



## **REQUEST FOR PROPOSALS**

### **Sound System for Community Center**

#### **A. Background**

The Orange Beach Community Center is a multipurpose facility used for City events as well as for local community activities. The purpose of this sound system upgrade is to allow for better audio quality as well as improved flexibility. The Community Center is comprised of a one story, multipurpose room with an air wall that divides the room into two equal sections and a kitchen area (see attached As-Built Drawing). The Community Center currently has an in-house audio mixer and graphic equalizer that the City wishes to keep for use by outside groups in a turnkey operational manner. The City would like to bring in a digital mixing console and additional equipment, such as stage monitors and additional microphones, while incorporating a single cohesive facility speaker system. The City would like to complete this project no later than December 31, 2017.

#### **B. Scope of Work**

The successful proposer shall provide Sound System Equipment, as specified, to the Orange Beach Community Center. The successful proposer shall provide delivery, installation, and startup services to the City of Orange Beach. Total pricing shall include the cost of all equipment, installation, service, shipping and handling charges. Delivery, installation, and invoicing should occur prior to December 31, 2017, if at all possible.

#### **C. Time and Due Date**

Proposals are due no later than Monday, November 20, 2017 at 5:00 PM (Central).

Proposals may be mailed to the following address:

City of Orange Beach  
Attention: City Clerk  
P.O. Box 458  
Orange Beach, Alabama 36561

Or hand delivered to:

City of Orange Beach  
Attention: City Clerk  
4099 Orange Beach Blvd.  
Orange Beach, Alabama 36561

Or emailed to Renee Eberly, City Clerk/Procurement Officer, at [reberly@cityoforangebeach.com](mailto:reberly@cityoforangebeach.com).

#### **D. Use of Brand Names in Bid**

The use of any brand name and/or product numbers is to establish industry standards and minimum specifications. Other brands may be considered for review if full product information and specifications are included with the bid.

#### **E. Minimum Specifications**

The equipment offered shall be commercial quality suitable for an active community center. Items furnished shall be standard products of the manufacturer or their suppliers, shall be new, clean, and free from any defects or features affecting appearance, serviceability, or the safety of the user in normal intended use. All integral parts not specifically mentioned in the scope of these specifications that are necessary to provide a complete working unit shall be furnished.

Any deviation from specifications indicated herein must be clearly identified in writing; otherwise, it will be considered that items offered are in strict compliance with these specifications, and the successful proposer will be held responsible for such. Deviations must be explained in detail on separate attached sheet(s).

**E-1. Nine (9) JBL Control 28-8 Ohm Wall-Mounted Speakers – or equivalent**

With invisible mounting hardware

Correct amplification for all speakers

Speakers to be mounted in three (3) zones:

- Zone 1 – Four (4) speakers on the front side of the air wall
- Zone 2 – Four (4) speakers on the back side of the air wall
- Zone 3 – One (1) speaker in the kitchen area

**E-2. One (1) Soundcraft Mini Stagebox 16 – or equivalent**

**E-3. One (1) Soundcraft EPM 6 Analog Audio Mixer – or equivalent**

**E-4. One (1) 50' Cat 5 Ethercon Cable for Stage Box**

**E-5. One (1) 100' Cat 5 Ethercon Cable and Cat 5 Wall Plate**

Wall plate to be located at FOH (Front Of House)

**E-6. One (1) Cat 5 Ethercon Interface Wall Box**

To be located at the stage area to connect the FOH Cat 5 run to the stage box

Must be able to disconnect stage box Cat 5 run

**E-7. One (1) 10' Cat 5 Ethercon Cable**

**E-8. One (1) XLR Female, Wall-Mounted Plate for Analog Output of Digital Mixer to Amplifiers**

**E-9. One (1) Dual 31 Band EQ – JBL 231 or equivalent**

**E-10. Two (2) Shure BLXR24/58 Wireless Handheld Microphone Systems – or equivalent**

**E-11. Delivery**

The successful proposer shall coordinate with City staff for the offloading and delivery of equipment on site. The successful proposer shall be responsible for complying with applicable safety requirements for his workers and others.

Delivery shall be to:

City of Orange Beach  
Community Center  
27235 Canal Road  
Orange Beach, AL 36561

**D-12. Installation**

The successful proposer shall provide complete installation, including all necessary miscellaneous cable and hardware.

**D-13. Training**

Upon installation, the successful proposer shall conduct a minimum of a half day of training for the designated City operator in the proper usage, safety, and maintenance of the equipment.

**D-14. Service/Maintenance**

Local service, support, and warranty are strongly preferred. Response time is critical to the operation of the Community Center. A written description of service/maintenance support, including terms, minimum response time, contact information and location of designated service representative(s), must be submitted with the bid.

**D-15. Warranty**

Warranties shall be provided in writing and shall specify any and all exclusions, including products and services. If such warranties are provided at additional cost, the incremental cost must be so specified. The procedure necessary to notify such warranty must be specified. Any additional charges related to the utilization of the warranty provided must be specified.

**F. Documentation**

The successful proposer shall include all documents, manuals, parts lists, and other printed material relating to the operation and maintenance of the equipment with the delivery of the equipment. Digital format is acceptable.

**G. Business License Requirements**

In order to deliver into City limits, the successful proposer will be required to have an Orange Beach Business License. Contact the Orange Beach Finance Department at 251-981-6096 for a quote or any additional information.

**H. Insurance Requirements**

**Worker’s Compensation Insurance**

The successful proposer shall obtain and maintain statutory Worker’s Compensation Insurance and Employer’s Liability Coverage covering all workers involved in the Scope of Work with minimum limits of \$500,000 each accident, \$500,000 disease limits, and \$500,000 each employee.

**Comprehensive General Liability Insurance**

The successful proposer shall carry public and property damage insurance which shall include bodily injury and accidental death to any person and subject at the minimum limits set forth below:

Public Liability	\$1,000,000 per person	\$2,000,000 per occurrence
Property Damage	\$1,000,000 per person	\$2,000,000 aggregate

**Comprehensive Automobile Liability Insurance**

The successful proposer shall maintain Comprehensive Automobile Liability Insurance Coverage in the amounts not less than the minimum limits set forth below:

Bodily Injury, including Death	\$1,000,000 per person
Property Damage	\$1,000,000 per accident

**Owner’s Protective Insurance**

The successful proposer shall obtain and maintain an Owner’s Protective Insurance Policy with the City of Orange Beach named as Additionally Insured with liability limits not less than the minimum limits set forth below:

Bodily Injury, including Death	\$1,000,000 per person	\$2,000,000 per occurrence
Property Damage	\$1,000,000 per occurrence	\$2,000,000 aggregate

**Evidence of Coverages**

The successful proposer shall provide to the City of Orange Beach evidence of insurance in the form of a duly executed Certificate of Insurance, evidencing the above insurance, with all carriers approved to do business in the State of Alabama.

Original to: City of Orange Beach, Alabama  
Attn: City Clerk  
P.O. Box 458

Orange Beach, AL 36561  
Fax (251) 981-6981

**I. Indemnification**

The successful proposer shall indemnify, defend, and hold harmless City of Orange Beach and all City Officers, agents, and employees against all claims, demands, damages, and expense (including reasonable attorneys' fees for the defense thereof) for loss of life or injury or damage to person(s) or property arising from a negligent act or omission, operation, or work of the vendor, its agents, or employees while engaged upon or in connection with the services performed by the successful proposer hereunder.

**J. Proposal Requirements**

The following items are required as a minimum to help the City evaluate the proposal:

1. Cover Page – Showing the RFP Subject, the legal name, email address, physical address, mailing address and telephone number of the Proposer.
2. Price Quote – The proposal shall state a total price for all equipment and services as specified for a turn-key solution. Line item pricing shall also be included.
3. Service/Maintenance Description
4. Warranty Description
5. References – Include a minimum of three references for projects of similar size and scope

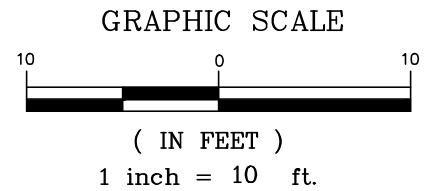
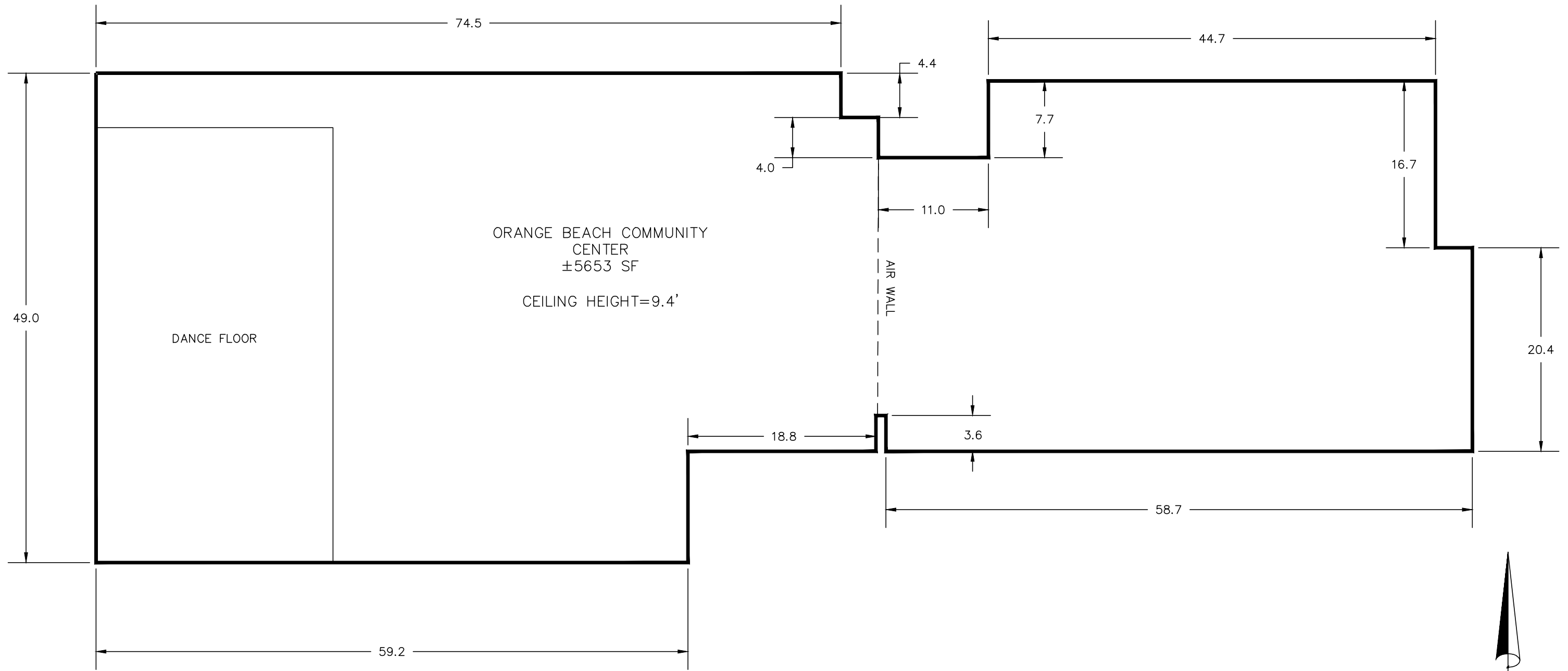
**K. Evaluation Criteria**

All submitted proposals will be reviewed by an evaluation committee comprised of the Logistics Coordinator, City Administrator, and Procurement Officer. Proposals will be evaluated based on the following criteria:

1. Pricing
2. Quality of proposed equipment
3. Quality and responsiveness of service/maintenance
4. Warranty

**L. Questions**

Questions regarding this Request for Proposals may be submitted in writing to Renee Eberly, City Clerk/Procurement Officer at [reberly@cityoforangebeach.com](mailto:reberly@cityoforangebeach.com).



5535 Business Parkway, Theodore, AL, 36582 Phone: (251) 544-7900  
www.SawgrassLLC.com Fax: (251) 544-7918

NO.	REVISION	DATE

2015-000	AS-BUILTS COMMUNITY CENTER			
	CITY OF ORANGE BEACH			
SCALE 1"=10'	DATE JANUARY 2016	DRAWN BY JJ	CHECKED BY	SHEET 2 OF 2