

# REQUEST FOR PROPOSALS (RFP) FOR MOVIE THEATER SEAT PROCUREMENT & INSTALLATION

**Issued by:** Wyoming County Cultural Center, Inc. (Dietrich Theater)  
60 E. Tioga Street; Tunkhannock, PA 18657

Issue Date: January 19, 2026

Proposal Due Date: February 16, 2026

## 1. Introduction

The Wyoming County Cultural Center (WCCC) at the Dietrich Theater in Tunkhannock, PA, is seeking proposals from qualified vendors for the procurement of high-quality, durable, and comfortable, rocker-style movie theater seating. This project supports our ongoing commitment to accessibility, audience comfort, and the preservation of the non-profit movie theater and cultural center.

WCCC invites vendors with demonstrated experience in theater seating manufacturing, installation, and service to submit proposals that meet the specifications outlined below.

## 2. Project Overview

The Dietrich Theater is undertaking a project to replace its 23-year-old seats in the center's Evans Theater and Murray Theater auditoriums. The goal is to install new rocker seats that will improve the movie-going experience and meet ADA requirements, while attracting more patrons.

## 3. Scope of Work

The selected vendor will be responsible for:

- Manufacturing and supplying new rocker-style, movie theater seats to accommodate seating in the Evans and Murray's Theater as well as new seat layout (Please see attached current layouts of theaters.)
- Delivery and possible storage of all seating components to the Dietrich Theater
- Removal and disposal of existing seating
- Installation of all new seats
- Repair and painting of Evans and Murray Theater floors where seats will be installed
- Providing inspection, warranties, maintenance guidance, and optional service agreements
- Coordinating with theater staff to minimize disruption to programming

## 4. Seat Specifications

Proposals should address the following desired features:

- **Design & Comfort**
  1. Ergonomic design suitable for long-duration seating
  2. High-density foam cushions
  3. Upholstery with stain-resistant and easy-clean properties (preference- fabric with vinyl headrests)
  4. Armrests with optional cupholders
  5. Rocker-style seats
- **Accessibility**
  1. ADA-compliant seating options
  2. Companion seating
- **Durability & Maintenance**
  1. Heavy-use commercial-grade construction
  2. Reinforced frames
  3. Warranty terms
  4. Availability of replacement parts or plan for maintenance/replacing seats (spare parts provided)
- **Aesthetic Considerations**
  1. Color and fabric options

2. Ability to match or complement existing theater décor (Please see attached pictures of existing theaters)
3. Seat plaques for numbering

#### **Quantity**

1. Estimated number of seats needed as proposed by seat supplier

## **5. Proposal Requirements**

Proposals must include:

- Company Overview (Years in business, relevant experience with theaters or performing arts venues, references from at least three comparable projects)
- Product Specifications & Number of Seats Recommended
  1. Detailed descriptions of proposed seating models
  2. Fabric and color samples (digital or physical swatches (preferred))
- Warranty details
- Proposed new floor plans
- Pricing
  1. Itemized cost per seat and total number of seats recommended
  2. Cost of removal and disposal of existing 300 seats
  3. Cost of patching and painting auditorium floors where seats will be installed.
  4. Cost of installation
  5. Shipping and delivery fees, as well as storage fees if need.
- Executed certifications for Conflict of Interest, Debarment and Suspension, and Insurance. See attached.

## **6. Project Timeline**

- Estimated production time
- Delivery schedule
- Installation timeline
- Installation Plan
- Removal/disposal plan for existing seats
- Repairs to flooring and/or painting

## **7. Coordination Needs**

- Inspection of work
- Service & Support, warranties
- Maintenance recommendations
- Recommendation regarding spare seats
- Response time for repairs or replacements

## **8. Evaluation Criteria (100 points total)**

Proposals will be evaluated based on:

- Quality and durability of seating – 25 points
- Cost competitiveness and transparency - 20 points
- Vendor experience and references – 15 points
- Warranty and service offerings – 10 points
- Ability to meet project timeline – 10 points
- Commitment to accessibility and ADA compliance – 10 points
- Installation services – 5 points
- Aesthetic compatibility with the theater – 5 points

## **9. Submission Instructions**

Proposals must be submitted electronically in PDF format to:

Erica Rogler, Executive Director

Wyoming County Cultural Center / Dietrich Theater

Email: [rogler@dietrichtheater.com](mailto:rogler@dietrichtheater.com)

Physical swatches may be mailed to: Dietrich Theater; 60 E. Tioga Street; Tunkhannock, PA 18657  
Deadline for submission: February 9, 2026

Questions regarding this proposal should be directed to:  
Erica Rogler, Executive Director

## **10. Timeline**

RFP Issued: Jan. 19, 2026

Deadline for Vendor Questions: Feb. 5, 2026

Proposal Submission Deadline: Feb. 16, 2026

Vendor Selection: March 2, 2026

Contract Finalization: March 9, 2026

Deadline for Work to Be Completed: October 31, 2026

## **11. Terms & Conditions**

- WCCC reserves the right to accept or reject any or all proposals.
- WCCC may request additional information or clarification from vendors.
- All costs associated with proposal preparation are the responsibility of the vendor.
- Final award is contingent upon board approval and budget

## **12. Budget & Funding**

Partial funding for this project is provided through an ARC Area Development Grant. Proposals must align with the approved project budget. The Wyoming County Cultural Center, Inc. (Dietrich Theater) will conduct this procurement in accordance with applicable federal regulations, including 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), ARC policies, as well as all applicable state requirements. The selected vendor will be required to comply with all applicable federal laws and regulations and will be subject to contract provisions required under federal awards.

### **Note:**

Following the completion of all evaluations, an evaluation committee will recommend the highest-scoring proposer for a contract award. The Wyoming County Cultural Center, Inc. (Dietrich Theater) reserves the right to negotiate with the selected proposer to refine the scope of work, deliverables, and contract terms. The Wyoming County Cultural Center, Inc. (Dietrich Theater) reserves the right to waive informalities and irregularities in proposals received, and to accept any portion of any proposal or all items proposed if deemed in the best interest of the conduct of the study. Only chosen contractors will be notified. All proposals received will be retained by The Wyoming County Cultural Center, Inc. (Dietrich Theater). The award decision will be based on the best overall value, considering qualifications, proposed service delivery approach, and cost-effectiveness. Those not selected will be given an opportunity to file an appeal of their rejection, in writing, to the Executive Director. All disputes will be reviewed by the Executive Director with a written response in (14) days. If appealed, The Wyoming County Cultural Center, Inc. (Dietrich Theater) Board will be the final decision maker. All procurement appeals will be handled in accordance with applicable federal procurement standards and the Wyoming County Cultural Center, Inc. (Dietrich Theater)'s written procurement procedures.

## **Conflict of Interest Certification**

Project: Movie Theater Seating Procurement and Installation

Funding Source: ARC Area Development Grant

Issuing Organization: Wyoming County Cultural Center, Inc. (Dietrich Theater)

### **Purpose**

This Conflict-of-Interest Certification is required as part of the proposal submission and selection process for the Movie Theater Seating Procurement and Installation Project. The certification is intended to ensure compliance with applicable federal, state, and local procurement standards, including Appalachian Regional Commission (ARC) requirements, and to promote transparency and integrity in the procurement process.

### **Proposer Information**

Organization / Firm Name: \_\_\_\_\_

Primary Contact Name & Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Conflict of Interest Disclosure**

The undersigned certifies, to the best of their knowledge and belief, that:

- Neither the proposer nor any individual associated with the proposer has a real, apparent, or potential conflict of interest related to this RFP.
- A potential or actual conflict of interest exists and is fully disclosed below.

If a conflict exists, provide a detailed explanation, including the nature of the conflict and any steps taken or proposed to mitigate it:

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### **Certification and Attestation**

By signing below, I certify that:

- The information provided in this certification is true, complete, and accurate.
- The proposer has disclosed any known conflicts of interest, including financial, personal, or organizational relationships that could influence or appear to influence the procurement process.

- The proposer agrees to immediately notify ORGANIZATION if a conflict of interest arises at any time during the procurement or contract period.
- The proposer understands that failure to disclose a conflict of interest may result in disqualification, termination of contract, or other remedies permitted by law.

Authorized Representative (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

This certification will be retained by ORGANIZATION in accordance with federal and state recordkeeping and audit requirements.

## **Debarment and Suspension Certification**

The undersigned certifies, to the best of his or her knowledge and belief, that neither the organization nor its principals:

Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal, state, or local department or agency;

Have within the past three (3) years been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property

Are presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses described above; and

Have within the past three (3) years had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the undersigned is unable to certify to any of the statements above, an explanation shall be attached.

Organization Name: \_\_\_\_\_

Authorized Representative (Print Name): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Insurance Certification

The undersigned certifies that the organization named below maintains insurance coverage with insurers licensed to do business in the applicable jurisdiction and with limits no less than those required by contract, grant, or applicable law, including the following (as applicable):

- **Commercial General Liability:** Including bodily injury, personal injury, and property damage
- **Workers' Compensation:** As required by state law
- **Employer's Liability:** As required by law
- **Automobile Liability:** Covering owned, hired, and non-owned vehicles (if applicable)
- **Professional Liability / Errors and Omissions:** (If applicable to services provided)

Such insurance shall:

- Name the funding agency and/or contracting entity as additional insured where required;
- Provide that coverage shall not be canceled, materially changed, or non-renewed without prior written notice as required by contract;
- Be primary and non-contributory where required.

Certificates of insurance evidencing the required coverage will be provided upon request.

**Organization Name:** \_\_\_\_\_

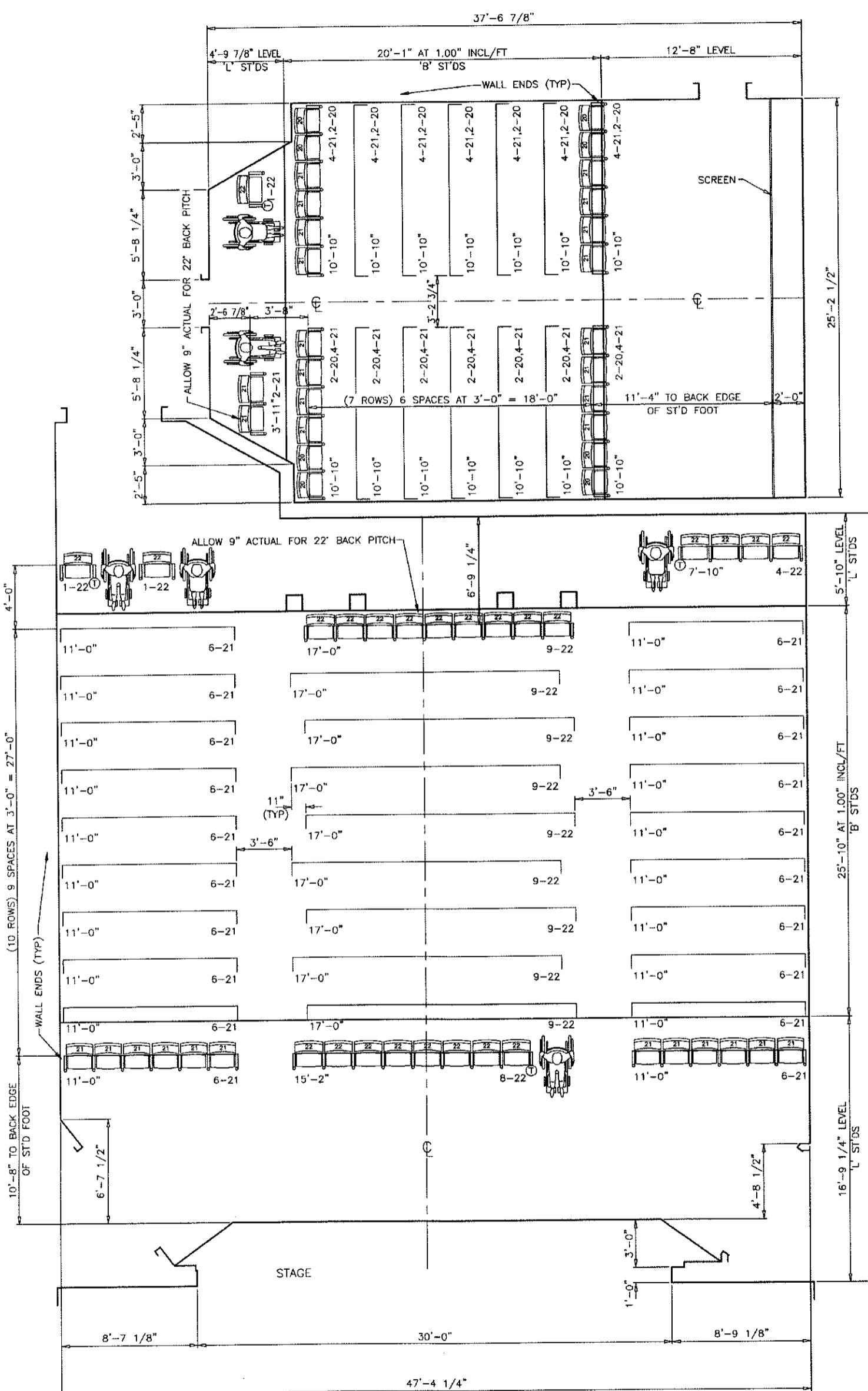
**Insurance Carrier(s):** \_\_\_\_\_

**Authorized Representative (Print Name):** \_\_\_\_\_

**Title:** \_\_\_\_\_

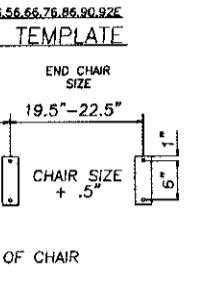
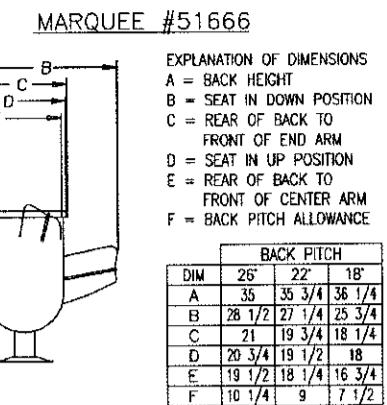
**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



THEATRE #1	
MODEL NO.	51666
21"	120
22"	95
<b>TOTALS</b>	<b>215</b>

REVISIONS	DATE	SEATING LAYOUT
CHANGED TO SWING BACK IN CENTER BANK OF 11	ED 5-8-00	FOR: WYOMING COUNTY CULTURAL CENTER
CHANGED TO MARQUEE #51666	ED 5-16-00	LOCATED: TUNKHANNOCK, PENNSYLVANIA
		SCALE: 1/4"=1'-0"
		FLOOR IS CONCRETE
DRAWN BY: ED	CHECKED BY:	
NOTES: EACH ROW LENGTH DIMENSION INCLUDES AN ADD ON OF 3" FOR EACH END STANDARD		
ALTHOUGH BUILDING CODES HAVE BEEN CONSIDERED IN DEVELOPING THIS SEATING PLAN, VERIFICATION OF COMPLIANCE WITH BUILDING CODES IS THE EXCLUSIVE RESPONSIBILITY OF THE CUSTOMER AND/OR THE ARCHITECT		
ORDER #057207		
SHEET 1 OF 1		



BACK EDGE OF STD FOOT SHOWN ON  
THE SEATING LAYOUT IS THE BACK EDGE  
OF THE CENTER STD FOOT

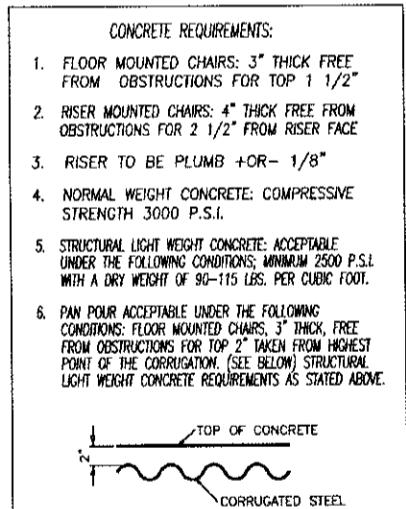
VERIFY ALL BUILDING DIMENSIONS  
BY FIELD CHECK

NOTES FOR UPHOLSTERED  
CHAIRS WITH CUPHOLDER ARMS

20" CHAIRS - USE 19" SEATS WITH 20" BACKS  
SEATS HAVE REGULAR BRACKETS

21" CHAIRS - USE 19" SEATS WITH 21" BACKS

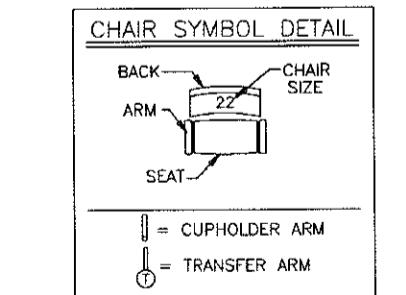
22" CHAIRS - USE 20" SEATS WITH 22" BACKS  
SEATS HAVE LONG BRACKETS  
US STD BRACKETS



ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

ALTHOUGH IT IS THE RESPONSIBILITY OF THE OWNER AND/OR ARCHITECT OF THIS FACILITY TO PROVIDE VIEWING SPACES FOR PERSONS WITH DISABILITIES, THE SEATING COMPANY SUGGESTS THE FOLLOWING (BASED ON THE A.D.A. CIVIL RIGHTS LAW):

1. 5% TO 300 CHAIRS - 1 WHEELCHAIR SPACES  
300+ CHAIRS - 6 WHEELCHAIR SPACES  
OVER 500 CHAIRS - 6 + 1 FOR EACH ADDITIONAL 100 CHAIRS BEYOND 500
2. SURFACE ACCESSIBLE AT LEVEL FLOORS AND ADJOIN AN ACCESSIBLE ROUTE THAT ALSO SERVES OTHER PERSONS WITH DISABILITIES
3. IN ADDITION, ONE PERCENT BUT NOT LESS THAN ONE OF THE FIXED SEATING SHOULD BE AISLE CHAIRS FOR PERSONS WITH DISABILITIES
4. CONSULT TITLE II OF THE AMERICANS WITH DISABILITIES ACT FOR ALL REGULATIONS PERTAINING TO THIS LAW AND THE LOCAL, STATE OR NATIONAL CODES (IF ANY) (I.E. SEC, ETC.) FOR THE BUILDING CODE REQUIREMENTS.



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