

# Request for Information RFI-SP-580-03-11-2026

## Graduation Stage Setup

### Introduction

**The University:** Lander University, founded in 1872 and relocated to Greenwood, SC in 1904, is a public, co-educational institution with a strong liberal arts tradition and professional programs.

**Location:** Greenwood, South Carolina is a city of approximately 23,300 residents (county population ~69,800) in the Piedmont region, roughly 2–4 hours from both the Blue Ridge Mountains and the Atlantic Coast.

**Campus:** The main campus spans ~123 acres with a mix of historic and modern facilities. Ten (10) residence halls house about 1,800 students. Recent campus growth includes new academic buildings and improvements to student amenities.

**Students:** Total enrollment is around 4,600 (Fall 2025), drawn from 40 states and 33 countries. Approximately 39% of students are minorities; about 68% are female and 32% male. The student-to-faculty ratio is 17:1.

**Academics:** Lander offers more than 100 areas of study, including robust graduate and online programs. Notable strengths include Education, Business, Nursing, and STEM programs. Lander pioneered the state's only public university Montessori education program and has high professional school acceptance rates (90%+ med school acceptance).

**Community:** Lander prides itself on a close-knit campus community and an engaging student life environment, including NCAA Division II athletics (the Lander Bearcats), over 90 student organizations, and numerous campus traditions. The campus bookstore, as the Bearcat Shop, plays an important role in supporting Lander's academic mission and fostering school spirit.

**Commencement:** Lander typically conducts two commencement ceremonies in December and two in May, each with around 300 graduates in attendance. The current stage that we are using is customizable up to 30ft x 60ft and stands approximately 4-5ft high with steps on one side and a ramp on the other. We are evaluating updated stage solutions that improve aesthetics, accessibility, durability, and setup efficiency.

### General Scope

Lander University is seeking information from qualified vendors to provide a complete graduation stage setup for upcoming commencement ceremonies. This RFI gathers details on available products, design options, pricing structures, lead times, and vendor capabilities. This includes, but is not limited to, stage floor, steps, ramps, & required scaffolding.

The contract may be solicited as either a Invitation For Bid (IFB) or Request For Proposal (RFP). In an IFB contract, award will be made to the lowest responsive and responsible Offerors who agree to those terms. In an RFP contract, evaluation factors will be specified in the solicitation and the award will be made to the Offeror that is most advantageous to Lander who agrees to those terms. The information gathered via this RFI will be critical to establishing the procurement method and requirements should a solicitation result from this RFI.

## **DISCLAIMERS**

This is an RFI issued solely for information and planning purposes. Lander University does not intend to award a contract as a result of this RFI, nor does Lander guarantee that a public solicitation will be issued as a result of this RFI.

Lander will acknowledge receipt of the information provided by respondents but is not under obligation to provide evaluative feedback to them.

This RFI shall not limit any rights to respond if duly qualified. Without limiting the generality of the foregoing, Lander expressly reserves the right, at their discretion:

- to seek subsequent information or initiate discussions with any firm, including firms who did not respond to this RFI;
- to initiate direct negotiations for the procurement of any goods or services with any firm or firms regardless of whether the firm or firms responded to this RFI;
- to contact a limited number of firms, which may be limited to those who responded to this RFI or may include firms who did not respond to this RFI, for the purpose of competitive procurement of any good or service;
- to elect to proceed by way of an open tender call where all potential firms, including those who did not respond to this RFI, are eligible to compete for the award of a contract for the supply of any good or service; or
- to elect not to procure the good or service subject to this RFI.

These expressly reserved rights are in addition to any and all other rights of Lander University.

Any pricing information provided by Respondents is for general information purposes and is not intended to be binding on Respondents. Any legally binding pricing or purchasing commitments will only be established where specified by the express terms of a subsequent tender call process or were established through the execution of a written agreement.

Lander and their advisors make no representation, warranty or guarantee regarding the accuracy of the information contained in the RFI or issued by addenda. Any quantities shown or data contained in this RFI, or provided by way of addenda, are estimates only provided as general background information.

Lander shall not be liable for any expenses, including the expenses associated with preparing responses to this RFI. The parties shall bear their own costs associated with or incurred through this RFI process, including any costs arising out of or incurred in:

- (a) the preparation and issuance of this RFI;
- (b) the preparation and making of a submission; or
- (c) any other activities related to this RFI process.

The Respondent acknowledges that the information provided is complete and accurate to the best of its knowledge.

The Respondent must ensure that the submitted material is approved for distribution to Lander and any affiliates. A Respondent should identify any information in its submission, or any accompanying documentation supplied in confidence, for which confidentiality is to be maintained by Lander. The confidentiality of such information will be maintained by Lander, except where an order by a law enforcement agency or a court requires Lander to do otherwise. As mentioned under "Confidentiality", the vendor is responsible for specifying company-specific trade secrets in need of protection from potential FOIA requests, where public disclosure of said trade secrets would harm the company.

Except where expressly set out to the contrary in this RFI or in the Respondent's submission, the submission and any accompanying documentation provided by a Respondent shall not be returned.

### **CONFIDENTIALITY**

If any of the information in the vendor response is considered confidential, proprietary, or a trade secret, it must be clearly indicated on the appropriate page of the vendor response. Release of such materials is governed by the South Carolina Freedom of Information Law, which in pertinent part requires the requester to provide specific justification as to why disclosure of particular information in the response would cause substantial injury to the competitive position of the vendor. As stated under "Disclaimers" above, it is incumbent upon the vendor to specify company-specific trade secrets in need of protection where public disclosure of said trade secrets would harm the company.

### **Public Access to Procurement Information in South Carolina: -**

<http://www.scstatehouse.gov/code/t11c035.php>

SECTION 11-35-410. Public access to procurement information.

(A) Procurement information must be a public record to the extent required by Chapter 4, Title 30 (The Freedom of Information Act), except as otherwise provided by this code, and with the exception that commercial or financial information obtained in response to a request for proposals or any type of bid solicitation that is privileged and confidential need not be disclosed.

**(B)** Privileged and confidential information is information in specific detail not customarily released to the general public, the release of which might cause harm to the competitive position of the party supplying the information. Examples of this type of information include:

- (1)** customer lists;
- (2)** design recommendations and identification of prospective problem areas under an RFP;
- (3)** design concepts, including methods and procedures;
- (4)** biographical data on key employees of the bidder.

**(C)** The board shall promulgate regulations directing the public availability and disposition of documents submitted in response or with regard to a solicitation or other request where no award is made.

**(D)** For all documents submitted in response or with regard to any solicitation or other request, the person submitting the documents shall comply with instructions provided in the solicitation for marking information exempt from public disclosure. Information not marked as required by the applicable instructions may be disclosed to the public.

**(E)** A governmental body, with the approval of the appropriate chief procurement officer, may keep portions of a solicitation confidential and release the information to prospective offerors only upon execution of a nondisclosure agreement, provided the information is otherwise exempted from disclosure by law.

**(F)** If requested in writing before a final award by an actual bidder, offeror, contractor, or subcontractor with regard to a specific intended award or award of a contract, the procurement officer shall, within five days of the receipt of any such request, make documents directly connected to the procurement activity and not otherwise exempt from disclosure available for inspection at an office of the responsible procurement officer. Without otherwise limiting any other exemptions granted by law, and except as provided herein, documents of and documents incidental to proposed contractual arrangements, including those used for contract negotiations, are not exempt from disclosure after the date notice of intent to award is posted, unless the notice is subsequently canceled.

## **Scope of Information Requested**

To maximize the value of a single consolidated order, we would like vendors to address the following considerations within their proposal:

### **1. Stage Size, Layout, and Locational Flexibility**

- Evaluate **optimal stage dimensions** and **placement within the arena** to deliver a fresh visual presentation for events.
- Provide design options that allow flexible configurations depending on event type to include:
  - Available stage platform sizes and modular configurations
  - Load capacity and structural certifications
  - Materials and weather resistance
  - Stairs, railings, and safety features
- Include recommendations for **enhanced ADA accessibility**, specifically enabling:
  - **Ramp access on both sides** of the stage (current configuration only allows access on one side).
  - Slope, width, and safety features that comply with ADA standards.

## 2. Storage Optimization and Multi-Setup Capacity

- Installation & Logistics
  - Setup and teardown requirements
  - Crew size and estimated timing
  - On-site support availability
  - Transportation needs or restrictions
  - Required access/space for equipment
- Assess how to **maximize existing storage locations**, including:
  - The closet off the arena. (Attachment A)
  - The closets off the PEES gym D128 (Attachment B) & D153 (Attachment C).
- Determine how much inventory can be stored to support:
  - Full arena setup
  - Full PEES gym setup
  - Possible **outdoor event setup**
- Whenever feasible, design a solution that allows **all three setups to be staged concurrently**, acknowledging that storage capacity may be the limiting factor.

### 3. Inventory Requirements

Proposals should include specifications and quantities for all materials required to fully support our event operations, including:

- Pipe and drape systems
- Stage skirting
- Backdrops
- Podiums
- Banners and banner supports
- Branding, colors, signage customization
- Any additional accessories required for complete installation

### 4. Equipment for Expedited Setup / Teardown

We request recommendations for any equipment that can meaningfully reduce setup and teardown time. Examples include:

- **Material-handling equipment** (e.g., small electric pallet jacks or compact forklift-style lifts that are safe for indoor athletic flooring)
- **Transport carts**, dollies, or rolling road cases
- Quick-assembly or tool-less hardware solutions for staging and draping systems

### 5. Wire Management & AV Integration Considerations

Vendors should also address:

- Appropriate **cable routing**, covers, and safety solutions
- Integration opportunities with existing **AV infrastructure**, including:
  - Power requirements
  - Lighting packages and lighting rigging considerations
  - Sound system options
  - Audio or video cable pathways
  - Any recommended hardware to simplify or streamline AV connectivity

## **Submission must also include:**

### **Cost Structure**

- Pricing models: purchase, rental, hybrid
- Cost ranges for standard vs custom options
- Optional services and add-ons
- Estimated delivery or setup fees

### **Vendor Information**

- Company background and experience
- Minimum lead times
- Insurance and certifications
- References from similar projects

### **Submission Instructions**

Please include the following in your response:

- Completed RFI response
- Product catalogs or spec sheets
- Photos of past stage setups
- Any value-added recommendations

### **Additional questions for Vendor Response:**

***NOTE:** When answering the following questions, please be as detailed as possible in your response. Remember, the purpose of the RFI is to allow the vendor community to educate Lander University in their specific industry so that we may ultimately decide whether we will issue a solicitation for those supplies or services.*

### **Question 1**

Are these items currently being provided to the State or Local Government? If so, what is the approximate total amount of sales made to South Carolina entities in the last three years? If possible, please list sales by entity by year. You may attach a separate document if necessary.

### **Question 2**

Prices under a contract would be structured as a base price per unit/solution with options per unit price. What maximum base unit and per option prices would you recommend in this area? Is this pricing structure appropriate for the type of solution being considered? If not, what pricing structure would you suggest as an alternative? What effects are the current supply chain issues having on your ability to maintain pricing? What is the longest you can currently maintain a specific price list? Please be specific in supporting your response.

### **Question 3**

Would 30 days ARO be sufficient for your company for delivery of such a solution? If 30 days ARO is not considered reasonable for the service, what number of days ARO is considered appropriate? What does the current market look like for items delivered on time? How have the current supply chain issues impacted your ability to deliver on time?

### **Question 4**

Currently, shipping is to be included in the base unit price for this solution. Will this impact your ability to offer under a solicitation? If so, how, and what resolution do you offer in support of your position? Please be specific in supporting your response.

### **Question 5**

If a resulting solicitation is structured for a Graduation Stage Setup, would you make an offer? If you would not bid, why not? What changes would Lander University need to make to make this opportunity more attractive to the vendor community?

### **Question 6**

Is there any information that we have not specifically addressed that is vital for our consideration in this matter?

## **Timeline and Contact**

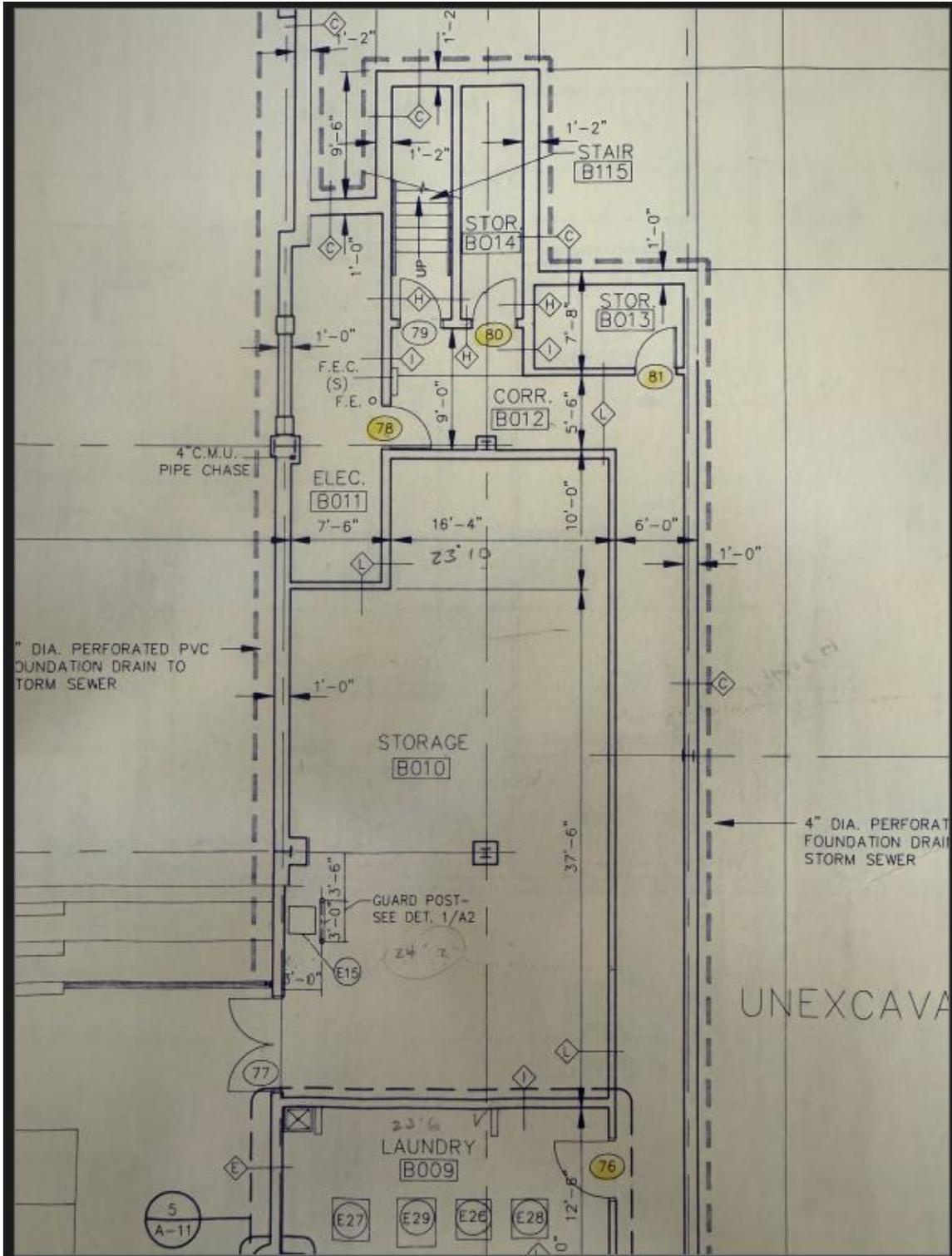
Questions to this RFI must be received by **March 4, 2026 at 3:00 P.M. EST**. Submit responses via email to: [spilgrim@lander.edu](mailto:spilgrim@lander.edu)

Responses to the RFI are due by **March 11, 2026 at 11:00 A.M. EST**. Submit responses via email to: [spilgrim@lander.edu](mailto:spilgrim@lander.edu)

***Late responses will not be considered.***

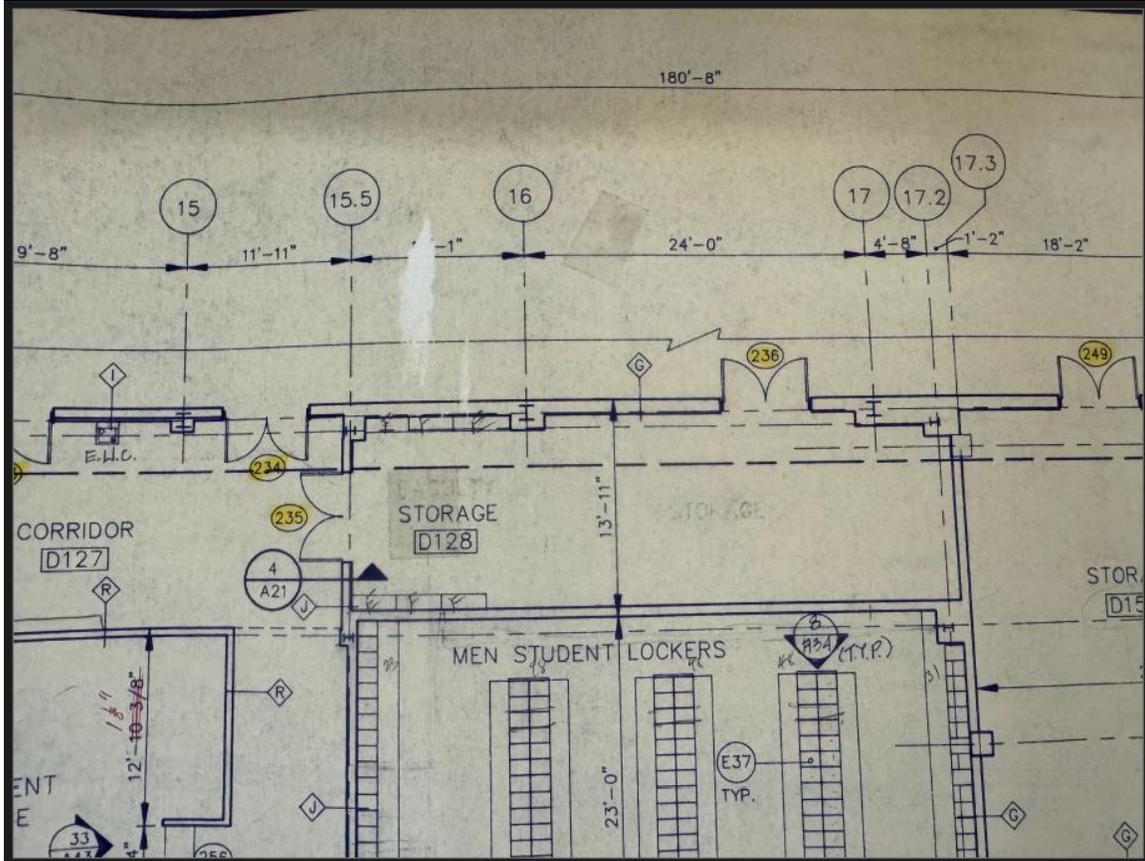
# Attachment A

## Storage B010



# Attachment B

## Storage D128



# Attachment C

## Storage D153

