

**City of South Salt Lake**  
**Request for Proposals (RFP)**

**South Salt Lake Community Center Auditorium Audio and Video System Upgrade**

### **Project Introduction**

The City of South Salt Lake is seeking proposals for audio and video installation and upgrades at the South Salt Lake Community Center Auditorium.

### **General Overview**

- All speakers replaced
  - 23 Speakers in 3 zones
- 2-4 New speakers for music or other events
- 2 Projectors replaced
- 1 Projector screen replaced
- PTZ camera for City events
- Assisted listening system
- 2 Touch controllers
  - Code for interaction
- Way to export both audio and video to a computer for streaming and recording
  - No need for a local recording/streaming system
- Way for a DJ or other professional to use the speakers but bypass the rest of the system

### **Detailed Overview**

#### Stage Upgrade

- 4 Speakers replaced
  - In standard ceiling tile
- 2 Larger, high quality speakers for music
- 1 Projector
  - Will require a long throw lens
- 1 Projector screen
  - Image will be projected from the rear
- 2 Wireless handheld mics
- 2 Wireless Lapel mics
- PTZ camera
  - Minimum 30x zoom
- Audio rack is located to the side of the stage for holding all equipment
  - Assisted listening system
  - Export Audio and video

- HDMI input in rack
- HDMI input under stage
  - Exact location to be determined at time of install
- 1 Touch controller
  - Needs to control both projectors/screens
  - Exact location to be determined at time of install

## **Auditorium Upgrade**

- 15 Speakers replaced
  - Around 4 inches of space available above each speaker
  - Conduit ran between speakers and rack
  - Lift will be provided
- 1 projector replaced
  - Current screen is in good condition and doesn't need to be replaced
- 1 Touch controller
  - Needs to control both projectors/screens
  - Exact location to be determined at time of install
- HDMI input around touch controller location
  - Conduit is ran back to rack from location of current controller

## **Hall Upgrade**

- 4 Speakers replaced
  - In standard ceiling tile
  - Path from rack to speakers is unknown and may require drilling through brick wall
  - Hall speakers need to be on separate channel from the rest of the speakers

## **Qualifications of Proposers**

Proposers to this RFP can be an individual or a company. Proposers must have the following qualifications:

1. Proven experience in audio-visual installation and upgrades.
2. Proficiency in industry-standard audio-visual installation and upgrades.
3. Strong attention to detail
4. Strong communication skills and ability to collaborate with our IT team

## **Contents of Proposal**

- Bio – Information and brief description of your business
- Experience and References – Include work examples that express the range of experience.
- Proposal – Detailed proposal of the project
- Budget – Include a cost breakdown of rates based on services

## **Selection Criteria**

1. Fee (Budget) with breakdown of costs
2. Understanding of the project objectives and requirements
3. Qualifications and experience in relevant projects.
4. Timeline/hours to plan and execute the project

## **RFP Dates and Schedule**

The following are the dates and deadlines for the project selection and award:

- RFP release:
- Final Date to Submit Questions:
- Submission Deadline:
- Selection of Proposal:

## **Questions and Contact Information**

All questions regarding this RFP are due in writing via email by 5:00PM on January 21 . All questions can be directed to Justin Hamblin [jhamblin@sslc.gov](mailto:jhamblin@sslc.gov)

All questions and answers to this RFP will be posted on the UP3 Website

## **Proposal Submission**

Proposal must be submitted to the City of South Salt Lake by 4:00PM on January 23. The City is not responsible for proposals delivered incorrectly or for failure to receive.

Submission shall be delivered in one (1) of the following ways:

Email: As a single PDF. Separate attachments will not be accepted. Email [aandrus@sslc.gov](mailto:aandrus@sslc.gov)

Utah Public Procurement Portal: A single PDF. Separate attachments will not be accepted.  
Bonfire: <https://utah.bonfirehub.com/portal/?tab=openOpportunities>

Proposers wishing to verify receipt of the proposal may contact Ariel Andrus at [aandrus@sslc.gov](mailto:aandrus@sslc.gov)

## **Disclaimer**

Submissions that are late, incomplete or do not meet submission format and contents as described in this RFP will not be accepted. The City reserves the right to reject any and all submissions or to waive any informality in any submissions if deemed the best interest of the City. The City does not guarantee that a contract will be awarded following the submission deadline.

## **General Terms and Conditions**

1. **Compliance with Laws.** The proposer shall always observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and city, which may in any manner affect the performance of the contract. Proposers shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex, pregnancy, child-birth, or pregnancy related conditions, religion, disability, sexual orientation, gender identity, genetic information, military status, or national origin, or otherwise commit an unfair employment practice.
2. **Incurred costs.** The City is not liable for any costs incurred by Proposers prior to the execution of a Services Agreement (“Agreement”).
3. **Proposer not Agents.** Unless otherwise stated in the final Agreement, the Proposer shall not be held or deemed in any way to be an agent, employee or official of the City, but rather an independent contractor.
4. **Indemnification.** The successful Proposer shall indemnify, save, and hold harmless the City and all of its employees, officers, directors, subcontractors and agents against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any noncompliance by the Proposer with any agreements, warranties or undertakings contained in or made pursuant to this RFP.
5. **Negotiation of Services Agreement.** The City reserves the right to reject any or all proposals or to award multiple Agreements to multiple qualified Proposers. At its sole discretion, The City may extend the dates for award of the Agreements. The City reserves the right to negotiate any or all terms upon award of the Agreement.
6. **Ethics in Contracting.** By submitting its proposal, Proposer certifies that its proposal is submitted without collusion or fraud, that it has not offered or received any kickback or inducement from any other Proposer, supplier, manufacturer, subcontractor or other person in connection with its proposal and that it has not conferred on any public employee or official having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, employment, service or anything of more than normal value, present or promised, unless consideration of substantially equal or greater value was exchanged as part of a completely independent transaction.
7. **Taxes.** The successful Proponent(s) shall be responsible for, and pay any applicable taxes related to the Agreement. The City is a tax-exempt organization and shall not be billed for, nor be expected to pay any taxes applicable to the Services.
8. **Insurance.** By submitting a proposal in response to this RFP, the Proposer certifies that, if awarded the contract, it will have the insurance coverage required for performance of the Services, if any, at the time the work commences. Additionally, the Proposer certifies that it will maintain this insurance coverage throughout the entire term of the contract and that all insurance coverage shall be provided by insurance companies authorized to sell insurance in Utah. During the term of the contract, City reserves the right to require the

successful Proposer to furnish certificates of any required insurance for the coverage required by City, if any is required. Any request for changes related to indemnification or insurance provisions contained in the Draft Services Provider Agreement, must be submitted no later than the Submittal Deadline. Any requested changes to City's standard insurance and indemnification provisions must be approved in the sole discretion of the City.

**9. Disclosure of Proposal Content.** All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits and other documentation produced by the Proposer that is submitted to the City, as part of the proposal or otherwise, shall become the property of the City when received by the City and may be considered public information under applicable law. The Government Records Access and Management Act ("GRAMA") states that certain information in the submitted proposal may be open for public inspection. If the Proposer desires to have information contained in its proposal protected from such disclosure, the Proposer may request such treatment by providing a "written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality" with the proposal. Blanket claims that the entire RFP is confidential will be denied. The City cannot guarantee that any information will be held confidential.

### **Disposition of Proposals, Statements, and Negotiations**

**1. Disposition of Proposals - Public Records.** All materials submitted in response to this RFP will become the property of SSLC. One (1) copy of each proposal shall be retained for official files and will become a public record after the award and open to public inspection. It is understood that the proposal will become part of the official file on this matter without obligation on the part of the City of South Salt Lake.

**2. Verbal Statements or Agreements.** No verbal agreement or conversation with any officer, agent, or employee of SSLC, either before or after execution of the contract, shall affect or modify any of the terms or obligations contained in the contract. Any such verbal agreement or conversation shall be considered as unofficial information and in no way binding upon SSLC or the Proposer.

**3. Negotiations.** SSLC reserves the right to reject or to waive any or all proposals. After SSLC has identified the best qualified candidate(s), the Parties shall have the right to negotiate with the Proposer over the final terms and conditions of the contract. These negotiations may include bargaining. The primary objective of the negotiations is the evaluation factors set forth in the RFP. If an agreement cannot be reached, the negotiation will be terminated.