

Kaysville City

Council Chambers & Police Department EOC Audiovisual System Replacement

Pre-Proposal Site Walk Minutes

Date: September 8, 2026

Time: 2:00 p.m.

Starting Location: Kaysville City Council Chambers, 23 E. Center Street, Kaysville, Utah

Purpose

Kaysville City conducted a pre-proposal site walk to allow prospective proposers to inspect the existing audiovisual systems, review existing conditions, understand how the spaces are used, and ask questions regarding the RFP.

The walkthrough included the City Council Chambers, Council Conference Room, Staff Conference Room, and Police Department Emergency Operations Center (EOC).

Site Walk

The City reviewed the project priorities, including reliability, speech intelligibility, simple operation, long-term supportability, and the ability for City IT to reasonably operate and troubleshoot the systems.

In the Council Chambers and conference rooms, the City demonstrated existing meeting configurations and discussed audio, video, cameras, microphones, presentation, recording, streaming, web conferencing, controls, lighting, and existing equipment and infrastructure.

In the Police EOC, the City reviewed existing room uses and demonstrated the video wall, presentation and conferencing capabilities, audio and microphones, cameras, recording, floor-box connectivity, equipment, and infrastructure. Reliability and ease of operation during both normal and emergency use were emphasized.

Vendors were provided time to inspect equipment, take measurements and photographs, review pathways and existing conditions, and ask questions.

Clarifications

Questions and clarifications affecting the RFP will be addressed through written addenda. The RFP and issued addenda govern the project requirements and supersede any conflicting verbal statements made during the site walk.