Rate Card (Rev. 12/2023)

### Audio Equipment:

Equipment:	Cost Per Day:
JBL VRX 932 LA-1	\$90.00 / Each
JBL VRX 918SP, Single, 18" Powered Subwoofer	\$90.00 / Each
JBL SRX 718S, Single, 18" Passive Subwoofer	\$75.00 / Each
JBL STX828, Dual, 18" Passive Subwoofer	\$175.00 / Each
JBL PRX 615m, Single, 15" Powered speaker cabinet	\$65.00 / Each
JBL PRX 812m, Single, 12" Powered speaker cabinet	\$65.00 / Each
JBL PRX 625, Dual, 15" Powered Speaker Cabinet	\$75.00 / Each
JBL EON 518s, Single, 18" Powered Subwoofer- 500W	\$65.00 / Each
JBL PRXONE Column Array Speaker w/ Subwoofer Unit	\$100.00 / Each
Crown iTech 9000 HD Amplifiers	\$50.00 / Each with Appropriate Cabinet Rental
Soundcraft Signature 12 Analog Audio Console	\$60.00
Soundcraft Notepad-12FX Analog Audio Console	\$35.00
Presonus 32.4.2 AI Digital Audio Console (32 Channel Input w/ 16 Aux Returns) & RM32 AI (Digital Stagebox)	\$375.00
Presonus 16.0.2 Digital Audio Console	\$200.00
PreSonus 16.4.2 AI Digital Audio Console	\$275.00
Allen & Heath Avantis Digital Audio Console with Digital Stagebox	\$525.00
Allen & Heath SQ6 Digital Audio Console with DX168, 16 Channel, Digital Stage Box	\$400.00
Allen & Heath CQ-18T, Tabletop, 16 Channel, Digital Audio Console	\$100.00

<b>Equipment:</b>	<b>Cost Per Day:</b>
Shure QLX-D Wireless Microphone System (Handheld or Beltpack)	\$90.00 / Each
Shure SM58	\$20.00 / Each
Shure Beta58	\$30.00 / Each
Shure SM57	\$20.00 / Each
Shure MX418 Gooseneck Microphone	\$60.00
AKG P170 Condenser Microphones	\$20.00 / Each
Radial Engineering Direct Box Inputs	\$15.00 / Each
PC Audio Interface Boxes	\$15.00 / Each
Shure Beta (7 piece Drum Microphone Kit)	\$225.00
Shure Push-To-Talk Conference Microphone System (Includes Cat5 Network Cabling)	\$34.00 / Each
Tascam Digital Audio Recorder w/ Supplied 32GB SD Card	\$75.00
Stage Snake Audio Breakouts	\$30.00 / Each
Microphone Stands	\$2.00 / Each
Speaker Stands	No Charge With Speaker Rentals
JBL VRX-AF (Fly bars for VRX Cabinets)	No Charge With VRX Rental
Misc. Audio Cables	N/C

**Lighting Equipment:**

<b>Equipment:</b>	<b>Cost Per Day:</b>
2 Meter Truss Segments	\$25.00 / Each
Truss Crank Lift Style Towers	\$200.00 / Each
Tripod Style Truss Crank Lifts	\$65.00 / Each
Genie ST-25 Fork-Style Crank Towers	\$350.00 / Each
Upright Truss Totem Structure (6.56 or 8 ft height)	\$100.00 / Each
Tripod-Style Lighting Stand w/ Triple Topper	\$35.00 / Each
Inno Spot Pro LED Moving Head Light Fixtures	\$65.00 / Each
5R Moving Head Light Fixtures	\$100.00 / Each
Chauvet Moving Head Wash Light Fixtures	\$60.00 / Each
Wash Par Fixtures	\$15.00 / Each
Linear Wash Light Fixtures	\$15.00 / Each
COB LED Wash Fixtures	\$25.00 / Each
Elation Cuepix Blinders	\$60.00 / Each
Martin Rush Strobe Fixture	\$60.00 / Each
ADJ Dotz Colored Visual Effect / Blinder	\$40.00 / Each
ETC SourceFour Jr. 575W Ellipsoidal Fixture	\$55.00 / Each
ADJ 32Hex Panel-Ip Fixture	\$75.00 / Each
Chauvet Freedom Flex IP- Battery Powered, Uplight Fixtures	\$27.00 / Each
Atmospheric Haze Generator (Haze Fluid Included)	\$125.00
Bistro Lighting	\$3.50 / Foot
Avolites Quartz Lighting Control Console	\$350.00
Misc. DMX Cables	Included with lighting rentals

**Video Equipment:**

<b>Equipment:</b>	<b>Cost:</b>
8' Tripod Style Projection Screen w/ Bottom Skirting	\$55.00
6' x 10' Fast-Fold Style, Front Projection Screen w/ Bottom Skirting	\$155.00
9' x 16' Fast-fold Style, Front Projection Screen w/ Bottom Skirting	\$255.00
Epson 4200 Lumen Projector	\$100.00
Epson 7000 Lumen Laser Projector	\$450.00
43" Confidence Monitor w/ Rolling Cart	\$175.00
Flat Screen Monitors With Rolling Carts (Various Sizes Available)	Starting From \$275.00
BlackMagic ATEM Video Switcher Station With Control Computer	\$350.00
BlackMagic Advanced Control Panel w/ Reference Monitor	\$450.00
BlackMagic Web Presenter HD (720p) Streaming Encoder	\$55.00
Blackmagic Web Presenter Ultra HD Streaming Encoder	\$75.00
BlackMagic Hyperdeck Studio HD Plus Digital Video Recorder	\$85.00
Broadcast Computer for Streaming Applications	\$90.00
Canon XA Series Cameras	\$125.00 / Each
Camera Tripod Stands	\$75.00 / Each
Camera Monopods	\$35.00 / Each
Laptop Computers For Powerpoint Presentations & Pre-Recorded Video Playback	\$55.00 / Each
DSan Long Range Remote Slide Advancer	\$100.00
DSan Limitimer Wireless Speaker Timer w/ Countdown Clock	\$150.00
SDI Video Cabling	
Network Cabling	

**Miscellaneous:**

<b>Equipment:</b>	<b>Cost:</b>
4' x 8' Stage Decks w/ Either 12" or 24" Risers	\$175.00 / Per Deck
Stairs for Stage	No Charge with Stage Deck Rental
Stageline SL100 Hydraulic Stage 24' x 20'	From \$3,500.00
Full Service Pipe & Drape (Standard 14' Drape)	\$11.50 / Linear Foot
Clear, Acrylic Lectern	\$180.00
50A 240V Electrical Power Distribution Kit (Power Distribution Unit & Up to 200' Feeder Cable)	\$400.00
30A 240V Electrical Power Distribution Kit (Power Distribution Unit & Up to 300' Feeder Cable)	\$450.00
3Ø, 240V Electrical Power Distribution Kit (Power Distribution Unit, & Up to 250' Feeder Cabling)	\$850.00
20kw Diesel Generator (Higher Outputs Also Available)	\$765.00
36", 2 Channel Cable Ramps	\$14.00 / Each
36", 5-Channel, Heavy Duty Cable Ramps	\$35.00 / Each
Columbus McKinnon 30' Manual Chain Lifts	\$60.00 / Each
Columbus McKinnon 15' Manual Chain Lifts	\$40.00 / Each
Extra Large 1-Ton (11" I-Beam Clamps)	\$35.00 / Each
Rigging Spansets	N/C
Rigging Shackles (Various Sizes)	N/C

**Labor:**

Title:	Rate:
General A/V Technician / Camera Operators	\$50.00 / hr per technician
A1- Lead Sound Engineer	\$75.00 / hr
L-1 Lead Lighting Designer	\$75.00 / hr
V-1 Video Director	\$75.00 / hr

**Appendix B; I&L Event Production Commencement Sample Proposal:**



May 25, 2023

## Live Event Production Service Invoice

**Client:** Culpeper County Public Schools  
**Event:** Eastern View High School 2023 Commencement Ceremony  
**Location:** 16332 Cyclone Way, Culpeper, VA 22701  
**Date:** May 20, 2023  
**Start Time:** 9:00AM  
**Duration:** 1.5 Hours

### Provided Equipment List:

Equipment:	Quantity:	Cost:	Total Cost:
JBL VRX 932LA-1; Speakers for Grand Stand Seating Fill	8	\$90.00 / Each	\$720.00
Crown iTech 9000HD Speaker Amplifiers	2	\$50.00 / Each	\$100.00
Genie ST-25 Crank Array Towers (Track Deployment w/ VRX Rigging Bars)	2	\$350.00 / Each	\$700.00
JBL VRX 932LAP; Speakers for outer stage, side fills	4	\$150.00 / Each	\$600.00
JBL PRX 615M (Off stage left & right- FOH student seating fill)	2	\$65.00 / Each	\$130.00
JBL PRX812 Choir Monitors	2	\$65.00 / Each	\$130.00
Allen & Heath SQ6 Digital Audio Console with Digital Stagebox	1	\$400.00	\$400.00
Shure MX418 S/C Podium Microphone	1	\$60.00 / Each	\$60.00
Condenser Microphones for Band & Choir	8	\$20.00 / Each	\$160.00
Shure QLX-D 124/85 Wireless Microphone System (Wireless Handheld for Choir Soloist)	1	\$90.00 / Each	\$90.00
Radial Engineering Direct Box Input for Keyboard (Choir Accompaniment)	1	\$15.00	\$15.00
Ultimate TS-100 Speaker Stands w/ Scrims	2	N/C	
Ultimate TS-110 Speaker Stands	2	N/C	

<b>Equipment:</b>	<b>Quantity:</b>	<b>Cost:</b>	<b>Total Cost:</b>
Misc. XLR Audio Cables & Stage Snake Breakouts		N/C	
Boom Style Microphone Stands	6	N/C	
PA Speaker Cable Package	1	\$225.00	\$225.00
40" Cable Ramps (To Cover Cable across Track)	10	\$14.00 / Each	\$140.00
50A Electrical Cabling / Power Distribution (150' 50A Cabling, & 50A Distribution Panel)	1	\$350.00	\$350.00
30A, L14-30 Power Distribution (100' 30A Cable, & 30A Distribution Panel)	1	\$175.00	\$175.00

**Equipment Listed Above: \$3,995.00**

### **Labor & Logistics:**

<b>Service:</b>	<b>Quantity:</b>	<b>Cost:</b>	<b>Total Cost:</b>
A1- Lead Sound Engineer	4 Hours	\$75.00 / Hour	\$300.00
General A/V Technician (Load-in, Set Up, & Configuration of Equipment) [8 Technicians]	8 Technicians x 4 Hours	\$35.00 / Hour	\$1,120.00
General A/V Technician (Soundcheck, Working of Event, Strike) [3 Technicians]	3 Technicians x 6 Hours	\$35.00 / Hour	\$630.00
Travel Expenses [Hotel Buyout for Technicians]	2	\$278.00 / Each	\$556.00
Travel, Delivery, Working Use of Trucks	1		\$400.00

**Labor & Logistics Listed Above: \$3,006.00**

**Grand Total: \$7,001.00**

**Balance Due By 6/22/2023: \$7,001.00**

**Production Logistical Notes:**

The 2023 EVHS Commencement Stage will be positioned in front of the North end zone of Cyclone Stadium, and directed to face the length of the field.

Package includes a fourteen, primary speaker deployment. Two speakers will be placed in front of the stage on opposite ends, and directed towards the graduates. Two additional constant curvature line array speakers will be placed on each side and distanced from the stage, deployed on speaker stands, and directed towards the field seating.

Four constant curvature line array speakers will be rigged and flown on the provided Genie ST-25 Crank towers, positioned on the East and West side of the track, and directed toward the grand stand seating to provide audio reinforcement for the guests seated in the bleachers on both sides of the field.

One microflex, gooseneck microphone will be placed at the lectern on stage.

Four overhead condenser microphones will be provided in the band area, as well as four condenser microphones for the choir area. One direct box patch point will be available in the choir area for keyboard accompaniment, as well as two (2) monitor speakers. Production will also provide a wireless, handheld microphone for use by the soloist during the choral performance.

I&L Event Production will provide a balanced, line-level audio mix of the main program and all microphone inputs to Culpeper Media Network for the broadcast and recording of the ceremony.

Production crew will arrive on site to the Eastern View High School Football Stadium on the afternoon of May 19, 2023 to load-in, set up, and configure all equipment to be "Show-Ready," prior to departing the stadium.

On the morning of May 20, 2023, production will return to site by 6:30AM to power all equipment on and conduct a test of the provided equipment to ensure that it is functioning as intended. Production will also provide sound checks of the band and choir, prior to the gates opening for general spectator admission to the stadium.

Following the conclusion of the commencement ceremony, production will strike and remove all provided equipment from Cyclone Stadium.

Quoted price above includes all listed equipment, travel, delivery, set up, tear down and live sound support for the duration of the graduation. Package also includes four on hand technicians for the event.

***All outstanding balances are to be paid within 30 days of the date of this invoice. Any balance not paid within 30 days will be subject to a 25% per week late fee surcharge.***

***Please make all checks payable to I&L's DJing, and remit payment to the address listed in the header of this invoice.***

***If you have any questions regarding this invoice, please contact:***

***Ian Chini, (540) 219-1724, [ian@ildjservices.com](mailto:ian@ildjservices.com)***

***Thank you for your business!***

## Appendix C; I&L Event Production Homecoming Sample Proposal:



October 18, 2023

## Live Event Production Service Invoice

**Client:** Colgan High School

**%** Corinne Daughtry

**Event:** 2023 Homecoming Dance

**Location:** Colgan High School, 13833 Dumfries Road, Manassas, VA, 20112

**Date:** October 21, 2023

**Start Time:** 7:00pm

**Duration:** 4.0 Hours

Service:	Cost:
<b>Extra- Large School Dance "Rockstar" Production Package</b> <ul style="list-style-type: none"> <li>• Full-size, "flown", concert grade sound system (Eight Constant-curvature, line array mains with eight, dual 18" subwoofers)</li> <li>• Overhead Truss Structure (A single, 39' truss run, deployed over the DJ area, suspended by two, ground supported, crank style lifts)</li> <li>• 3Ø, 100A, 240V Electrical Power Distribution Package</li> <li>• All necessary cable ramps to protect cables crossing egresses</li> <li>• Computer controlled intelligent light show consisting of: <ul style="list-style-type: none"> <li>• UV Crowd Wash lighting</li> <li>• Warm White Crowd "Blinders"</li> <li>• LED Strobe Light Fixtures</li> <li>• 8, "Beam Style" moving head light fixtures</li> <li>• RGBAW LED Par / Blinder Effect Fixtures</li> <li>• 24, Battery Powered, Wireless LED Uplight Fixtures</li> <li>• Atmospheric Haze to define light beams</li> </ul> </li> <li>• Dedicated lighting control operator to operate light fixtures for the duration of the event</li> </ul>	\$2,950.00

Service:	Cost:
<b>Professional DJ Services</b> <ul style="list-style-type: none"> <li>• 4 hours of professional DJ services</li> <li>• Online Song Requests w/ custom URL for students to be able to submit their requests in advance as well as on the night of the dance</li> </ul>	\$600.00
<b>Photo Booth Service</b> <ul style="list-style-type: none"> <li>• Unlimited photo booth sessions with custom designed printouts for the four hour time frame</li> <li>• Students may use the booth as many times throughout the evening as they choose</li> <li>• Dedicated attendant to supervise / operate booth</li> </ul>	\$800.00
<b>40KVa Diesel Generator</b> <ul style="list-style-type: none"> <li>• Includes delivery, setup, configuration, and all required Diesel fuel</li> </ul>	\$600.00
<b>Pipe &amp; Drape Rental</b> <ul style="list-style-type: none"> <li>• Includes 100 linear feet of 10'W x 14'L Drape Panels as referenced on the "Drape Notes" page of this proposal</li> <li>• Includes all necessary hardware to suspend the drape consisting of baseplates, vertical supports and horizontal cross supports</li> <li>• <i>I&amp;L Event Production shall provide delivery and removal of all material. All necessary labor to install and remove drape shall be provided by Colgan High School.</i></li> </ul>	\$11.50 / Linear Foot  100' Total Quantity  <b>Total: \$1,150.00</b>

**Grand Total: \$6,100.00**

**Balance Due By 11/4/2023: \$6,100.00**

**Production Logistical Notes:** Production to arrive to Colgan High School by 12:30PM on October 21, 2023 to complete the load-in, setup, and configuration of supplied equipment inside of the gymnasium. All equipment will be "show ready" by the doors open time of 7:00PM.

Total quantity of drape required is calculated based upon the dimensions listed on the chart below. A single, five (5) foot section of drape equates to four (4) physical feet covered to allow excess draping to create seams and overlap in each panel. *I&L Event Production shall provide delivery, load in to the commons and load out of the commons. All necessary labor to install and strike drape shall be provided by Colgan High School.*

Following the completion of the event at 11:00PM, production will strike and remove all provided equipment on site at Colgan High School.

***Package price reflects and includes travel, delivery & logistics, all required labor for set up & tear down, in addition to all services listed above for the four hour event.***

***All outstanding balances are to be paid within 14 days of the date of service. Any balance not paid within 14 days will be subject to a 25% per week late fee surcharge.***

***Please make all checks payable to I&L's DJing, and please remit payment to the address listed in the header of this document. All invoices paid with card will be subject to an additional 3.5% administrative fee.***

***If you have any questions regarding this invoice, please contact:***

***Ian Chini, (540) 219-1724, [ian@lldjservices.com](mailto:ian@lldjservices.com)***

***Thank you for your business!***

## Appendix D; I&L Event Production Corporate / High Profile Event Sample Proposal:

Event Title		Event Description		Event Location		Event Date		Event Time		Event Status	
Corporate Event		Annual Meeting		Las Vegas, NV		October 10-12, 2010		10:00 AM - 5:00 PM		Completed	
Corporate Event		Quarterly Conference		New York, NY		November 15-17, 2010		9:00 AM - 4:00 PM		Completed	
Corporate Event		Product Launch Event		Los Angeles, CA		December 1-3, 2010		11:00 AM - 6:00 PM		Completed	
Corporate Event		Executive Retreat		Beverly Hills, CA		January 10-12, 2011		8:00 AM - 5:00 PM		Completed	
Corporate Event		Board Meeting		New York, NY		February 1-3, 2011		9:00 AM - 4:00 PM		Completed	
Corporate Event		Annual Conference		Las Vegas, NV		March 10-12, 2011		10:00 AM - 5:00 PM		Completed	
Corporate Event		Quarterly Conference		New York, NY		April 15-17, 2011		9:00 AM - 4:00 PM		Completed	
Corporate Event		Product Launch Event		Los Angeles, CA		May 1-3, 2011		11:00 AM - 6:00 PM		Completed	
Corporate Event		Executive Retreat		Beverly Hills, CA		June 10-12, 2011		8:00 AM - 5:00 PM		Completed	
Corporate Event		Board Meeting		New York, NY		July 1-3, 2011		9:00 AM - 4:00 PM		Completed	
Corporate Event		Annual Conference		Las Vegas, NV		August 10-12, 2011		10:00 AM - 5:00 PM		Completed	
Corporate Event		Quarterly Conference		New York, NY		September 15-17, 2011		9:00 AM - 4:00 PM		Completed	
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Corporate Event		Quarterly Conference		New York, NY		January 15-17, 2015		9:00 AM - 4:00 PM		Completed	
Corporate Event		Product Launch Event		Los Angeles, CA		February 1-3, 2015		11:00 AM - 6:00 PM		Completed	
Corporate Event		Executive Retreat		Beverly Hills, CA		March 10-12, 2015		8:00 AM - 5:00 PM		Completed	
Corporate Event		Board Meeting		New York, NY		April 1-3, 2015		9:00 AM - 4:00 PM		Completed	
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Corporate Event		Product Launch Event		Los Angeles, CA		December 1-3, 2015		11:00 AM - 6:00 PM		Completed	
Corporate Event		Executive Retreat		Beverly Hills, CA		January 10-12, 2016		8:00 AM - 5:00 PM		Completed	
Corporate Event		Board Meeting		New York, NY		February 1-3, 2016		9:00 AM - 4:00 PM		Completed	
Corporate Event		Annual Conference		Las Vegas, NV		March 10-12, 2016		10:00 AM - 5:00 PM		Completed	
Corporate Event		Quarterly Conference		New York, NY		April 15-17, 2016		9:00 AM - 4:00 PM		Completed	
Corporate Event		Product Launch Event		Los Angeles, CA		May 1-3, 2016		11:00 AM - 6:00 PM		Completed	



November 21, 2023

## Live Event Production Service Invoice

**Client: Chesterfield Education Foundation**

**% Gina Bedford**

**Event: 2023 Bravo Awards**

**Location: Doubletree By Hilton Richmond-Midlothian**

**Address: 1021 Koger Center Blvd., Richmond, Virginia, 23235**

**Event Date: November 16, 2023**

**Event Start Time: 6:00PM**

**Event Duration: 3.0 Hours**

### Provided Equipment:

Equipment:	Quantity:	Cost: (Per Day)	Number of Days:	Total Cost:
JBL PRX812 (Center Fills & Delay Speakers) (Includes Speaker Stands w/ Scrims)	4	\$65.00 / Each	1	\$260.00
Allen & Heath SQ6 Digital Audio Console w/ Digital Stage Box	1	\$400.00	1	\$400.00
PC Audio Interface	1	\$15.00	1	\$15.00
Shure QLXD124 Wireless Microphone System (One Wireless Gooseneck at Lectern, and one, Wireless Hand Held microphones)	2	\$90.00 / Each	1	\$180.00
BlackMagic ATEM Video Switcher Station w/ Control Computer	1	\$350.00	1	\$350.00
Computer For Powerpoint Presentations & Pre-Recorded Video Playback	2	\$55.00	1	\$110.00
DSan Perfect Cue, Long Range Slide Advancer	1	\$100.00	1	\$100.00
DSan Limitimer Wireless Speaker Timer w/ Countdown Clock	1	\$150.00	1	\$150.00
10' x 16' Fast-Fold Style, Front Projection Screen w/ Bottom Skirt	2	\$255.00	1	\$510.00

<b>Equipment:</b>	<b>Quantity:</b>	<b>Cost: (Per Day)</b>	<b>Number of Days:</b>	<b>Total Cost:</b>
Epson PowerLite L730U, 7000 Lumen Laser Projector	2	\$450.00	1	\$900.00
43" Presenter Comfort Monitor Package	1	\$175.00	1	\$175.00
Clear Acrylic Lectern	1	\$180.00	1	\$180.00
Video Camera Package •One, Canon XA45 4k Camera •One, Camera Tripod Stand	1	\$200.00	1	\$200.00
Large, Digital Video Cable Package w/ necessary video converters	1	\$180.00	1	\$180.00
ETC SourceFour Jr. 575W Ellipsoidal Fixture	4	\$40.00 / Each	1	\$160.00
Matthews Baby Pin, Tri-Level Lighting Stand	2	\$35.00 / Each	1	\$70.00
Light Fixture Dimmer Packs	2	\$35.00 / Each	1	\$70.00
Wireless DMX Transceivers	3	\$20.00 / Each	1	\$60.00
Avolites Quartz Lighting Control Console	1	\$350.00	1	\$350.00
Full Service Pipe & Drape (14ft Black Drape) [Stage Dimensions: 8' x 12']	64'	\$11.50/ Linear Foot	1	\$736.00
ADJ 32 Hex Panel IP Fixtures (Drape Lighting)	6	\$75.00	1	\$450.00
Chauvet Freedom Pars- LED Battery Powered Uplight Fixtures	24	\$27.00 / Each	1	\$648.00
Wireless, Battery Powered, Pinspot Light Fixtures	6	\$30.00 / Each	1	\$180.00

**Provided Equipment Listed Above: \$6,434.00**

**Labor & Logistics:**

<b>Service:</b>	<b>Quantity:</b>	<b>Cost:</b>	<b>Total Cost:</b>
<b>General A/V Technician</b> (To provide technical support, operate video switcher, operate audio & lighting consoles, operate video camera, navigate powerpoint presentations, and remain on-site for the duration of the event)	3 Technicians x 4.0 Hours	\$50.00 / Hour	\$600.00
<b>Supplemental Labor</b> Additional required labor due to the set up time restrictions imposed by the DoubleTree Midlothian		\$675.00	\$675.00
<b>Video Compilation</b> In the days following the event, video from the event will be compiled as one file and transferred to an external hard drive which shall be furnished to the client	1	\$200.00	\$200.00
Design, Travel & Delivery, Implementation, Configuration and Removal of Supplied Equipment	1	\$1,850.00	\$1,850.00

**Labor & Logistics Listed Above: \$3,325.00**

**Grand Total: \$9,759.00**

**Balance Due By 12/5/2023: \$9,759.00**

**Production Logistical Notes:** Production to arrive the afternoon of Wednesday, November 15 2023 to complete the load-in, set-up and configuration of all supplied equipment to the DoubleTree Midlothian. All equipment will be "show ready" by the end of the day.

Production will return to the DoubleTree Midlothian the afternoon of November 16th to power on, and test all provided equipment to ensure that it is properly functioning as intended.

Production will provide three dedicated technicians for the duration of the event. One technician will operate the video switcher, one technician will operate the lighting and audio consoles, and one technician will serve as the dedicated video camera operator.

Production will record the program "in camera," and in the days following the event, video from the event will be compiled as one file and transferred to an external hard drive which shall be furnished to the client.

Following the completion of the event, production will strike and remove all provided equipment from the DoubleTree Midlothian.

***All outstanding balances are to be paid within 14 days of the date of this invoice.  
Any balance not paid within 14 days will be subject to a 25% per week late fee surcharge.***

***All checks may be made payable to I&L's DJing, and payment may be remitted to the address listed in the header of this invoice. All invoices paid with card will be subject to an additional 3.5% administrative fee.***

***If you have any questions regarding this invoice, please contact:***

***Ian Chini, (540) 219-1724, [ian@ildjservices.com](mailto:ian@ildjservices.com)***

***Thank you for your business!***



FAUQUIER COUNTY GOVERNMENT INFORMAL REQUEST FOR PROPOSAL

RFP 50-24mr, Entertainment and Production Services

**PROPRIETARY INFORMATION** (Ref. 4.1.2.5)

Ownership of all data, materials, and documentation originated and prepared for the Owner pursuant to the REQUEST FOR PROPOSAL shall belong exclusively to the Owner and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act, however, the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.

**NOTICE OF PROPRIETARY INFORMATION**

**Confidentiality References Protection in Accordance with the Code of Virginia, Section 2.2-4342F**

Section Title	Page No.	Reason(s) for Withholding from Disclosure
N/A		

**INSTRUCTIONS:** Identify the data or other materials to be protected and state the reasons by using the codes listed below. Indicate specific words, figures, or paragraphs that constitute trade secrets or proprietary materials.

- A- This page contains information relating to "trade secrets", and "proprietary information" including processes. Operations, style of work, or apparatus, identify confidential statistical data, amount or source of any income... of any person (or) partnership. "See Virginia Public Procurement Act. Section 2.2-4342F. Unauthorized disclosure of such information would violate the Trade Secrets Act 18 U.S.C. 1905.
- B- This page contains proprietary information including confidential, commercial or financial information which was provided to the Government on a voluntary basis and is of the type that would not customarily be released to the public. See Virginia Public Procurement Act, Section 2.2-4342F; 5 U.S.C. 552 (b) (4); 12 C.F.R. 309.5(c) (4).
- C- This page contains proprietary information including confidential, commercial or financial information. This disclosure of such information would cause substantial harm to competitive position and impair the Government's ability to obtain necessary information from contractors in the future. 5 U.S.C. See Virginia Public Procurement Act. Section 2.2-4342F; 552 (b) (4); 12 C. F. R 309.5(c) (4).

**RETURN THIS FORM WITH PROPOSAL RESPONSE IF APPLICABLE**



FAUQUIER COUNTY GOVERNMENT INFORMAL REQUEST FOR PROPOSAL

RFP 50-24mr, Entertainment and Production Services

**Entertainment/Production Services, RFP 50-24mr (Ref. 4.2.2)**

**Proposal Response Form**

*Offeror's Headquarters (nearest*

*offices):* I&L's DJing & Event Production, 15025 Jats Drive, Ste. 3, Brandy Station, VA, 22714

*Offeror's Phone Number:*

540-219-1724

*Offeror's Facsimile Number:*

540-825-0237

*Offeror's E-mail Address:*

ian@ildjservices.com

*Name of individual(s) that will be assigned to the contract if awarded:*

Ian P. Chini, Owner & Chris Davis, Production Sales Manager

*Additional pertinent information relative to the size and organizational structure of the*

*company:* Please reference the "I&L Event Production Company Background" section of this RFP for detailed history of the firm.

**RETURN THIS FORM W/ATTACHMENTS AS APPLICABLE**



**RFP 50-24mr, Entertainment and Production Services**

**Name of Offeror:** I&L's DJing & Event Production

[illegible]

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