

**City of Isle of Palms, South Carolina**  
**Request for Proposals (RFP) 2024-01**  
**Audio Visual Design for Recreation Center**

In compliance with the City of Isle of Palms procurement ordinances, the City is requesting proposals from qualified vendors to design and implement audio visual technology at the Recreation Center, in the Magnolia/Palmetto Rooms. The request is being made and awarded pursuant to the City's procurement ordinance. The City reserves the right to reject any and all proposals and to waive irregularities.

**Project Overview**

The City of Isle of Palms desires to modernize and upgrade the Magnolia/Palmetto Room with Audio Visual (AV) technology, including but not limited to new cameras, streaming equipment, microphones, and speakers.

The city is looking for a qualified vendor to provide professional services for this effort by designing and implementing audio, visual and livestreaming capabilities. The solution should be simple to operate and require minimal maintenance.

**Mandatory Requirements**

- One (1) site visit to the Recreation Center, Magnolia/Palmetto Rooms
- Install speaker system to improve audio inside room via livestream and without livestream. Sound will need to be used in combined rooms as well as separate rooms for smaller events.
- Integrate with video streaming platform, including closed captioning.
- Install camera (camera should pan and zoom as needed).
- Microphones for council members (9), Microphone for clerk and chairman (2), cordless microphone for public comments (1).
- Install cabling for all audio/video work that is hidden or minimally visible.
- Livestream controls need to be set up on portable rack or device.
- Provide hands-on training on all AV technology installed.
- Provide documentation on network setup and instructions on how to use all equipment.

**Proposal Evaluation Criteria**

- Adherence to best practices to yield a safe, reliable, neat, clean and easy to operate AV installation.
- Experience in similar installations
- References for similar installations
- Timeline for completion of project and proposed downtime to customer – with proper planning around classes and programs
- Cost
- On-going support, training and availability for support 24/7

## **Timeline and Submission Procedures**

The City anticipates the following general timeline for this RFP. The anticipated schedule may change if it is in the City's best interest to do so.

RFP Advertisement – Wednesday, March 6, 2024

Deadline for Proposals – 2:00 p.m., Wednesday, March 20, 2024

City Council to consider recommendation of award of contract – Tuesday, March 26, 2024

Notice to Proceed – Upon contract execution.

Award of any contract may be made without discussion with proposers after proposals are received. The City reserves the right to cease contract negotiations if it is determined that the Bidder cannot perform the services specified in their response. Recommendation of award for contract will be made based not only on price, which is an important factor, but also on quality of proposal, qualifications, experience, technical expertise, references and ability to execute the work. After careful evaluation, City staff will make a recommendation to City Council for award of a contract.

### **Proposals should be submitted to the following:**

Desirée Fragoso  
City Administrator  
City of Isle of Palms 1207 Palm Boulevard  
Post Office Box 508 Isle of Palms, South Carolina 29451 3

**Deadline for Submissions:** The deadline for submission is 2:00 p.m., Wednesday, March 20, 2024. Proposals will be received at 1207 Palm Boulevard, Isle of Palms, South Carolina 29451 in a sealed envelope. Sealed envelopes must be clearly marked "RFP 2024-01, Audio Visual addition for Recreation Center" and include one (1) hard copy and one (1) electronic copy saved to a USB flash drive. It will be the responsibility of the proposers to verify receipt by the City.

Proposals may be delivered by hand or by mail, but no proposal shall be considered which is not actually received by the City at the place, date and time appointed by the City and the City shall not be responsible for any failure, misdirection, delay or error resulting from the selection by any bidder of any particular means of delivery.

**Proprietary and/or Confidential Information:** Your proposal is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your bid. All information that is to be treated as confidential and/or proprietary must be CLEARLY identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as CONFIDENTIAL, 4 in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. All information not so denoted and identified will be subject to disclosure by the City.

Proposers acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the respondent or any member of the respondent's organization as a result of, or arising out of, submitting a bid,

negotiating changes, or due to the City's acceptance or non-acceptance of the proposal or the rejection of any and all proposals. Proposers are responsible for submission of accurate, adequate and clear descriptions of the information requests. Neither issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of Isle of Palms will commit the City to award a contract to any respondent even if all the requirements in the RFP have been met.

Proposers must have or be able to procure an Isle of Palms Business License.

The City of Isle of Palms reserves the right to accept or reject any and all proposals, or any parts thereof; to waive irregularities or informalities in any proposal received to allow the proposal to be considered; to negotiate terms and conditions with Proposers; and to select a Bidder or to cancel in whole or in part this RFB, if it is in the best interest of the City to do so. Those proposals determined not to be in compliance with provisions of this RFP and the applicable laws and or regulations will not be processed.

By signing its bid, Proposer certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agrees to provide the City upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Bidder and its subcontractors or sub-subcontractors; or (b) that Bidder and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Bidder agrees to include in any contracts with its sub- 4 contractors language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14 and (b) include in their contracts with sub-subcontractors, language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.