



**REQUEST FOR PROPOSAL**  
**Union Station Indoor/Outdoor LED Screen**



Prepared by Christy McBride

Ogden City ACE Division

May 19, 2022

**REQUEST FOR PROPOSAL  
OGDEN CITY CORPORATION**

**Union Station Indoor/Outdoor LED Screen**

Ogden City is requesting proposals from a qualified contractor to purchase and install an indoor/outdoor LED Display Screen at Union Station located at 2501 Wall Ave. Ogden UT 84401.

Proposal packets are available and may be obtained from Ogden City website at <http://ogdencity.com/264/Purchasing>.

Proposers are responsible for securing any and all addenda issued.

Responses to this RFP shall be submitted to the Purchasing Office c/o 1<sup>st</sup> Floor Information / Constable Desk located at 2549 Washington Blvd, Ogden, UT, **no later than 10 AM, June 9, 2022. LATE PROPOSALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from small, local, women and minority owned businesses and other disadvantaged business enterprises.

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# REQUEST FOR PROPOSAL OGDEN CITY CORPORATION

## Union Station Indoor/Outdoor LED Screen

### I. INTRODUCTION

Ogden City desires to work with a company to purchase a 10x32 LED Screen that can be used at the full size for events in the Browning Theater or configured into various other sizes to be used in other areas of the Union Station Campus inside or outside.

### II. OVERVIEW

The Browning Theater was recently updated with new sound and lighting equipment. Adding an LED screen will complete the theater with full production capabilities. This new LED screen can be used for concert events, awards banquets, trainings etc.

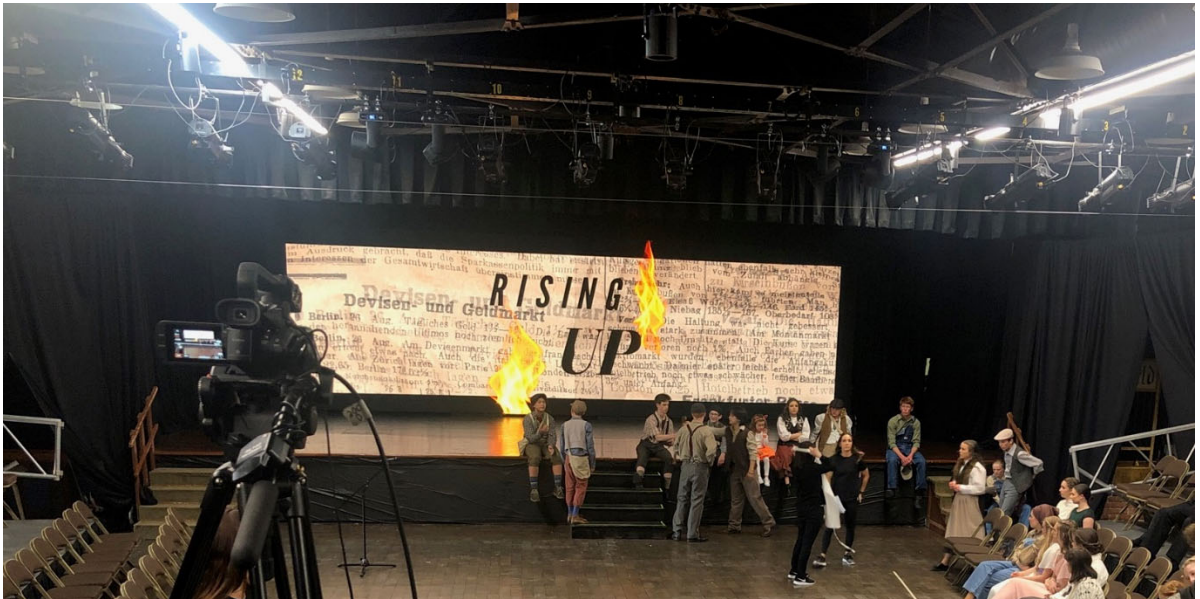
### III. SCOPE OF WORK

The proposed project will be for the purchase of an LED panel system that can configure to an approximate size of 10ft x 32ft or any configuration using same number of panels or less.

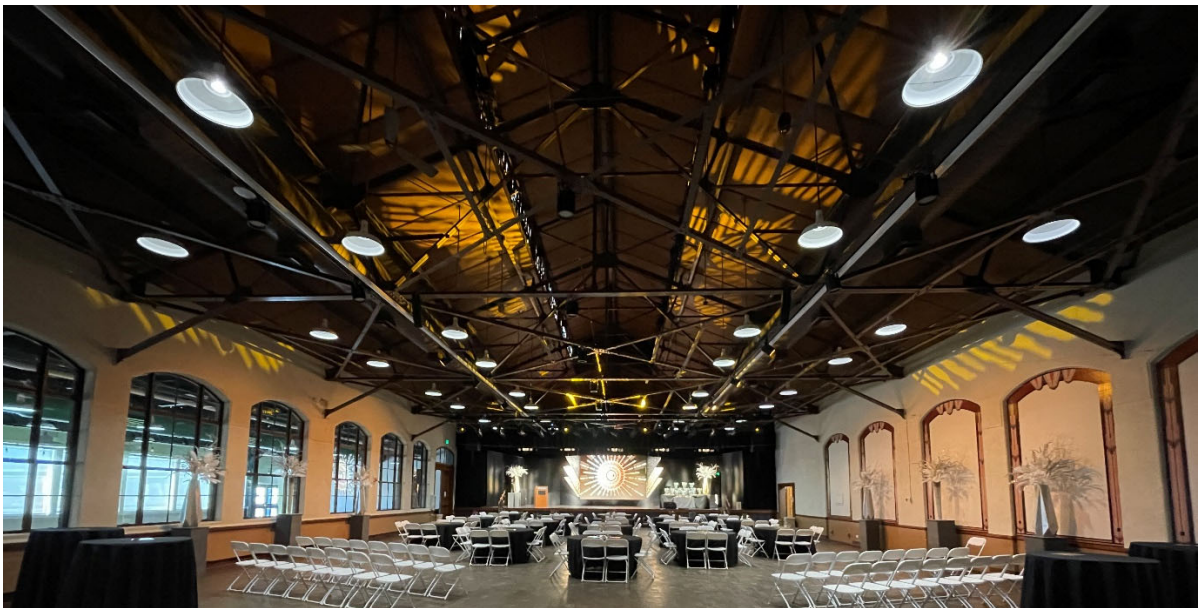
The selected company will be required to provide the following products and services including costs for all shipping, delivery, installation, sub-contractors, and one day of training to Ogden City staff:

- Provide all LED panels 3.9MM Video Panel 500MM x 500MM W3 10Mx3M Display (including cables) Indoor/Outdoor 4500 NITS-IP65 3840 Refresh.
- Provide all flight cases used for storing panels and cables
- Provide Novastar LED processor/s WSDI Input
- Provide all ground support hardware & flyware for (1) 10x32 when all panels are used & for (2) 10x16 when panels are separated into 2 screens
- Provide all cabling or other misc. spare parts needed
- Provide equipment needed for installation

- Provide system activation and testing
- Provide one day training for City staff on the use of the LED wall and software.
- Provide a recommendation to Ogden City IT Department on the purchase of Professional Software & Computer to run the LED system. (The cost of the software and computer should not be included in this quote.)
- Provide warranty information on equipment to be purchased.



Example of 10x32 LED screen shown in Browning Theater (all panels hung)



Example of 9x16 LED screen shown in Browning Theater (1/2 of the panels hung)

#### **IV. RESPONSE TO REQUEST FOR PROPOSAL**

##### **Company Information**

The City will accept proposals from companies that are capable of assisting in the purchase of the LED equipment and providing all of the work described in the above Scope of Work.

Each Proposal must include, as a minimum, the following information:

1. Name, address, email and telephone number of companies submitting the proposal.
  - a. Include the name and contact information of the person designated as the company's representative.
2. Evidence of Insurability.
3. The names of any outside consultants and/or subcontractors to be utilized, including contact information and a brief description of their role(s) in the project.
4. A detailed breakdown of the proposed costs of the items listed in the Scope of Work.
5. An estimated timeframe to complete the project.

#### **V. EVALUATION OF PROPOSALS**

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures.

In the initial phase of the proposal evaluation process, the evaluation committee will review all proposals timely received. Non-responsive proposals (those received after the deadline or not conforming to RFP requirements) will be eliminated. The remaining proposals will be evaluated in a cursory manner to eliminate from further consideration those proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration. Each bidder bears sole responsibility for the items included

or not included in the response submitted by that bidder. The City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP.

At the conclusion of this initial evaluation phase, finalist proposals will be selected for detailed review and evaluation. The City may require an in-person presentation by a bidder to supplement their written proposal.

## **VI. ADDITIONAL INFORMATION – GENERAL TERMS AND CONDITIONS**

Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.

All work must meet current industry standards including all Federal, State and local rules and regulations.

The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.

Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.

Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit of cost estimate of any proposal price.

## **VII. GOVERNING INSTRUCTIONS**

This Request for Proposal will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

## **VIII. SUBMISSION OF PROPOSALS**

**No later than 10 AM, June 9, 2022;** proposers shall submit six (6) copies of the proposal in a sealed envelope.

On the envelope, indicate your company's name and the RFP name "Union Station Indoor/Outdoor LED Screen."

If the Proposal is submitted by mail or other delivery service, it must be addressed to the Purchasing Office, 2549 Washington Blvd, Suite 510, Ogden UT 84401. It must be received prior to the submission deadline.

The Proposal may also be hand-carried to the 1st Floor Information Desk (west entrance of the building) at the same address.

City offices are closed on holidays. No facsimile or email transmittals will be accepted.

### **LATE PROPOSALS WILL NOT BE ACCEPTED.**

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

## **IX. INSURANCE REQUIREMENTS**

The successful proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.

a. The amount of insurance shall not be less than:

- i) Commercial General Liability: Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
- ii) Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
- iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.

b. Each insurance policy required by this Agreement shall contain the following clauses:

- i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
- ii) "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."



- c. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:
  - i) "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."
- d. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.
- e. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.
- f. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- g. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- h. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each

contractor. All coverages for Contractor’s contractors shall be subject to all of the requirements stated herein.

- i. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees or contractors upon the Premises during the License Period.

**X. RFP SCHEDULE**

Ogden City will follow the timetable below. Ogden City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline will result in an RFP amendment. Amendments will be published in the City’s Purchasing webpage - <https://www.ogdencity.com/264/Purchasing>.

<b>EVENT</b>	<b>TARGET DATE</b>
Open RFP Process	May 19, 2022
1 <sup>st</sup> Ad – Standard Examiner	May 21, 2022
2 <sup>nd</sup> Ad - Standard Examiner	May 28, 2022
Last day for Q&A	June 3, 2022; No later than 3 PM
RFP Response Deadline	June 9, 2022; No later than 10 AM
Committee Review and Selection process	To Be Determined
Contract Start Date	To Be Determined

**XI. CONTACT INFORMATION**

For any questions related to this RFP, please contact the Ogden City Purchasing office via email [purchasing@ogdencity.com](mailto:purchasing@ogdencity.com) or at (801) 629-8742.

The question-and-answer period ends at 3 PM on June 3, 2022.